

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

MEETING MINUTES

February 1, 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 (by phone)
Scott Lignore, Supervisor
Thomas Cross, Supervisor

Office Staff: Dana Vitale, Secretary (by phone)
Solicitor: Thomas S. Nanovic

A. EXECUTIVE SESSION: was held from 6:00-7:00 p.m. to discuss personnel & other items.
Executive session was held on 1/19/2021 at 1:50 p.m. at the municipal building to discuss personnel issues.

B. PUBLIC COMMENTS ON AGENDA ITEMS ONLY: (3 Minute Limit)

C. MEETING MINUTES:

(1) REORGANIZATION MEETING ON JANUARY 4, 2021

MOTION made by Supervisor Meckes , Second by Supervisor Bartulovich to approve the Annual Reorganization Meeting Minutes from JANUARY 4, 2021.

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

(2) REGULAR BOS MEETING ON JANUARY 4, 2021

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from JANUARY 4, 2021.

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

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) CARBON COUNTY SAVAGES 2021 SEASON SCHEDULE (see attached) (no motion)

(2) PENNDOT LETTER TRAFFIC DATA FROM JAN-APRIL 2021 (not motion)

Vendors will be collecting traffic data on municipally owned roads to be utilized by the department to complete a statewide network screening for potential safety improvements.

(3) THANK YOU LETTER FROM DIMMICK MEMORIAL LIBRARY (not motion)

Penn Kidder & Dimmick Libraries appreciate the continued support with the recent donations.

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2021)

Township General Fund:	\$ 1,760,010.02	State Liquid Fuels Fund:	\$ 116,037.90
Sanitation Fund:	\$ 226,759.75	Park/Recreation:	\$ 0.00
Septic Fund:	\$ 274,786.59	Payroll:	\$ 17,440.23
SALDO:	\$ 10,764.53	Debit Card:	\$ 3,896.55
Rent :	\$ 46.14	Fire Escrow	\$ 23,349.00
TOTAL:			\$ 2,433,090.71

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2021)

Account Ending: #1841 -	\$ 3,498,122.60	(3 month CD)
#5851 -	\$ 258,712.95	(6 month CD)
#1301 -	\$ 2,046,341.28	(13 month CD)
TOTAL:	\$ 5,803,176.83	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 1/31/2021)

Account Ending:		
#0064 -	\$ 105,475.87	
TOTAL:	\$ 105,475.87	

TOTAL FUNDS ON DEPOSIT: \$ 8,341,743.41

1) MOTION made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for JANUARY 2021 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JANUARY 2021

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for JANUARY 2021.

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

Supervisor Knappenberger expressed her concern regarding the payment of Leighton Ambulance family plans for Township employees.

D. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) AMENDMENTS TO THE ZONING ORDINANCE-SHORT TERM RENTALS

Tabled from the 1/4/2021 BOS meeting.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **AUTHORIZE** Attorney Nanovic to forward Ordinance to the Carbon County Planning Commission and the Township Planning Commission for review and comment. SUBJECT TO REVIEW FROM TOM NANOVIC.

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

2) DISCUSSION- RAY PRICE FORD QUOTE- 2021 F650 DUMP TRUCK

Ratify the motion made at the 12/7/2020 BOS meeting to purchase a 2021 F-550 Dump Truck, cost of \$87,374.00.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to INCREASE TO THE Ford F600 Dump Truck.

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

3) DEVELOPMENT AGREEMENT- JOSEPH LASCHENSKI

Attorney Nanovic prepared a Development Agreement for Mr. Laschenski proposed 7,500 sq. ft. building to include a contractor's office with storage, and an apartment on 4.29-acre property.

MOTION made by Supervisor Meckes , Second by Supervisor Bartulovich TO APPROVE THE DEVELOPMENT AGREEMENT prepared by Attorney Nanovic.

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

4) QUOTE FROM WB ELECTRIC- TOWNSHIP BUILDING LIGHTING

Outside lighting repair, total cost \$1,325.00 (see attached)

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **ACCEPT** quote from WB Electric for lighting repair at Muni Bldg. total cost of \$1,325.00.

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

5) TRANSFER STATION PROPERTY- SUBDIVISION PLAN - NEXT STEPS

MOTION made by Supervisor Lignore , Second by Supervisor Bartulovich to HAVE HANOVER ENG. CHECK THE BOUNDARIES FOR LOT LINE CLOSURE.

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

6) DISCUSSION: TAX COLLECTOR COMPENSATION

Josiah Beherns discussed the possibility of changing the compensation for the Tax Collector from a flat rate of \$7,663 to be paid per tax bill at approx. \$1.50 per bill. The amount of bills being sent out has been slowly rising every year. With all the additional workload and whomever will be elected should get compensated for the extra workload.

MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to **ADOPT** RESOLUTION NO. 7 OF 2021-ESTABLISHING THE COMPENSATION OF TAX COLLECTOR

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) DISCUSSION: SEPTIC PERMIT TRANSFER FEE & LETTER

MOTION made by Supervisor CB , Second by Supervisor SL to ELMINATE THE \$100 TRANSFER FEE AND PROCESS.

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

2) DISCUSSION: SOCIAL MEDIA SAMPLE POLICIES

Township Secretary obtained from PSATS a sample of polices regarding Social Media, Employee Email and other Electronic Communications. ATTORNEY NANOVIC WILL WRITE SOMETHING UP FOR THE BOS TO REVIEW.

3) DISCUSSION: PSATS WEBINAR SUBSCRIPTION

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to subscribe to PSATS Webinar up to \$200.00.

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

4) DISCUSSION: TRANSFER STATION 2021-2022 INVOICES/PERMITS

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to send out 18-month invoice for the 2021-2022 garbage pemits.

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

5) **DISCUSSION: MUNICIPAL BUILDING – POSTAGE METER (quotes received)**
TABLED

6) **ACCEPT GRANICUS CONTRACT**

MOTION made by Supervisor Barulovich, Second by Supervisor Lignore to ACCEPT THE CONTRACT CONTINGENT ON TOM NANOVIC'S FINAL APPROVAL OF RED LINES.

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

F. PFT PARK AND RECREATION

All the organizations are getting their schedules ready for the spring.

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2021

Everybody knows that we have been getting hammered with snow.

We have been handling the storms with our guys, our trucks are running round the clock. Truck is getting fixed from the accident. We are going to look in the contracts for paving and line painting in the spring.

TRANSFER STATION

1) BULK AMOUNT for JANUARY 2021---\$ 769.00 Year to Date Total: \$ 769.00

2019-2020 Pro-Rated Permits	(0)	.00
2019-2020 Residential Permits	(5)	250.00
2020-2021 Residential Permits	(9)	450.00
2020-2021 Commercial Permits	(0)	0.00
2020-2021 Pro-Rated Permits	(3)	79.92

TOTAL DEPOSITS \$1,548.92

2) ADMINISTRATIVE REPORTS

A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2021-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 44 / Responded: 44/ Total Hours: 27.75 hrs.

Zoning & Septic Requests: Submitted: 44 / Responded: 44

H. **ZONING DEPARTMENT** - Kathryn Forry submitted Zoning Report for JANUARY 2021.
Been fairly steady not super busy.

I. **PUBLIC COMMENTS – (3 Minute Limit)**

Brandon Bell- local resident and USMC Veteran one of the lead Coordinators in a petition to get Carbon County and its Municipalities to become a 2nd Amendment Sanctuary. He discussed and proposed the Second Amendment Sanctuary Ordinance which prevents the enforcement of certain gun control measures that violate the Second Amendment. The Ordinances typically prevent the expenditure of funds for various gun control proposals, such as emergency protection order, enforcements of gun background checks, and red flag laws. Township Secretary will email submitted documents to the BOS for their review and comment.

Marty Clovis- I am planning on doing a reverse subdivision and I can't get my head around this \$1,250 fee. The Supervisors' explained that the money gets put into an escrow account to cover any fees associated with the SALDO and engineering. They stated that it may cost more depending on the engineer fees. Whatever money is not used in escrow will be refunded.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:49 P.M.

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

ROLL CALL: JK-YES; SL-YES; CB -YES; TC ABSENT-YES; RM-YES **MOTIONPASS**

REMINDERS:

- 1) ***The Next Regular Board of Supervisors Meeting will be held Monday, March 1st, at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Thursday, February 18th, at 6:30 p.m. (location TBD). VIA ZOOM***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, February 22nd, at 6:00 p.m. (if needed).***
- 4) ***The Township Office will be closed on Monday, February 15th in observance of President's Day Holiday. The Transfer Station will be open regular hours.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS