

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

**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
<b>TOTAL:</b>			<b>\$4,466,528.44</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,921,513.23</b>	

**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:** JK\_\_\_\_; SL\_\_\_\_; CB\_\_\_\_; TC\_\_\_\_; RM\_\_\_\_ **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:** JK\_\_\_; SL\_\_\_; CB \_\_\_; TC\_\_\_; RM\_\_\_ **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>
<b>TOTAL DEPOSITS</b>		<b><u>\$2,189.56</u></b>

**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.

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

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

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