

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

MEETING MINUTES

June 7, 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
Solicitor:** **Thomas S. Nanovic**

A. EXECUTIVE SESSION: Was held prior to meeting from 6:00-7:00 p.m. to discuss personnel and possible litigation.

B. PUBLIC COMMENTS: (3 Minute Limit)

David Michael- Fire Co #2 – The lists that we provided to you for the active members, they were okay? Supervisor Meckes stated yes both of them were okay. David asked regarding a member living with his fiancée if he could receive the free permit for his house hold. Supervisor Bartulovich stated he would just need to fill out a Moving Permit.

Peg Dusablon- Nuisance property- What is the process to work with the community with a fire damage home, when we're everything we can to get the owners to tear it down, rebuild it or whatever to remedy

what's happening. Supervisor Bartulovich asked Attorney Nanovic, would that be a Zoning issue? Attorney Nanovic stated I the policy with the board is not get involved when they're located in developments and I'm not sure that's been kind of the policy now we have gotten involved in a few that we can think of and I am trying to recall, we actually have an Ordinance that addresses that. We don't have a building maintenance code or anything. Supervisor Bartulovich stated what if the house was unsafe nuisance property potentially dangerous. Mrs. Dusablon stated we want to be able to work with you. Supervisor Bartulovich I'm sure that we could fine some sort of complaint, but would we want that complaint to come from the association. I think the general idea is that we just don't want to be stepping on toes. Attorney Nanovic stated well, I think that and also can become overwhelming for sure, because what will happen, what may happen is the developments decided we should start handling their problems and I think once in the past we have been reluctant to do that, although, like I said I can think of a couple occasions at least one burnout building. Supervisor Lignore stated you should try to have the landlord or owner first try to go that route. We don't get involved unless there's truly an open foundation where kids are in the area.

Barbara Smith- Park Lighting-I live across the street from the park and the other night there were two fire trucks that came in the park without any lighting, and then a Medevac Helicopter came in. My concern is they are coming in total darkness at 12:30 at night walking around with their phone with a flashlight and I don't feel that it is safe for our firemen. Also, the gates are never closed I see people in and out of there all night long. I can see 75% of the park from my kitchen and there is activity over in the park just about every night. Supervisor Meckes stated that we have been working with Blue Ridge for a year already trying to hook up Internet out there for us so we can get cameras. They have to run new wiring on the poles. We've been actually trying and looking into doing a little bit of lighting, but around the baseball field, because what the park committee. I spoke to Walt from WB Electric about this and he is actually here tonight. We will look into what the cost would be to put in some additional lighting at the park.

Stacey Venetos- TT- on the Ordinances, when do they take effect? The Times News said it won't be in effect for 6 months. Supervisor Meckes stated 6 months is the grace period. Technically it took effect five days after. They have 6 months to come in and get up to speed.

Peter Perigrano- Trash fee- issue with trash fee being raised to \$150.00. Why was it raised so high? Supervisor Meckes stated that it actually was raised to \$100.00 but this card is for 18 months which would be \$150.00. The Township is switching back to Calendar year. Mr. Perigrano stated that he cannot afford the increase with his Social Security and he utilizes the Transfer Station very little. Supervisor Bartulovich stated that for accounting purposes in order for the Transfer Station to break even this is the number that it has to be in order to sustain. Mr. Perigrano asked if he could make payments. Supervisor Meckes stated we do not have provisions for that. Attorney Nanovic stated that you could get a private hauler and make payments to them you would just need to submit a contract to the Township. Supervisor Lignore stated we dropped the fee down to \$50.00. Supervisor Knappenberger stated it's very difficult for senior to decide should they pay for their medication, food or pay my garbage bill. We should have established some type of payment plan for seniors. Supervisor Tom Cross offered Mr. Perigrano \$75.00 from his personal funds and told him he could pay him back if and when he can.

