

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

**MEETING MINUTES**

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 7:12 p.m; Roll Call by Township Secretary.

**Members:** Roger Meckes, Chairman  
Christian Bartulovich, Vice Chairman  
Judith Knappenberger, Supervisor (by phone)  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor

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

**A. EXECUTIVE SESSION:** WAS HELD FROM 6:00-6:30 P.M. TO DISCUSS PENDING LITIGATION

**ZONING ORDINANCE AMENDMENTS- SHORT-TERM RENTALS**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **AMEND** the agenda to advertise the Zoning Ordinance amendments to be adopted at the May meeting.

**ROLL CALL:** JK-No; SL-Yes; CB-Yes; TC-No; RM-Yes **MOTION PASSED**

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

**Bearview Development, Quail Drive** - There was a citation issued Feb 10, 2020, they were supposed to clean the property, there living in a Jeep Cherokee since before Christmas and parking there junk cars on the road. I was wondering if code enforcement could come back out. Amanda PFT code enforcement stated that this is the one that I discussed with Attorney Nanovic to bring up tonight to take it to court. It supposed to be taken March 13,

2020 and because everything was shut down it didn't happen. Supervisor Bartulovich stated that we are voting tonight to have this item taken to court and put a lien on their property.

Stacey Venetos- Now that the snow has melted there is a lot of garbage on Old Stage. Supervisor Meckes stated that the road crew is aware of it and working on picking up trash. Supervisor Meckes stated that we want to get the whole township cleaned up. Trash is a big problem with 903 and also at the Park. We are not covered on a State Road.

**Mr. Sanchez-** I was calling regarding the park I would like to know why I have to wait until April 15<sup>th</sup> to play tennis. Why do I have to wait or drive across town? Supervisor Meckes stated that the nets have been up for 2 or 3 weeks now. We keep the nets down because of the snow. The restrooms are open and were doing our best to maintain the park.

**C. MEETING MINUTES:**

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

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

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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 Meckes, Second by Supervisor Lignore to accept Treasurer's Report for MARCH 2021 (Subject to Audit).

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

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

**MOTION** made by Supervisor Knappenberger, Second by Supervisor Bartulovich to pay the bills for MARCH 2021.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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)

Attorney Nanovic questioned is there a 3<sup>rd</sup> quote? **TABLED UNTIL WE GET ANOTHER QUOTE**

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

**MOTION** made by Supervisor Meckes, Second by Bartulovich, to RESCIND Resolution No. 8 of 2021-Establishing Transfer Station Permits and Fees.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to ADOPT RESOLUTION NO. 12 OF 2021-operational support activities for participating members of fire companies.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM-Yes **MOTION PASSED**

- 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 Meckes, Second by Supervisor Bartulovich, to ADOPT RESOLUTION NO. 13 OF 2021- Establishing Transfer Station Permits and Fees.

**ROLL CALL:** JK-No; SL- Yes; CB- Yes; TC-No; RM- Yes **MOTION PASSED**

## **G. NEW BUSINESS:**

### **ROGER MECKES, CHAIRMAN**

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

**REQUIREMENT-** Tom Nanovic stated what we are going to require in this situation. Small extension and a parking lot extension, is that correct? Kathryn Forry stated we had several inquiries regarding various projects in past projects we can easily determine if they needed Land Development. We requested some guidance from the Solicitor because it is a very small project so we wanted to inquire if this would require land development. Tom Nanovic stated technically it's a land development based on our definition, but it's silly. We need to amend the definition of land development in the SALDO. Kathryn Forry stated the parking lot was expanded without permits. Kathryn Forry stated it usually goes through a lesser review. Roger stated if this is how we have handled it. Tom Nanovic stated that we will just follow the normal procedure.

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

Chairman Meckes stated that when it is windy out the Alarm gets triggered. Something is loose and gets raddled. Supervisor Bartulovich stated that we are going to have Control Security upgrade the office Security System the week of April 19<sup>th</sup> and I could ask him to review the current doors to see what is needed and inspect.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to have Control Security while they are upgrading the office, add on up to \$2,000 for any repair if necessary.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

#### **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. Tom Nanovic stated Amanda sent out a notice on 2/10. I recently prepared a complaint against the property owner and ready to go once approved.

**MOTION** made by Supervisor Knappenberger, Second by Supervisor Bartulovich, to APPROVE the compliant prepared by Attorney Nanovic.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

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

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

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

Resident asked what does this mean? Attorney Nanovic read the Resolution as stated. The Supervisors stand up to the Constitution and support the second amendment.

**6) DISCUSSION: 2021 PAVING PROJECTS**

Supervisor Meckes stated what we are looking at paving this year is Drakes Creek Road 2.3 miles and Mecksville to 534. Same work as last year. Base repair sides and sub base. I would like to add the millings that come off that road and compact the road on Meckesville.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to move forward and put out for bid.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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 Lignore, Second by Supervisor Bartulovich, to PURCHASE a pallet (56) bags of Line Marking Product from Marzen Hardware, \$504.00 a pallet.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

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

5 Star Equipment & AG-Industrial submitted quotes. (see attached). Supervisor Meckes stated he could only get 2 quotes. Item number difference, Supervisor Meckes will inquire.

TABLED UNTIL NEXT MONTH

**H. CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

Resident questioned shouldn't we vote on if the township is going to allow for short term rentals first before we pay a bill to manage them? There is an 8-12 week lead time to get things set up stated Supervisor Bartulovich. Attorney Nanovic stated it would be good idea to take the vote to advertise the Zoning Amendments. Stacey Venetos questioned who Granicus is? Supervisor Bartulovich explained that Granicus will be monitoring the websites, permitting process, bedrooms etc. There will be a permit fee of \$225.00 which would cover their expense and would be net zero to the tax payer. Would this information be available to the developments stated Stacey Venteos. Supervisor Bartulovich stated yes it would be available.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to ADVERTISE the Amendments for Zoning Ordinance to allow for short-term rentals to be adopted at the May BOS meeting.

**ROLL CALL:** JK-No; SL-Yes; CB-Yes; TC-No; RM-Yes **MOTION PASSED**

**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 Bartulovich, Second by Supervisor Meckes, to APPROVE **GRANICUS** invoice of \$25,301.90.

**ROLL CALL:** JK-No; SL-Yes; CB-Yes; TC-No; RM-Yes **MOTION PASSED**

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

Supervisor Meckes stated that he completely supports the Volunteer members however if they lose their card I believe they should have to pay for the card. Supervisor Bartulovich stated he agrees that there should be a set fee. Supervisor Cross stated what about the Volunteers that live in developments that have their own trash and they have to pay them? Supervisor Meckes stated that it is unfortunate but there isn't anything we can do about that. Attorney Nanovic stated we are just trying to control the cards being given out.

**MOTION** made by Supervisor Knappenberger, Second by Supervisor Lignore, to NOT charge a fee for replacement of lost card for volunteer members.

**ROLL CALL:** JK-Yes; SL-Yes; CB-No; TC-Yes; RM-No **MOTION PASSED**

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

TABLED UNTIL NEXT MONTH- Attorney Nanovic will inquire as to the legality regarding the fees.

**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 Bartulovich, Second by Supervisor Lignore, to ACCEPT proposal submitted by Underdog Computer Network Serenity Care \$1,075 per month.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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. Issues with wind affecting the court.

**TABLED UNTIL NEXT MONTH**

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

Supervisor Meckes stated that there is a need for a refrigerator at the concession stand for sports team. Supervisor Bartulovich stated I think we need one. They will need to sign an agreement. Supervisor Knappenberger stated that Coca Cola would give us a refrigerator if we purchase their soda.

**MOTION** made by Supervisor Lignore, Second by Supervisor Meckes to PURCHASE a refrigerator up to \$3,500.00 for the park concession stand.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

## **J. REPORTS:**

### **ROGER MECKES, ROADMASTER**

#### **ROADMASTER REPORT FOR MARCH 2021**

Guys are all out cleaning and blowing the roads and picking trash. We have some infield mix for the park and getting ready for grass mowing season.

### **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. Kathryn Forry stated it has been insanely busy and we are in for a heck of a year.**

### **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 Bartulovich, Second by Supervisor Lignore to GRANT 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-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to APPROVE 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-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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 Bartulovich, Second by Supervisor Lignore to GRANT 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-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**b) MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to APPROVE and accept the **plan** as recommended by the Planning Commission, and the final payment of any outstanding fees.

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

Supervisor Meckes asked a question as to the Baird plans not being signed by the owner before the Supervisors sign. The Engineer stated the owner is out of state. Attorney Nanovic stated that the owner would need to sign and notarize the plans before the Supervisors sign. He doesn't have to attend another meeting, just drop off or mail.

## **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')

**TABLED UNTIL NEXT MONTH UNTIL WE RECEIVE COMMENTS FROM CARBON COUNTY PLANNING COMMISSION.**

**Mrs. Stanton- IML resident** addressed the board regarding her lot consolidation issue. Her Lot Consolidation plan was approved by PFT. She received her zoning permit for a fence around her one lot. The company started to install fence and because of the weather they had to stop. I asked to extend the permit from IML 2 days and they told her that someone made a mistake because there was a problem with parcel numbers. IML told her that she had to install septic and well. She received clarification from PFT Zoning Officer. Why do I have to pay for a permit from the township if they ignore it? Indian Mountain Lakes has told her that she needs to wait until the Board of Directors needs to approve this request. I don't understand why I have to wait for a decision from there BOD said Mrs. Stanton.

Supervisor Lignore stated that this is one lot now and you have to take it up with the development. Attorney Nanovic stated they may have their own rules; you did everything correctly as far as the township is concerned. Supervisor Meckes stated unfortunately there is nothing we can do regarding the

development rules. Supervisor Bartulovich stated he would talk to Philip Prout, Zoning Officer, to see what the discussion he had with IML, but he can't make them do anything. Supervisor Meckes stated we agree with you but we cannot make them do anything.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:33 P.M.**

**MOTION** to adjourn meeting by Supervisor Meckes, Second by Supervisor Bartulovich

**ROLL CALL:** JK-Yes; SL-Yes; CB-Yes; TC-Yes; RM- Yes **MOTION PASSED**

**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**