

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

MEETING MINUTES

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 (absent)
Scott Lignore, Supervisor
Thomas Cross, Supervisor
Patrick Holland, Supervisor**

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

A. PUBLIC COMMENTS: (3 Minute Limit)

Peggy Dusablon -STR- Granicus Program- expressed her concern that Supervisor Bartulovich has missed another meeting 2 months in a row and we cannot talk about STR. Supervisor Meckes stated he was away on business and cannot participate by phone. Supervisor Meckes stated he is best person to answer any STR questions. Mr. Mannix asked how many meetings a Supervisor can miss. Attorney Nanovic states there is no limit. Attorney Nanovic stated why don't you (Peggy) make a list of questions for the Board. She handed in her question to the board. Supervisor Meckes stated that Supervisor Bartulovich handles the STR so he would have the most knowledge. Attorney Nanovic stated that Supervisor Bartulovich would also need to have any questions sent to him prior to the meeting to respond accordingly. Supervisor Lignore stated there is a 3 minute rule. She mentioned that Granicus is failing miserably, 20 properties fell of the report. What they are doing is basically zero.

Eileen Rugh- STR- spoke about the rentals being used as rental but not listed on Granicus. Joan Elliott provided a list of properties to the board that were not showing on Granicus she was told to provide what website she inquired that information. Air DNA is the website. Eileen stated that she spoke with the Zoning Officer Jared and he told her that they were able to identify properties that were not compliant and they have two weeks to comply then the Solicitor take over the case. Kathryn Forry stated this is something that is not disclosed publically because it's an ongoing investigation. Supervisor Meckes stated that we would check with the Zoning Officer to see where the violations stand. Attorney Nanovic stated that it shouldn't come to board unless they are ignored. She had a question regarding the inspections on the STR with UCC codes. Supervisor Lignore stated they are inspected by the Code Officer, and all done when they issue a CO with new construction.

Bill Miller- Approving of Dollar General and Supervisor, Scott Lignore had to make a decision on the phone and thought about his financial status and at first he was against it. My question is to Tom Nanovic how come the Township isn't defending these guys if they have to go to court? Attorney Nanovic stated I don't know what you're talking about. Supervisor Lignore stated that when he was on the phone he asked if they have dotted every (I) and crossed every (T) can we get sued and Attorney Nanovic stated yes we can. Bill Miller asked are these guys bonded? Attorney Nanovic stated we have insurance. A lot of STR people showed up here and maybe Supervisor Bartulovich should make himself more available to these people during the week. Supervisor Meckes stated he does on Facebook and he always responds and we are doing the best we can. We can't know everything about everything that goes on in the Township. Supervisor Meckes stated, we are aware of the problems with Granicus and we are working on getting it fixed.

Linda Abrahms- Dog Park- is trying to find out about a dog park in the Township. I have to Bowmantowns to take the dog to the park. I'm wondering why we can't have one in the Township. Supervisor Lignore stated insurance. Supervisor Meckes stated they are allowed but they just have to be on leash and picked up after. Linda stated walking them is very different than socializing them. Supervisor Meckes state that at this point we are very limited at the park. Linda stated I pay taxes here I don't have children and they are my children. I would like to further that idea if I could get signatures. Supervisor Holland stated that would be a good idea to get signatures. This will be discussed at the Park Meeting.

Pat Neda-TT- I want you to put yourself in the homeowners place and we are not getting a response from Granicus. This is the only course of action that we have and Granicus doesn't seem to respond to anything.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MAY 2, 2022

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

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

2) SPECIAL BOS MEETING ON MAY 10, 2022

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

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

3) SPECIAL BOS MEETING ON MAY 16, 2022

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

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

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 Meckes, Second by Supervisor Holland to SPONSOR a \$50.00 hole for Penn Kidder Library 4th Annual Golf Tournament.

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

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 Meckes, Second by Supervisor Lignore to RATIFY the approval of BCLCA grant application support letter.

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

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 Meckes, Second by Supervisor Holland to ACCEPT letter of resignation from William English, Planning Commission Member; effective immediately.

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

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. Tabled until next month.

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 Meckes, Second by Supervisor Lignore to ACCEPT Jenna Medelo's letter of resignation effective 6/19/22.

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

6) HIRE PART-TIME LABORER

MOTION made by Supervisor Meckes, Second by Supervisor Holland to advertise to hire part-time Laborer at a rate of \$17.13p/hr., rate per Union Contract.

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

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 Meckes, Second by Supervisor Lignore to accept Treasurer’s Report for MAY 2022 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR MAY 2022

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

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

E. OLD BUSINESS:

PATRICK HOLLAND, SUPERVISOR

1) DISCUSSION: ACQUIRE INTERN FOR TOWNSHIP SOCIAL MEDIA ACCOUNTS

Tabled until next month for Supervisor Bartulovich to return.

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) PORTA-POTTIES/JOB JOHNNIES PERMIT FEE

Tabled until next month for Solicitor review.

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 Meckes, Second by Supervisor Lignore, to ACCEPT quote from R&D for 4 new turf tires total cost of \$856.10

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

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 Meckes, Second by Supervisor Holland, to ACCEPT quote from Frantz Electric for lighting at the Transfer Station \$840.00

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

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

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

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

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

5) DISCUSSION: STATE ROUTE 903 HATCHING THERMO PAINT

PennDot quoted from there vendor 1500LF of 24" wide thermo paint \$12,000.00.
TABELED UNTIL WE RECEIVE ADDITIONAL INFORMATION

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to ACCEPT quote from Murphy's Lumber for Transfer Station Compactor and Little Library repair at the park. Total cost \$442.37.

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

7) WORKING FOREMAN - JOB DESCRIPTION

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

ROLL CALL: RM-yes; CB-absent; SL-yes; TC-NO; PH-NO **MOTION FAIL**

Supervisor Holland would like to hire another Laborer instead of a Working Foreman.

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 Meckes, Second by Supervisor Holland, to APPROVE CARC request to utilize the park for the Radio Club 6/25-6/26.

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

2) LINE STRIPPING PROPOSALS (see attached)

Restripe parking spaces at the park.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to ACCEPT Linex Striping Proposal to line stripe at the park total cost of \$3,100.00.

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

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 Meckes, Second by Supervisor Lignore, to AUTHORIZE the purchase of Turface, pallet (40) bags \$1,320.00

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

4) PURCHASE ZERO TURN MOWER (see quote)

MOTION made by Supervisor Meckes, Second by Supervisor Cross, to PURCHASE model # 72967 total cost of \$15,385.48.

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

5) PORTA-POTTY MAINTENANCE

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to AUTHORIZE an additional cleaning per week for the summer months.

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland, if we are aware of a large scheduled event; to add up-to (4) additional potties depending on size of the function.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to APPOINT Jyl Venditti as an Alternate Member to the Park & Recreation Committee.

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

7) DISCUSSION: CRAFT FAIR/ FESTIVAL BUDGET

MOTION made by Supervisor Meckes, Second by Supervisor Cross, to budget up to \$5,000.00 for Craft Fair/Festival at the park.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to APPROVE the installation of the 50amp service.

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

9) PURCHASE CONCRETE - BATTING CAGE - SOFTBALL FIELD

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to PURCHASE concrete up-to \$2,200.00.

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

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 Meckes, Second by Supervisor Holland, to PURCHASE (1) additional light cost up-to \$250.00.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2022

H&K started the paving project today, should have construction going on for about.2 weeks. Blueridge Cable is coming tomorrow to install pipe underground. We have been busy mowing grass.

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. Kathryn Forry stated it continues to be very busy and keeping us on our toes. Lots of permits coming in.

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

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

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

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:24 P.M.

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

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

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