

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

**AMENDED  
AGENDA**

August 1, 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 6:30 p.m. to discuss potential litigation.

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

**C. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON JULY 5, 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JULY 5, 2022.

**ROLL CALL:** RM \_\_\_; CB \_\_\_; SL \_\_\_; TC \_\_\_; PH \_\_\_ **MOTION** \_\_\_\_\_

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) PENN FOREST TWP. FIRE CO. #2 - SIXTH ANNUAL GOLF TOURNAMENT**

Fire Co. #2 is requesting the Township sponsor a \$50.00 hole.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ PFT Fire Co. #2 Sixth Annual Golf Tournament, total cost \$50.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 7/31/2022)**

Township General Fund:	\$ 3,230,643.16	State Liquid Fuels Fund:	\$ 268,055.37
Sanitation Fund:	\$ 86,452.12	Payroll:	\$ 18,235.08
Septic Fund:	\$ 343,209.18	Debit Card	\$ 5,000.00
SALDO:	\$ 482,317.77	Fire Escrow:	\$ .00
Rent :	\$ 75.56	American Rescue	\$ 1,624.95
<b>TOTAL:</b>			<b>\$4,435,613.19</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 7/31/2022)**

Account Ending: #1841 -	\$ 3,612,180.73	(3 month CD)
#5851 -	\$ 259,511.50	(6 month CD)
#1301 -	\$ 2,050,769.21	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,922,461.44</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,358,074.63**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for JULY 2022 (Subject to Audit).

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**2) PAYMENT OF THE BILLS FOR JULY 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JULY 2022.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION**\_\_\_\_\_

**F. OLD BUSINESS:**

**1) FIRE COMPANIES - FIRE TRUCK AGREEMENT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**G. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) NOTICE OF JUDGMENT- STACEY REHL**

Judgment awarded in favor of PFT against Stacey Rehl, total \$12,279.04; next steps TBD.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**2) WELL ISOLATION DISTANCE EXEMPTION REQUEST**

Craig & Anita Lafferty, parcel 2A-51-C230 in IML requests exemption from the 100 foot requirement or more from existing well. New on-lot septic system will be no less than 79 feet from the private well.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ the Well Isolation Distance Exemption request for parcel 2A-51-C230.

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**3) RESOLUTION #8 OF 2022- EMERGENCY OPERATIONS PLAN (EOP)**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ RESOLUTION #8 OF 2022 – PFT Emergency Operations Plan.

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**4) RESOLUTION #9 OF 2022- DECLARATION OF DISASTER EMERGENCY**

Extend until December 5, 2022.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ RESOLUTION #9 OF 2022 – DECLARATION OF DISASTER EMERGENCY to extend until December 5, 2022.

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**5) FOREST STREET/BELTZVILLE LAKE EST. COMPLAINT- BROKEN PIPE**

Complaint received regarding a broken pipe on Forest Street which is causing a water flow blockage. Township Laborers have investigated; replacement of pipe is needed and black topped. 80 ft. of 24” pipe \$31.17/ft.; total \$2,493.60. Shiffer Bituminous will provide quote for black top patching.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

ROLL CALL: RM\_\_\_; CB\_\_\_; SL\_\_\_; TC\_\_\_; PH\_\_\_ MOTION\_\_\_\_\_

**6) RESIGNATION LETTER RECEIVED FROM THOMAS CROSS, SUPERVISOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ the resignation letter from Thomas Cross effective August 31, 2022.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**7) ADVERTISE FOR VACANT SUPERVISOR POSITION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ to fill vacant Supervisor position.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) CODE ENFORCEMENT OFFICER POSITION DESCRIPTION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to draft a position description for a Code Enforcement Officer pending the outcome from Labor Attorneys research on implications with the Union.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**H. PFT PARK AND RECREATION**

**1) WB ELECTRIC CONCESSION STAND SUB-PANEL QUOTE**

Total cost \$1,176.57.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ quote from WB Electric for Concession Stand Sub-Panel; total cost \$1,176.57.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**2) MOTION TO RATIFY THE PURCHASE - MURPHY'S LUMBER SAFETY FENCING**

Ratify the purchase 2X6x12 lumber with warning orange fencing; total cost of \$176.66.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to **RATIFY** the purchase from Murphy's Lumber for Park safety fencing; total cost of \$176.66.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**3) PFT PARK PUMP TRACK- AUTHORIZATION TO BID**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ BIA to submit Park Pump Track Project on PennBid.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; TC\_\_\_\_; PH\_\_\_\_ **MOTION** \_\_\_\_\_

**I. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JULY 2022**

**TRANSFER STATION -**

**1) BULK AMOUNT for JULY 2022---\$692 .00 Year to Date Total: \$4,202.00**

2021-2022 Pro-Rated Permits	(6)	291.81
2021-2022 Residential Permit	(7)	<u>1,050.00</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$2,033.81</u></b>

**2) ADMINISTRATIVE REPORTS -**

**A) RIGHT-TO-KNOW REQUESTS FOR JULY 2022-**

**Administrative & Financial Requests: (See Attached Lists)**

**Submitted: 48 / Responded: 48/ Total Hours: 31.25 hrs.**

**Zoning & Septic Requests: Submitted: 37/ Responded: 37**

**J. ZONING DEPARTMENT – Phillip Prout submitted Zoning Report for JULY 2022.**

**AMENDED TO ADD:**

**Reason: Town Hall Special Meeting needs to be schedule ASAP.**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to **AMEND** the agenda to add the tentative scheduling of STR Town Hall Special Meeting, Tuesday 8/30 @ 6:00 p.m. specifically to discuss STRs; tentatively if the Fire Hall is available.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to schedule a Special Meeting, specifically to discuss STRs; tentatively 8/30 @ 6:00 p.m. at the Fire House.

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

Reason: Never received letter to request assistance.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to amend the agenda to authorize PFT Fire Co #1 & #2 fire police to assist with the Carbon County Fair.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to AUTHORIZE PFT Fire Co. #1 & #2 to assist with Fire Police for the Carbon County Fair.

**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 Tuesday, September 6<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, August 17<sup>th</sup>, at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, August 22<sup>nd</sup>, at 6:00 p.m. (If needed).*
- 4) *The Municipal Office will be closed on Monday, September 5<sup>th</sup> in observance of Labor Day holiday. The Transfer Station will remain open.*

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

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