

PENN FOREST TOWNSHIP  
BOARD OF SUPERVISORS  
2010 STATE ROUTE 903  
JIM THORPE, PA 18229

**AMENDED**  
**AGENDA**

April 4, 2022

The Regular Monthly Meeting of the Penn Forest Township Board of Supervisors is being held at Penn Forest Township Municipal Building, 2010 State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

Chairman Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Meckes called the meeting to order at 7:00 p.m.; Roll Call by Township Secretary.

**Members:** Roger Meckes, Chairman  
Christian Bartulovich, Vice-Chairman  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor  
Patrick Holland, Supervisor

**Office Staff:** Dana Vitale, Secretary  
**Solicitor:** Thomas S. Nanovic

**A. EXECUTIVE SESSION:** to be held at 6:00 p.m. to discuss personnel and potential litigation.

**B. PUBLIC COMMENTS: (3 Minute Limit)**

**C. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON MARCH 7, 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from MARCH 7, 2022.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

Robert & Denise Dost letter of concern– Queen of Peace Missionary Association-  
Timber Harvest (no motion)

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2022)**

Township General Fund:	\$ 2,904,160.57	State Liquid Fuels Fund:	\$ 267,910.16
Sanitation Fund:	\$ 188,666.34	Payroll:	\$ 12,283.63
Septic Fund:	\$ 319,151.78	Debit Card	\$ 6,657.37
SALDO:	\$ 245,577.46	Fire Escrow:	\$ 25,620.00
Rent :	\$ 73.67	American Rescue	\$ .00
<b>TOTAL:</b>			<b>\$3,970,100.98</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2022)**

Account Ending: #1841 -	\$ 3,610,036.00	(3 month CD)
#5851 -	\$ 259,380.72	(6 month CD)
#1301 -	\$ 2,050,083.89	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,919,500.61</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 9,889,601.59**

1) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for MARCH 2022 (Subject to Audit).

ROLL CALL: RM \_\_\_; CB \_\_\_; SL \_\_\_; TC \_\_\_; PH \_\_\_ **MOTION** \_\_\_\_\_

2) **PAYMENT OF THE BILLS FOR MARCH 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for MARCH 2022.

ROLL CALL: RM \_\_\_; CB \_\_\_; SL \_\_\_; TC \_\_\_; PH \_\_\_ **MOTION** \_\_\_\_\_

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **DISCUSSION: PURCHASE DEWALT GREASE GUN**

See attached quotes.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM \_\_\_; CB \_\_\_; SL \_\_\_; TC \_\_\_; PH \_\_\_ **MOTION** \_\_\_\_\_

2) **RESOLUTION NO. 7 OF 2022—Declaration of Disaster Emergency**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #7 of 2022- DECLARATION OF DISASTER EMERGENCY to extend until July 5, 2022.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

3) **PAVING PROJECTS- ESTIMATE ATTACHED FROM JOHN DAVIS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

4) **DISCUSSION: JOHN DEERE 2022 PALADIN BROOM BRISSELE QUOTE**

(See attached) Total cost \$1,406.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

5) **DISCUSSION: TRANSFER STATION KEY PAD- CONTROL SECURITY QUOTE**

(See attached) Total cost \$1,700.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

6) **TRANSFER STATION- NEW SALT SHED**

Keystone Concrete Products quote for Structural Engineering Services. See attached.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

7) **DISCUSSION: AUTHORIZE BIA TO BID SALT SHED PROJECT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

8) **DISCUSSION: POTHOLE PATCHING ON TOWNSHIP ROADS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

9) **TRENCH DRAIN PLAN SET- BID SPEC DOCUMENTS**

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

**G. PFT PARK AND RECREATION**

1) **DISCUSSION: SOFTBALL EQUIPMENT - UPDATED REQUEST**

Batting Cage Frame \$5,372.00 & Batting Cage Net \$700.00

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

2) **PURCHASE INFIELD MIX**

2 loads - \$2,187.00 Fuel charge \$45.00 per load.

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR MARCH 2022**

**TRANSFER STATION**

1) **BULK AMOUNT for MARCH 2022---\$689 .00 Year to Date Total: \$1,090.00**

2021-2022 Pro-Rated Permits	(5)	428.16
2021-2022 Residential Permit	(10)	1,371.43
<b>TOTAL DEPOSITS</b>		<b><u>\$2,488.59</u></b>

2) **ADMINISTRATIVE REPORTS –**

A) **RIGHT-TO-KNOW REQUESTS FOR MARCH 2022-**

**Administrative & Financial Requests: (See Attached Lists)**

Submitted: 75 / Responded: 75 / Total Hours: 56.75 hrs.

Zoning & Septic Requests: Submitted: 67/ Responded: 67

I. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for MARCH 2022.

AMENDED TO ADD:

REASON: Zoning Department provided status update on 4/4/22.

ZONING ENFORCEMENT NOTICES- (2) NON-COMPLIANT PROPERTIES

WOYTOWICH & ST. CLAIR LOT LINE REVISION PLAN – 22A-51- EV505 &EV507

a) MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests 333.31 (all trees of 8 inches or greater in size); 331 (scale of 1 inch equals 30 feet).

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

b) MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally \_\_\_\_\_ the final plan subject to addressing the remaining comments from engineer's letter of 3/23/2022; as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

KNOCIK - PRELIMINARY/FINAL REVERSE SUBDIVISION PLAN – 22A-51- EV68 &EV69 (NEW LOT EV68A)

a) MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver request 333.31 (all trees of 8 inches or greater in size).

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

b) MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally \_\_\_\_\_ the final plan subject to addressing the remaining comments from engineer's letter of 3/23/2022; as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

DANILOV - LOT LINE REVISION PLAN – 22A-51- C1325 & C1327 (NEW LOT 1327A)

a) MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests 333.31 (all trees of 8 inches or greater in size); 331 (scale of 1 inch equals 40 feet), 333.15 (provide contour lines).

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ MOTION \_\_\_\_\_

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally \_\_\_\_\_ the final **plan** subject to addressing the remaining comments from engineer's letter of 3/23/2022; as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT \_\_\_\_\_ P.M.**

**MOTION** to adjourn meeting by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, May 2<sup>nd</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, April 20<sup>th</sup>, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 25<sup>th</sup>, at 6:00 p.m. (if needed).*

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**