

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

**AGENDA**

May 2, 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 6:15 p.m. to discuss personnel & potential litigation.

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

**C. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON APRIL 4, 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from APRIL 4, 2022.

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

2) **SPECIAL BOS MEETING ON APRIL 21, 2022**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Special Meeting Minutes from APRIL 21, 2022.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

1) **JIM THORPE ROTARY 25th SUMMER RECREATION PROGRAM- donation request**

Jim Thorpe Rotary Summer Recreation Program is being held from June 20<sup>th</sup> to August 11<sup>th</sup>, 2022 at Memorial Park. \$1,000.00 donation was given 2021.

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

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

2) **JIM THORPE BOROUGH & POLICE DEPT. – FIRE POLICE ASSISTANCE**

Traffic control for a Steam Train Excursion being held on Saturday, May 28, 2022.

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

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

3) **DIMMICK MEMORIAL LIBRARY REQUEST- LITTLE FREE LIBRARY**

Christine Fazio, Dimmick Representative is requesting to place an additional free library at the opposite end of the park near the ball fields.

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

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

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 4/30/2022)**

Township General Fund:	\$ 2,887,908.22	State Liquid Fuels Fund:	\$ 267,942.02
Sanitation Fund:	\$ 158,277.77	Payroll:	\$ 16,315.88
Septic Fund:	\$ 335,135.34	Debit Card	\$ 4,987.11
SALDO:	\$ 242,549.21	Fire Escrow:	\$ 25,620.00
Rent :	\$ 74.01	American Rescue	\$ 16.60
<b>TOTAL:</b>			<b>\$3,938,826.16</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 4/30/2022)**

Account Ending: #1841 -	\$ 3,610,495.91 (3 month CD)
#5851 -	\$ 259,380.72 (6 month CD)

#1301 - \$ 2,050,258.01 (13 month CD)  
**TOTAL: \$ 5,920,134.64**

**TOTAL FUNDS ON DEPOSIT: \$ 9,858,960.80**

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

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

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

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

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **ACCEPT VERBAL RESIGNATION FROM UWE POHLE TOWNSHIP LABORER**

Verbal resignation received from Uwe Pohle April 15, 2022, effective immediately.

**MOTION** made by Supervisor\_\_\_\_, Second by Supervisor\_\_\_\_, to\_\_\_\_ verbal resignation from Uwe Pohle received 4/15/22, effective immediately.

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

2) **ELIMINATE GENERAL LABORER POSITION – CREATE FULL-TIME WORKING FOREMAN- UNION POSITION**

**MOTION** made by Supervisor\_\_\_\_, Second by Supervisor\_\_\_\_, to eliminate the General Laborer position and create a full-time Working Forman position at the rate of \$\_\_\_\_\_

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

3) **ADVERTISE FULL-TIME WORKING FOREMAN POSITION (AFTER 5 DAY UNION BOARD POSTING**

**MOTION** made by Supervisor\_\_\_\_, Second by Supervisor\_\_\_\_, to ADVERTISE for a Full-time working foreman (AFTER 5 DAY UNION BOARD POSTING) at rate of \$\_\_\_\_\_

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

**4) AWARD BID- 2022 ROAD IMPROVEMENTS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the BID from \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ for the 2022 ROAD IMPROVEMENT of Township Roads as listed.

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

**5) TRANSFER STATION PROPERTY: MINOR SUBDIVISION\LOT LINE REVISION- PRELIMINARY\FINAL PLAN**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests **231 &251** (separate submissions of Preliminary & Final Plan); **314.14** (depict community water supply) **333.31**(trees greater than eight inches in caliper).

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

**6) RATIFY THE MOTION: TRANSFER STATION SUBDIVISION\LOT LINE REVISION**

Authorize BIA to produce final plan copies and record the official copy in the Carbon County Recorder of Deeds. Total cost of \$900.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to ratify the approval to authorize BIA to provide plan recording services for the above project, total cost of \$900.00.

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

**7) HIRE CHARLIE SCHMEHL-AMEND THE ZONING ORDINANCE TO ADDRESS TRUCK DISTRIBUTION CENTERS – municipal billing rate is \$98.00 p/hr.**

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

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

**8) SCHEDULE WORKSHOP TO DISCUSS ZONING ORDINANCE AMENDMENT TRUCK DISTRIBUTION CENTERS**

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

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

**9) BIA PUMP TRACK PROPOSAL- SEE ATTACHED**

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

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

**10) AWARD BID- TRANSFER STATION TRENCH DRAIN PROJECT**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the BID from \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ for the TRANSFER STATION TRENCH DRAIN PROJECT.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) REPLACE FIREWALL -TRANSFER STATION- UNDERDOG PROPOSAL**

(See attached) total cost \$529.48.

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

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

**PATRICK HOLLAND, SUPERVISOR**

**1) DISCUSSION: ACQUIRE INTERN FOR TOWNSHIP SOCIAL MEDIA ACCOUNTS**

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

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

**G. PFT PARK AND RECREATION**

**1) SOCCER FIELD LINE PAINTING REQUEST**

Jim Thorpe Youth Soccer is requesting the purchase of 10 cases. \$33-\$40 a case (6 per case).

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

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

**2) FUNDRAISING EVENT- JUNE 10<sup>TH</sup> – CELEBRATION FIREWORKS IS SPONSORING**

Ashley Hopkins is requesting the usage of the concessions, baseball field and the two grassy areas. The event may include fireworks, volunteers, food, dancing and activities for families.

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

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

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR APRIL 2022**

**TRANSFER STATION -**

**1) BULK AMOUNT for APRIL 2022---\$877 .00 Year to Date Total: \$1,967.00**

2021-2022 Pro-Rated Permits	(1)	69.12
2021-2022 Residential Permit	(3)	450.00
<b>TOTAL DEPOSITS</b>		<b><u>\$1,396.12</u></b>

**2) ADMINISTRATIVE REPORTS -**

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

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

**Submitted: 62 / Responded: 62 / Total Hours: 116 hrs.**

**Zoning & Septic Requests: Submitted: 59/ Responded: 59**

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

**YIALAMAS LOT JOINER-- 22A-51- EV1725 &EV1726 NEW LOT 1725A**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests 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 4/15/2022; 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, June 6<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, May 18<sup>th</sup>, at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, May 23<sup>rd</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Building will be closed on Monday, May 30<sup>th</sup>, in observance of Memorial Day Holiday. Transfer Station will be open.*

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

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