

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

**MEETING MINUTES**

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:** was held from 6:00-7:00 p.m. to discuss personnel and potential litigation.

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

**Stacy Venetos-** TT -I just wanted to bring up the issue about the trash on Old Stage. Supervisor Meckes stated already have it arranged; the guys will be working on that tomorrow morning. Stacy stated he picked up some bags and gave them to Teepee for incriminating evidence. Supervisor Lignore stated I picked up two bags of Kitty Litter and we almost had their name, same spot every Wednesday.

**Peggy Dusablon-** TT- the Ordinance and the enforceability of it. This is more of reactive not proactive. There is supposed a mechanism to call when you have a complaint and a 24 hour contact and if they don't do what they are supposed to there is nothing we can. There was property that had their septic alarm going off for 8 hours we called Granicus 3 times and our security. Supervisor Bartulovich- there is whole back story 24 hour contact at this property is business a rental company and has an Automated

System in place and the Automated System can't talk to an automated system. When I called them and they called me right back. How does the fine system works, how many fines have been issued since? Supervisor Bartulovich- we a couple of zoning enforcement notices issues thus far and so there haven't not been insistent that they having solved the problem within the time allotted. This wasn't actually their fault that there was an issue. Nobody could have foreseen that this could have happened. They were available when I called them. Peggy Dusablon-Nobody has been fined yet? Supervisor Bartulovich- Nobody had a complaint lodged against them and not resolved it. Peggy Dusablon- This Ordinance isn't working for me personally to have an Ordinance that is not enforceable and doesn't sit well with me. Supervisor Meckes- Christian knows more about the STRs then I do and we will do our best to fix it. Peggy Dusablon- stating isn't that the whole point you have to have a person and not an automated system. Supervisor Bartulovich- It's not clearing specified and that's something we are currently discussing.

**Larry Dusablon-** At the last meeting I brought up the subject about putting limits on STRs. I would like to know what if anything has happened since the last meeting. Attorney Nanovic. - Yes I believe we can have put a minimum space requirements, we need to look at several things, should it be applied to all zoning districts. What the distance would be between them and how you would measure that the boundary lines or actually principal use and they just got that today and we will review it and discuss it more but yes we can do it. Supervisor Lignore stated that would be for new homes? Attorney Nanovic- stated yes that would be for new the ones and the others grandfathered. Larry Dusablon- In order to complete making a complaint it's a 15 minute or more to file the complaint. Once we get that address and it would be nice if they could provide to us if this is valid licensed rental? When you make a call there after one hour later you get an automated call back stating if your issue hasn't been addressed call your local police department. I find it insulting that the people we hire to manage for us don't know that we don't have local police. They could change that last part because we don't have that option. Supervisor Bartulovich- I have argued with them on how we could change certain things and the response I have gotten wasn't positive. It bears looking into for the future. Larry Dusablon- Having the information on which properties are licensed would really help me knowing when calling if the property is licensed.

**Jim Mannix-** TT STR real quick just revoke it, stop it, real easy have another vote. The communication tower on Stoney Mountain road you guys had 60 days or 90 day to come back together. Attorney Nanovic- Findings of fact each of the Attorneys had until April 4<sup>th</sup> to put together legal research and briefs. Attorney requested an extension until April 18<sup>th</sup>, mine is about ready to go. STR- would you consider putting out a minimum 30 days of stay. Supervisor Bartulovich- A minimum of 30 days is just a long term rental and there is already regulation for that. Attorney Nanovic- you may not like it but STRs are a legitimate use and you have to permit it somewhere in the township. What you are trying to do is prevent them from operating and you have to have justification for the things you do and the courts are not stupid. It's a legitimate use and you may not like it. Supervisor Holland- would they still not be able to stop it because it was voted on back then? Attorney Nanovic- You can't just stop it at all. You can amend your Zoning Ordinance but keep in mind that those that came into effect when it was legal are non-conforming use, now going forward the Zoning Ordinance would take effect. Supervisor Lignore- stated they are grandfathered in? Attorney Nanovic- stated yes. Supervisor Lignore- we invited all of the developments to participate in the STR meeting and none were not in favor. Supervisor Holland- But they are here today voicing their concerns. Attorney Nanovic- I think that the reasonable distance between STRs would be an approach that would hold up in court. Supervisor Bartulovich- we don't have any provisions in the Ordinance regarding repeat complaints because if they are resolved they haven't

really broken the law. Attorney Nanovic- I would have to look at the Ordinance but I believe there is something after 3 violations. Supervisor Bartulovich- stated that he is looking into the automated system problem.

**Keith Richards** – Food Truck at the park. I was looking for some updates and when we can get out there. Supervisor Meckes -stated we approved the agreement and secretary will look into providing the agreement. What is the timeframe you looking at? Keith Richards- stated I would like to start May 1<sup>st</sup> if possible.

**Ron Woytowich**- TT- any plans in PFT regarding mandating septic cleaning for all of Penn Forest Township residents. Towamensing Trails Lake has a problem with bacteria issue. I haven't seen trucks for some properties for years. Supervisors stated they do not know of any required rule that is in effect. Anything on the radar? Supervisor Bartulovich stated it hasn't been brought up for discussion till now. Supervisor Holland stated it is easier for the HOA to make those requirements and to be more exclusive than for us at the Township. Supervisor Bartulovich stated that we give the homeowners paperwork regarding the septic tank when they apply for permits.

**C. MEETING MINUTES:**

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

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

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

**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 Bartulovich, Second by Supervisor Meckes to accept Treasurer's Report for MARCH 2022 (Subject to Audit).

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

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

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

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

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

See attached quotes.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **PURCHASE** Dewalt Grease Gun, \$229.00.

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **ADOPT** Resolution #7 of 2022- DECLARATION OF DISASTER EMERGENCY to extend until July 5, 2022.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **AUTHORIZE** to bid out for all roads total \$707,373.60.

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland, to **PURCHASE** John Deere 2022 Paladin Broom Brissle, cost of \$1,406.00.

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **ACCEPT** the quote from Control Security for Transfer Station Key Pad, total cost \$1,700.00

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland, to **ACCEPT** estimate from Keystone Concrete Products for Structural Design, Engineering Services Fee of \$6,000.00.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **AUTHORIZE** BIA with the approval from Solicitor & Township Engineer satisfaction to allow BIA to put out to bid before the May BOS meeting.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to **ACCEPT** quote from Shiffer Bituminous for pothole patching of Twps. Roads up to (2) truck loads, cost of \$2,200 per load.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **AUTHORIZE** BIA to put out to bid the Trench Drain Plan.

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

**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 Meckes, Second by Supervisor Bartulovich, to **APPROVE** the updated quote for remaining softball equipment \$5,372.00 & \$700.00.

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

**2) PURCHASE INFIELD MIX**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to PURCHASE 2 loads infield mix as stated above.

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

## H. REPORTS:

### ROGER MECKES, ROADMASTER

#### ROADMASTER REPORT FOR MARCH 2022

Paving projects going out to bid, Salt Shed & Trench Drain. Cleaning up roads and shoulders. Getting ready to cut grass.

### 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)	<u>1,371.43</u>
<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. Very, very busy closing out open permits, a lot going on.

AMEND TO ADD: REASON: Received progress report from the Zoning Department at tonight's meeting.

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to amend the agenda to include Non-Compliant Zoning Enforcement Properties.

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

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to initiate action against the (2) non-compliant properties.

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

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

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to **GRANT 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-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to conditionally **APPROVE** 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-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

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

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

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to conditionally **APPROVE** 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-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **GRANT 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-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to conditionally **APPROVE** 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-yes; CB-yes; SL-yes; TC-yes; PH-yes **MOTION PASSED**

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:35 P.M.

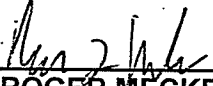
MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Lignore

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, 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 Park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 25<sup>th</sup>, at 6:00 p.m. (if needed).*

  
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DANA VITALE  
TOWNSHIP SECRETARY

  
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ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS