

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

**AGENDA**

April 5, 2021

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  
Judith Knappenberger, Supervisor  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor

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

**A. EXECUTIVE SESSION: TO BE HELD AT 6:00 P.M. TO DISCUSS PERSONNEL**

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

**C. MEETING MINUTES:**

**(1) REGULAR BOS MEETING ON MARCH 1, 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from MARCH 1, 2021.

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**(1) PENNEAST/UGI PIPELINE PROJECT UPDATE- MARCH (NO MOTION)**

**E. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2021)**

Township General Fund:	\$ 1,923,899.86	State Liquid Fuels Fund:	\$ 319,530.95
Sanitation Fund:	\$ 114,090.78	Park/Recreation:	\$ 0.00
Septic Fund:	\$ 265,878.90	Payroll:	\$ 18,302.51
SALDO:	\$ 84,381.53	Debit Card:	\$ 8,558.19
Rent :	\$ 48.16	Fire Escrow	\$ 23,349.00
<b>TOTAL:</b>			<b>\$ 2,758,039.88</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2021)**

Account Ending: #1841 -	\$ 3,499,037.92	(3 month CD)
#5851 -	\$ 258,862.52	(6 month CD)
#1301 -	\$ 2,047,002.89	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,804,903.33</b>	

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 3/31/2021)**

Account Ending:		
#0064 -	\$ 105,540.88	
<b>TOTAL:</b>	<b>\$ 105,540.88</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 8,668,484.09**

1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer’s Report for MARCH 2021 (Subject to Audit).

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

**2) PAYMENT OF THE BILLS FOR MARCH 2021**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for MARCH 2021.

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

**F. OLD BUSINESS**

**ROGER MECKES, CHAIRMAN**

1) **MUNICIPAL BUILDING ROOF REPLACEMENT**-Tabled from 3/1 meeting.  
Family Restoration Home Imp., Murphy Lumber & John Fikentscher Construction submitted quotes. (see attached)

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

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

2) **RESCIND RESOLUTION NO. 8 OF 2021- ESTABLISH TRANSFER STATION PERMITS AND FEES**

MOTION made by Supervisor \_\_\_\_, Second by \_\_\_\_, to \_\_\_\_\_ Resolution No. 8 of 2021- Establishing Transfer Station Permits and Fees.

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

3) **RESOLUTION NO. 12 OF 2021- OPERATIONAL SUPPORT ACTIVITIES FOR PARTICIPATING MEMBERS OF FIRE COMPANIES** (revised resolution)

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ RESOLUTION NO. 12 OF 2021- operational support activities for participating members of fire companies.

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

4) **RESOLUTION NO. 13 OF 2021- ESTABLISH TRANSFER STATION PERMITS AND FEES** (18 month residential permit invoice should be \$150.00)

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ RESOLUTION NO. 13 OF 2021- Establishing Transfer Station Permits and Fees.

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

**G. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **DISCUSSION: BUSINESS EXPANSION PROJECT - LAND DEVELOPMENT REQUIREMENT**

2) **DISCUSSION: MUNICIPAL BUILDING ALARM SYSTEM**

3) **2020 MUNICIPAL ANNUAL AUDIT AND FINANCIAL REPORT**

Zelenkofske Axelrod submitted the DCED Annual Financial Report. Condensed version was advertised in Times News on March 27, 2021.

**4) ZONING ENFORCEMENT NOTICES**

Property not compliant after receiving letters and enforcement notices. Next steps, file with the Magistrate.

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

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

**5) RESOLUTION NO. 14 OF 2021- DECLARING PFT A SECOND AMENDMENT TWSP.**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ **RESOLUTION NO. 14 OF 2021-** Declaring PFT a Second Amendment Twsp.

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

**6) DISCUSSION: 2021 PAVING PROJECTS**

**7) PURCHASE PALLET- LINE MARKING PRODUCTS- PARK**

Marzen Hardware cost: \$9.00 a bag, 56 bags on a pallet, \$504.00 total pallet.

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

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

**8) QUOTES- SWEEPSTER BROOM – JOHN DEERE BACKHOE**

5 Star Equipment & AG-Industrial submitted quotes. (see attached)

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

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

**H. CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) GRANICUS HOST COMPLIANCE INVOICE- SHORT-TERM RENTALS**

Address Identification, Mobile Permitting & Registration, 24/7 Hotline, Compliance Monitoring  
TOTAL INVOICE: \$25,301.90

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ **GRANICUS**  
invoice of \$25,301.90.

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

2) **DISCUSSION: ESTABLISH FEE- REPLACEMENT GARBAGE PERMIT- VOLUNTEER MEMBERS**

3) **DISCUSSION: COLLECTION AGENCY- OPEN INVOICES**

4) **PROPOSAL SUBMITTED FOR IT SERVICES**

Underdog Computer and Network Support, IT services for Municipal Office.

Cost of \$850.00 one-time set-up fee. Underdog Serenity Care \$1,075 per month. (see attached)

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

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

**I. PFT PARK AND RECREATION**

1) **MOUNT POCONO FENCE PROPOSAL**

Basketball court fence 225' of 10' high green, vinyl, privacy slats for front and left side of existing basketball court fence, total cost of \$5,400.00.

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

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

2) **DISCUSSION: PURCHASE REFRIGERATOR - PARK CONCESSION**

**J. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR MARCH 2021**

## **TRANSFER STATION**

### **1) BULK AMOUNT for MARCH 2021---\$ 681.00 Year to Date Total: \$ 1,783.00**

2020-2021 Residential Permits	(9)	433.33
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(9)	148.80

**TOTAL DEPOSITS      \$1,263.13**

### **2) ADMINISTRATIVE REPORTS –**

#### **A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2021-**

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

**Submitted: 67 / Responded: 67/ Total Hours: 46.5 hrs.**

##### **Zoning & Septic Requests: Submitted: 66 / Responded: 66**

## **K. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for MARCH 2021.**

### **HURYLOVICH LOT CONSOLIDATION- CONDITIONAL APPROVAL**

This plan was recommended for approval by the Planning Commission at their March 22, 2021 meeting with the condition that comments from our March 22, 2021 review letter be addressed prior to approval.

The plan requires approval of a partial waiver from Section 333.31, which requires showing all trees with an 8" caliper.

The following is a list of our comments on this proposed lot consolidation:

1. Per the definition of Minor Subdivision, as part of the Subdivision, the proposed consolidation of three (3) lots shall proceed in accordance with the provisions of Section 280, "Plans exempted from standard procedures".
2. Section 283.2 – Compliance with Section 330
  - a. Section 333.17 – Provide closure calculations to demonstrate an error of closure less than 1' in 10,000'.
  - b. Plans shall be signed by the owner and notarized.
  - c. Section 334.3 – Provide a copy of an opinion of title from a title insurance company of an attorney that lists all mortgages, judgments, liens, easements, contracts and agreements of record which affect the property. Alternatively, a tax certification for both lots would be acceptable.

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the partial waiver for **SALDO Section 333.31**, recommended by PC, contingent upon comments from the March 22, 2021 review letter be addressed and the final payment of any outstanding fees.

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ and accept the **plan** as recommended by the Planning Commission, contingent upon comments from the March 22, 2021 review letter be addressed and the final payment of any outstanding fees.

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

### **BAIRD LOT CONSOLIDATION - CONDITIONAL APPROVAL**

Hanover Engineering has reviewed the above-referenced Plan, prepared by Valley Land Services, LLC:

- Baird Lot Consolidation Plan, Sheet 1 of 1, dated December 30, 2020, revised March 23, 2021.

The plan was recommended for approval by the Planning Commission at their March 22, 2021 meeting contingent on response to our review comments listed below.

The plan requires approval of a partial waiver from Section 333.31, which requires showing all trees with an 8" caliper.

The following were our comments on this proposed lot consolidation:

1. Per the definition of Minor Subdivision, as part of the Subdivision, the proposed consolidation of three (3) lots shall proceed in accordance with the provisions of Section 280, "Plans exempted from standard procedures".
2. Section 283.2 – Compliance with Section 330
  - a. Section 331.1 – Plans are drawn at a scale of 1"=50' but the written graphic scale indicates 1"=20'.
  - b. Section 333.7 – The key map is not to scale and must be to a scale of 1"=2,000 ft.
  - c. Section 333.15 – Contour lines must be provided.
  - d. Section 333.17 – Provide closure calculations to demonstrate an error of closure less than 1' in 10,000'.
  - e. Section 333.22 – Provide five (5) lines each for signatures of the Board of Supervisors and the Planning Commission.
  - f. Section 333.29 – Show the proposed well, percolation test holes and soil probe locations.
  - g. Section 334.2- Provide any proposed and existing deed restrictions.
  - h. Section 334.3 – Provide a copy of an opinion of title from a title insurance company of an attorney that lists all mortgages, judgments, liens, easements, contracts and agreements of record which affect the property.

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the partial waiver for **SALDO Section 333.31**, recommended by PC, contingent upon comments from the March 22, 2021 review letter be addressed and the final payment of any outstanding fees

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ and accept the **plan** as recommended by the Planning Commission, contingent upon comments from the March 22, 2021 review letter be addressed and the final payment of any outstanding fees.

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

### **TRANSFER STATION SUBDIVISION**

The plan was recommended for approval by the Planning Commission at their March 22, 2021 meeting along with a waiver request from Section 314.14 (showing all existing utilities within 400')

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Section 314.14**, recommended by the PC.

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

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT \_\_\_\_\_ P.M.**

**MOTION** to adjourn meeting by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_

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



**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, May 3rd, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, April 15<sup>th</sup>, at 6:00 p.m. (via Zoom).*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 26<sup>th</sup>, at 6:00 p.m. (if needed).*

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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