

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

AMENDED
AGENDA

July 5, 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 related matters.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) REGULAR BOS MEETING ON JUNE 6, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from JUNE 6, 2022.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) LETTER OF INTEREST TO FILL VACANT PC POSITION

Bob Steiger and Dennis Habig 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** _____

2) 2021 ANNUAL AUDIT AND FINANCIAL REPORT FROM ZELENKOFKSKE AXELROD (NO MOTION)

The Township secretary received the 2021 Audit and Financial Report from Zelenkofske Axelrod LLC. The condensed Financial Statement was published in the local newspaper on 6/28/22.

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/30/2022)

Township General Fund:	\$ 3,209,286.87	State Liquid Fuels Fund:	\$ 268,004.71
Sanitation Fund:	\$ 113,939.76	Payroll:	\$ 17,453.08
Septic Fund:	\$ 343,695.50	Debit Card	\$ 4,578.71
SALDO:	\$ 483,858.27	Fire Escrow:	\$ 25,620.00
Rent :	\$ 74.94	American Rescue	\$ 16.60
TOTAL:			\$4,466,528.44

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/30/2022)

Account Ending: #1841 -	\$ 3,611,401.06	(3 month CD)
#5851 -	\$ 259,511.50	(6 month CD)
#1301 -	\$ 2,050,600.67	(13 month CD)
TOTAL:	\$ 5,921,513.23	

TOTAL FUNDS ON DEPOSIT: \$ 10,388,041.67

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

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

2) PAYMENT OF THE BILLS FOR JUNE 2022

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

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

F. 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** _____

2) DISCUSSION: STATE ROUTE 903 HATCHING THERMO PAINT- QUOTES

PennDot quoted from there vendor 1500LF of 24" wide thermo paint \$12,000.00.
PPG Traffic Solutions 100 packs \$140.25 per pack; total \$14,025.00.

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

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

G. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) 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** _____

2) FIRE COMPANIES - FIRE TRUCK AGREEMENT

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

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

3) MITCHEL MINOR SUBDIVISION - SEWAGE PLANNING MODULE

Sewage Enforcement Officer submitted the Planning Module for approval.

MOTION made by Supervisor _____, Second by Supervisor _____ to approve and accept the sewage planning module as recommended by the Planning Commission.

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

4) SHIFFER BITUMINOUS - PATCHING TOWNSHIP ROADS

(2) Truck loads, \$2,200 per load.

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

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

5) AWARD BID - TRANSFER STATION SALT STORAGE BUILDING PROJECT

MOTION made by Supervisor_____, Second by Supervisor_____ to accept the BID from _____ for the amount of \$ _____ for the Transfer Station Salt Storage Building Project.

ROLL CALL: RM___; CB___; SL___; TC___; PH___ **MOTION** _____

6) HIRE PART-TIME LABORER

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

ROLL CALL: RM___; CB___; SL___; TC___; PH___ **MOTION** _____

H. PFT PARK AND RECREATION

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JUNE 2022

TRANSFER STATION -

1) BULK AMOUNT for JUNE 2022---\$715 .00 Year to Date Total: \$3,510.00

2021-2022 Pro-Rated Permits	(5)	274.56
2021-2022 Residential Permit	(8)	<u>1,200.00</u>
TOTAL DEPOSITS		<u>\$2,189.56</u>

2) ADMINISTRATIVE REPORTS -

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 47 / Responded: 47 / Total Hours: 38 hrs.

Zoning & Septic Requests: Submitted: 41/ Responded: 41

J. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for JUNE 2022.

AMENDED TO ADD: REASON- Was given notices at the BOS on June 5, 2022.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AMEND the agenda to include send STR Zoning Enforcement Notices to counsel.

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

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, August 1st, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, July 20th, at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, July 25th, at 6:00 p.m. (If needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS