

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

AGENDA

June 6, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. PUBLIC COMMENTS: (3 Minute Limit)

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MAY 2, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from MAY 2, 2022.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

2) SPECIAL BOS MEETING ON MAY 10, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from MAY 10, 2022.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

3) SPECIAL BOS MEETING ON MAY 16, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from MAY 16, 2022.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) PENN KIDDER LIBRARY 4th ANNUAL GOLF TOURNAMENT- (SPONSORSHIP)

Township sponsored a \$50.00 hole in 2021.

MOTION made by Supervisor _____, Second by Supervisor _____ to_____

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

2) RATIFY THE MOTION: BEAR CREEK LAKES WATERSHED CONSERVANCY & BEAR CREEK LAKES CIVIC ASSOCIATION - SUPPORT FOR GRANT APPLICATION-

To address storm water runoff problems. Due to time constraints for grant submission support letter was provided 5/26/22.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the approval of BCLCA grant application support letter.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

3) LETTER OF RESIGNATION- WILLIAM ENGLISH - PLANNING COMMISSION

William English, Planning Commission Member, submitted his letter of resignation on May, 7th 2022.

MOTION made by Supervisor _____, Second by Supervisor _____ to_____ letter of resignation from William English, Planning Commission Member; effective immediately.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

4) LETTER OF INTEREST TO FILL VACANT PC POSITION

Bob Steiger submitted a letter of interest to become a member of the PFT Planning Commission.

MOTION made by Supervisor _____, Second by Supervisor _____ to_____

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

5) JENNA MEDELO LETTER OF RESIGNATION

Jenna Medelo, P/T Twsp. Laborer, submitted her resignation on 6/2/22, effective 6/19/22.

MOTION made by Supervisor _____, Second by Supervisor _____ to_____ Jenna Medelo's letter of resignation effective 6/19/22.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ MOTION_____

6) HIRE PART-TIME LABORER

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise to hire part-time Laborer at a rate of \$18.13p/hr

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/31/2022)

Township General Fund:	\$ 3,073,645.52	State Liquid Fuels Fund:	\$ 268,004.71
Sanitation Fund:	\$ 143,317.17	Payroll:	\$ 20,774.81
Septic Fund:	\$ 350,445.59	Debit Card	\$ 3,285.60
SALDO:	\$ 243,303.75	Fire Escrow:	\$ 25,620.00
Rent :	\$ 74.45	American Rescue	\$ 16 .60
TOTAL:			\$4,128,488.20

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/31/2022)

Account Ending: #1841 -	\$ 3,610,941.04	(3 month CD)
#5851 -	\$ 259,467.43	(6 month CD)
#1301 -	\$ 2,050,426.52	(13 month CD)
TOTAL:	\$ 5,920,834.99	

TOTAL FUNDS ON DEPOSIT: \$ 10,049,323.19

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer's Report for MAY 2022 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR MAY 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for MAY 2022.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION**_____

E. OLD BUSINESS:

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**_____

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) PORTA-POTTIES/JOB JOHNNIES PERMIT FEE

Establish Porta-Potty/Job Johnny Permit Fee.

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

2) R&D POWERSPORTS ESTIMATE - 2022 HONDA UTV- 4 NEW TURF TIRES

Install 4 new Turf Tires, total cost \$ 856.10.

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

3) FRANTZ ELECTRIC ESTIMATE-TRANSFER STATION

Exterior lighting – install 120V-20 circuit from panel box, install 1 exterior photocell DTD area led light. Total cost \$840.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

4) MATTHEW PORTNOY- ZONING HEARING BOARD- LAND USE APPEAL

Property located at 586 Stony Mountain Road, Albrightsville , PA.

MOTION made by Supervisor ____, Second by Supervisor ____, to ____ Attorney Nanovic to file a Notice of Intervention on behalf of the Township.

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

5) DISCUSSION: STATE ROUTE 903 HATCHING THERMO PAINT

PennDot quoted from there vendor 1500LF of 24" wide thermo paint \$12,000.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

6) MURPHYS LUMBER QUOTE- TRANSFER STATION COMPACTOR & LITTLE LIBRARY

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

ROLL CALL: RM __; CB __; SL __; TC __; PH __ **MOTION** _____

7) WORKING FOREMAN - JOB DESCRIPTION

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ the Working Foreman Job Description; pending MOU with Teamster Local 773 Union.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

G. PFT PARK AND RECREATION

1) CARBON AMATEUR RADIO CLUB (CARC)- RADIO COMMUNICATION

Larry Dusablon is requesting permission to use the park for the Radio Club, June 25th – 26th.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

2) LINE STRIPPING PROPOSALS (see attached)

Restripe handicap spaces.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

3) PURCHASE TURFACE – BASEBALL & SOFTBALL FIELDS

Marzen Hardware Full Pallet- 40 bags \$33.00 p/bag \$1,320; single bags \$36.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

4) PURCHASE ZERO TURN MOWER (see quote)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

5) PORTA-POTTY MAINTENANCE

Additional day per week for maintenance \$35.00 per potty.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ **MOTION** _____

6) APPOINT PARK & RECREATION COMMITTEE MEMBER- JYL VENDITTI (ALTERNATE)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ Jyl Venditti as an Alternate Member to the Park & Recreation Committee.

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION _____

7) DISCUSSION: CRAFT FAIR/ FESTIVAL BUDGET

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION _____

8) DISCUSSION: FOOD TRUCK- ELECTRIC (50 AMP)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION _____

9) PURCHASE CONCRETE - BATTING CAGE - SOFTBALL FIELD

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION _____

10) INSTALL LIGHTING – BASEBALL BALL FIELD- MOVIES IN THE PARK

Install lighting at the park for movie night. Cost up-to \$250.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; TC____; PH____ MOTION _____

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2022

TRANSFER STATION -

1) BULK AMOUNT for MAY 2022---\$828 .00 Year to Date Total: \$2,795.00

2021-2022 Pro-Rated Permits	(6)	418.56
2021-2022 Residential Permit	(8)	<u>1,200.00</u>
TOTAL DEPOSITS		<u>\$2,446.56</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR MAY 2022-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 54 / Responded: 54 / Total Hours: 35.75 hrs.

Zoning & Septic Requests: Submitted: 49/ Responded: 49

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

MITCHELL MINOR SUB-DIVISION– 65-51-A10.05

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.15** (contour lines); **333.31** (8" trees) and **331** (scale of plan).

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 May 11, 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 TUESDAY, July 5th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, June 15th, at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, June 27th, at 6:00 p.m. (If needed).*
- 4) *The Township Building will be closed on Monday, July 4th, in observance of Independence Day. Transfer Station will be open.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS