

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

**MEETING MINUTES**

**March 7, 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 7:15 p.m.; Roll Call by Township Secretary.

<b>Members:</b>	<b>Roger Meckes, Chairman</b>
	<b>Christian Bartulovich, Vice-Chairman</b>
	<b>Scott Lignore, Supervisor</b>
	<b>Thomas Cross, Supervisor</b>
	<b>Patrick Holland, Supervisor</b>

<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. EXECUTIVE SESSION:** was held from 6:15-7:00 p.m. to discuss personnel matters.

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

**Larry Dusablon**- TT- STR- stated that he had inquired about putting restrictions on how many STR would be allowed in a certain area. How many times a month they could rent/dates and putting some kind of restrictions. I now have 3 STR near me and its approaching an industrial neighborhood. Tom Nanovic had stated that he thought there was ways we could do this. What is the first step; define it and a put a date on that first step so that we could begin process. Tom Nanovic stated the first step would be to do legal review to see if we could even do that. What we talked about was a certain number of feet between STRs. The State Law may have one for opioid treatment, adult book stores. The Supervisors stated that Tom Nanovic should look into it. Patrick Holland asked Tom N. can HOA bands STR. Tom Nanovic stated that Holiday Pocono did that very thing and the bylaws didn't state that they couldn't do it. LD- stated I would like to get this in at the beginning and not wait 5 years down the road and then it cannot be

done. Stacy Veneto's stated that Penn Forest Streams banned STR this very year. Rich Strack stated that the HOA in Lake Harmony are charging fees from \$500- \$1,000 per year. However, these owners are charging a lot you have over the limit people coming up and pay a little bit of money and get around the fees. Stacy Veneto's stated that Tobyhanna Township is now trying to do something about this now.

**Jimmy Mannix**- Stated that the application for Zoning/License needs to be placed on the property. I believe that this document should be placed on the 911 at these properties. CB- stated why doesn't TT request this document from there homeowners. CB- stated that is the purpose of the compliant. JM- I'm asking that you make these homeowners post this on the property for people to see from the street. RM- stated that your HOA can have stricter rules. JM- stated that TT stated they need to do whatever the Township says. JM- TT doesn't want to touch it unless it was directed by the Township. Pat Holland we will do some serious research, we can't just let NJ come in here and cut down our trees. Tom Nanovic stated we invited all of the developments to our meeting and every development was in favor. Not one stated they did not want them. Roger Meckes stated we invited every head of HOA and not one stated they did not want them. I made my decision based on the developments are not opposed and only wanted us to put restrictions and regulations. Scott Lignore stated how long are you living up here, you knew there were rentals up here. SL- stated ever since 911 hit everyone moved in.

**Heidi** – to counter act what Jim mentioned about posting on the property. I own a STR if we would have to post our information it would be a flag and be open to theft & vandalism. I don't think it's fair to let everyone know that you are a STR. The Ordinance was just put into effect in November and give it time to see if it works before adding more restrictions and regulations and weed out the people who are not following the rules and punish the people who are goods member of the community. SL-stated we just started and let's see how it works out and we did everything the people have asked us to do. RM- we are not against doing what's best for the all the residents and not everyone is going to be happy.

## **C. MEETING MINUTES:**

### **1) REGULAR BOS MEETING ON FEBRUARY 7, 2022**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from FEBRUARY 7, 2022.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

## **D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

NONE

## **E. TREASURER'S REPORT:**

### **(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2022)**

Township General Fund:	\$ 2,443,802.34	State Liquid Fuels Fund:	\$ 93.60
Sanitation Fund:	\$ 224,352.85	Payroll:	\$ 10,484.46
Septic Fund:	\$ 316,851.83	Debit Card	\$ 4,938.58
SALDO:	\$ 252,846.50	Fire Escrow:	\$ .00
Rent :	\$ 73.39	American Rescue	\$ 480,829.41

**TOTAL:**

**\$3,734,272.96**

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2022)**

Account Ending: #1841 -	\$ 3,609,620.65 (3 month CD)
#5851 -	\$ 259,340.93 (6 month CD)
#1301 -	\$ 2,049,926.64 (13 month CD)

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**TOTAL: \$ 5,918,888.22**

**TOTAL FUNDS ON DEPOSIT:**

**\$ 9,653,161.18**

- 1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for FEBRUARY 2022 (Subject to Audit).

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to pay the bills for FEBRUARY 2022

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**F. OLD BUSINESS:**

1) **DISCUSSION: COVID COMPENSATION - TOWNSHIP EMPLOYEES**

Tabled from last month's meeting to discuss with labor attorney. Labor Attorney stated this was acceptable.

Executive session was held at the end of meeting to discuss.  
TABLED FOR FURTHER INQUIRY WITH LABOR ATTORNEY.

2) **DISCUSSION: PARK ELECTRONIC MESSAGE CENTER**

Tabled to inquire about a standard size for quicker purchase.

**G. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **CONTROL SECURITY QUOTE - TRANSFER STATION CAMERAS**

Replace 4 existing cameras with HD cameras & add 3 HD cameras, total cost \$1,467.25.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to ACCEPT quote from Control Security for Transfer Stations Cameras.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-no **MOTION PASSED**

**2) DISCUSSION - HAWK FALLS WASTE AREA- presentation**

Kevin Kozain & Gregory Franz approached the board regarding the PA Turnpike, Hawk Falls bridge replacement waste area. The PTC has secured a 20 acre parcel to utilize as a waste area. The parcel will be utilized to waste excess excavated soil and rock material and demolished materials which consist of concrete and asphalt pavement from the project. The contractor intends on covering the waste area with top soil and planting trees throughout the entire disturbed area to mitigate storm water increases and restore the parcel to a forested condition. Engineer is looking for guidance from the Township as how to proceed. Would a Land Development be required? Township Attorney stated he does not think a Land Development would be required as there are no structures being built, only the placement of fill and other earthwork. Other permits from the State will be obtained. Township Engineer agrees with Tom Nanovic. Attorney Nanovic will process the information and make a conclusion.

**3) ELECTRONIC RECYCLING PROGRAM FOR 2022**

Dates reserved for the 2022 Electronic Recycling Event.

**RESERVED JULY 16<sup>th</sup> and NOVEMBER 19<sup>th</sup>**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to schedule **7/16/22 & 11/19/22** for the 2022 Electronic Recycling Event for (6) hours, 9am - 3pm (or until trucks are full) at the Transfer Station.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**4) PLANNING COMMISSION VACANCIES**

Bill English will be tendering his resignation and Stacy Venetos (alternate) is relocating. The PC is requesting the BOS place an ad in the local paper for one regular member and an alternate to complete the Commission.

Christian Bartulovich will post on PFT sites.

**5) BARRY ISETT'S PROFESSIONAL SERVICES AGREEMENT**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **ACCEPT** Barry Isett's Professional Services Agreement.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**6) TRANSFER STATION PROJECTS**

BIA submitted proposals for the Maintenance Building Trench Drain and Salt Shed Facility.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **APPROVE** proposals submitted by BIA for Transfer Station Projects.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**7) MUNICIPAL BUILDING- ATTIC PULL DOWN STAIRS- MURPHY LUMBER QUOTE**

Attic pull down stairs, total cost \$444.61(see attached) Township staff will install.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to **ACCEPT** quote from Murphy Lumber (\$444.61) for Municipal Building attic pull down staircase.

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**8) FIVE STAR EQUIPMENTQUOTE- JOHN DEERE TILTING GRADING BUCKET**  
2022 H&H 36" Tilting Grading Bucket for JD 310SL backhoe, total cost \$10,030.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **ACCEPT** quote from Five Star Equipment for Grading Bucket, total cost of \$10,030.00

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**9) NEW BROOM BRISTLES**

**TABLED**

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) ARP FUNDS -TRANSFER TO GENERAL FUND – COVID-19**

Use ARP funds to reimburse the General Fund for payroll and healthcare expenses incurred during COVID-19 in the amount of \$480,829.41.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland, to **TRANSFER** \$480,829.41 of ARP funds to the General Fund for payroll and health care expenses incurred during COVID-19.

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**2) ORDINANCE CODIFICATION PROPOSALS**

**MOTION** made by Supervisor Lignore, Second by Supervisor Bartulovich, to **ACCEPT** proposal from for Ordinance Codification, total cost of \$13,795.00.

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**3) TAX COLLECTION COMMITTEE - TWSP REPRESENTATIVE**

Christian Bartulovich requests opinion of the board regarding a proposal to contract with Berkheimer for Tax Administration at a rate of 1.73%.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland, to Supervisor Bartulovich vote NO at the next meeting.

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**H. PFT PARK AND RECREATION**

**1) DISCUSSION: SOFTBALL EQUIPMENT REQUEST**  
(see attached)

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **PURCHASE** equipment for the Softball League, total cost of \$8,593.14.

ROLL CALL: RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**2) DISCUSSION: EASTER CANDY**

Todd Fox decided not to move forward with this request because of wet soil at the park.

**3) DISCUSSION: INSTALL ADDITIONAL CONDUIT**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to ACCEPT the quote from Confer Electric for a cost up to \$3,000.00

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**4) FOOD TRUCK/VAN REVISED LICENSE AGREEMENT**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to ADOPT the Food Truck/Van License Agreement.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**5) PARK & RECREATION COMMITTEE - MONTHLY MEETING DAY**

Park Committee proposes to change their monthly meeting from the third Thursday, to the third Wednesday at 6:30 pm. Advertisement required.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to ADVERTISE in the local paper the P&R meeting day change from the third Thursday to the third Wednesday.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**6) QUOTE CONFER ELECTRIC- PARK SHED**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore ACCEPT quote from Confer Electric for power at the park shed, cost of \$209.86.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**7) APPROVAL REQUEST- ADULT BASEBALL TEAM**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to approve request pending agreement/release is submitted and verification from Township Insurance Carrier and weather permitting.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**I. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR FEBRUARY 2022**

The new broom is in and working well. #4 Compactor does not have a delivery date. New Dump should be delivered mid-April. The forks came in last week and are received. We are moving forward with the Transfer Station projects. We have had more ice than snow this winter, it has been a mess.

## TRANSFER STATION

1) BULK AMOUNT for FEBRUARY 2022---\$133 .00 Year to Date Total: \$401.00

2021-2022 Pro-Rated Permits	(5)	487.68
2021-2022 Residential Permit	(8)	<u>1,052.57</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$1,541.58</u></b>

## 2) ADMINISTRATIVE REPORTS –

### A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2022-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 69 / Responded: 69 / Total Hours: 48.75 hrs.

Zoning & Septic Requests: Submitted: 62/ Responded: 62

J. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for FEBRUARY 2022. Kathryn Forry stated, continuing to be very busy.

### PRELIMINARY/FINAL LAND DEVELOPMENT PLAN- RITAL LLC, NEW GAS STATION (12-51-A2.04) – RESCIND THE REJECTION

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to RESCIND the REJECTION of the conditional preliminary/final **plan** based on Engineer notes and clarification of waiver requests.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-no; PH-yes **MOTION PASSED.**

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to GRANT SALDO waiver requests **314.22** (showing tress of greater than eight inch); **427.52** (five percent in a leveling area extending 40 feet from the intersection of the access road or driveway with the cart way of the street; **462.11** ( Mapping of the watershed area or areas in which the proposed subdivision or land development is located (adequate information was provided); **492.37** (Buffer planting area shall be established along all property lines of the site proposed, within side or rear yard setbacks) **492.42** (Finished slopes on all cuts and fills shall not exceed 33 percent); **464.31** (Requiring a detention pond to dewater with 12 hours); **492.32** (partial landscaping credit); as recommended by the Planning Commission.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-no; PH-yes **MOTION PASSED**

c) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to GRANT the conditional preliminary/final **plan** subject to addressing the remaining comments; i.e. those for which waivers were not granted of Hanover Engineering's review letter dated January 24, 2022, including Improvements Agreement, Performance Guarantee, Maintenance Guarantee and final ESPC approval from Carbon County Conservation District; as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-no; PH-yes **MOTION PASSED**

**KLOBOSITS REVERSE SUBDIVISION- (23A-51-A108 & 23A-51-A109)**

**Preliminary /Final Plan- Reverse Subdivision-Lots 108 &109 – New Lot 108A, Hickory Run Forest**

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **GRANT** SALDO waiver requests **333.31**(provide the location of all trees of 8" in diameter or more) and **331** section regarding scales, as recommended by the Planning Commission

**ROLL CALL:** RM-abstain; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to conditionally **APPROVE** preliminary/final **plan** subject to addressing the remaining comments of Hanover Engineering's review letter dated February 24, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM-abstain; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**BENNER LOT LINE REVISION- (66B-51-A238 &66B-51-A239)**

**Preliminary/Final Plan- Reverse Subdivision-Lots 238 & 239 – New Lot 238A, Marty Axman**

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **GRANT** SALDO waiver requests **333.31**(provide the location of all trees of 8" in diameter or more) and **331** (plan scale from 1 inch equals 50ft to 1 inch equals 40 feet), **333.15** (plan must show contour lines at vertical intervals of not more than two feet); as recommended by the Planning Commission.

**ROLL CALL:** RM-yes; CB-yes; SL-abstain; TC-yes; PH-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to conditionally **APPROVE** preliminary/final **plan** subject to addressing the remaining comments of Barry Isett's review letter dated February 24, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM-yes; CB-yes; SL-abstain; TC-yes; PH-yes **MOTION PASSED**

**MIHALYI LOT LINE REVISION- (22A-51-A87 & 22A-51-A88)**

**Preliminary/Final Plan- Reverse Subdivision-Lots 87 & 88 – New Lot 87A, Towamensing Trails**

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **GRANT** SALDO waiver requests **333.31**(provide the location of all trees of 8" in diameter or more) and **331** (plan scale from 1 inch equals 50ft to 1 inch equals 40 feet), **333.15** (plan must show contour lines at vertical intervals of not more than two feet); as recommended by the Planning Commission.

**ROLL CALL:** RM-yes; CB-yes; SL-abstain; TC-yes; PH-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to conditionally **APPROVE** preliminary/final **plan** subject to addressing the remaining comments of Barry Isett's review letter dated



February 24, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM-yes; CB-yes; SL-abstain; TC-yes; PH-yes **MOTION PASSED**

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:45 P.M.**

**MOTION** to adjourn meeting by Supervisor Meckes, Second by Supervisor Bartulovich

**ROLL CALL:** RM-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

**REMINDERS:**

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, April 4<sup>th</sup>, at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, March 16<sup>th</sup>, at 6:30 p.m. at the Municipal Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, March 28<sup>th</sup>, at 6:00 p.m. (If needed).***

  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

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