Todd Fox- PFT Park & Recreation Committee- Pump Track Proposal. I was here once before and we talked about this track I wanted to give some highlights. I just want to start from zero and let you know what we want this for and then we'll talk a little bit about some of the stuff that was disputed what was safety. I would ask you guys when was the last time you seen this room so full. What is the pump track? It is a series of hills and mounds, so what that means is it's a safe place for children and enthusiasts to enjoy. These are built for kids two years and above. In fact the swing set is probably the most unsafe thing over there. The design of a pump track is low rolling slope you shouldn't even have to pedal if you're doing it right, so you don't gain that momentum. I did look up some legal suits and there were some legislation out there and some things on the internet, mostly in California, but it was where there wasn't rules, & regulations posted and there were more than one person on the track at the same time and they collided. Supervisor Lignore, ok now so you're saying, only one person on the pump track at a time. Todd Fox, typically yes, depending on the size. I understand that there may be a concern with ATV utilizing the track I want to negate that because they will bottom out they won't have the speed. Woman from Sculpt stated they have been in business for a decade we have built pump tracks around the world. We have built a track at Camp Olympic in Lower Macungie. If you pass there the park is full all the time. The key is signage for helmets. Kids can ride with adults. Supervisor Knappenberger stated that there was a concern with liability insurance. The cost is around \$50,000 for a mountain bike track. Supervisor Lignore stated there are a lot of people here to support it. Supervisor Lignore stated they should get together a proposal with numbers and cost from the township insurance carrier. Supervisor Knappenberger stated we need to look into putting handicap equipment for the kids in the playground. Supervisor Meckes stated he has a concern with the bikes over powering the walking trail. Supervisor Bartulovich stated that is a separate issue we can address that with Township Engineer. Attorney Nanovic states that the Park & Recreation Committee should submit specs with different versions of a plan to Board.

Larry Dusablon- I would like to say thank you for making that change to the STR Ordinance. If you would consider two things. If there would be a way that you could put a moratorium, not to stop but just moratorium for new short term rentals until the old short-term renters are in the system and completely compliant with the new system before you start getting flooded by new people who weren't in the system. Also, cap on short-term rentals allowances within a certain distance from each other. Not every house could be a short-term rental and it would be kind of the same as a liquor control board. If you want to have a liquor license you have to buy one from somebody who has one and wants to give it up. Attorney Nanovic replied, No you cannot do a moratorium and the second question I don't think we could put a cap, but maybe there should have been a distance between them to limit the number because the problem that you're seeing that you don't want them ever 500 feet from where you live. With every other house being a short-term rental or three or four on every side. This maybe something to consider and look at for discussion that you can't have more than a certain number.

C. MEETING MINUTES:

(1) REGULAR BOS MEETING ON MAY 3, 2021

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from MAY 3, 2021.

ROLL CALL: JK-yes; SL-stepped out; CB-yes; TC-yes; RM-yes **MOTION PASSED**

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

(1) TURNING POINT OF LEHIGH VALLEY (DONATION REQUEST)

Turning Point of Lehigh Valley provides survivors of domestic and intimate partner abuse heal from the traumatic impact of abuse. (TABLED)

(2) PENNEAST/UGI PIPELINE PROJECT- MAY REPORT (NO MOTION)

(3) PENN KIDDER LIBRARY 3rd ANNUAL GOLF TOURNAMENT- (SPONSORSHIP)

June 28th at Jack Frost National Golf Club, cost \$50.00 to sponsor a hole.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to DONATE \$50.00 to sponsor a hole for the 3rd Annual Penn Kidder Library Gold Tournament.

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

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/31/2021)

Township General Fund:	\$ 2,115,236.72	State Liquid Fuels Fund:	\$ 319,623.91
Sanitation Fund:	\$ 98,087.76	Payroll:	\$ 13,372.61
Septic Fund:	\$ 300,159.40	Debit Card	\$ 7,322.59
SALDO:	\$ 85,135.78	Fire Escrow:	\$ 23,349.00
Rent :	\$ 49.83		
TOTAL:			\$2,962,337.60

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/31/2021)

Account Ending: #1841 -	\$ 3,499,915.13	(3 month CD)
#5851 -	\$ 258,949.05	(6 month CD)
#1301 -	\$ 2,047,687.15	(13 month CD)
TOTAL:	\$ 5,806,551.33	

(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 5/31/2021)

Account Ending:		
#0064	-	\$ 105,584.98
TOTAL:		\$ 105,584.98

TOTAL FUNDS ON DEPOSIT: \$ 8,874,473.91

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

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

- 2) **PAYMENT OF THE BILLS FOR MAY 2021**

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to pay the bills for MAY 2021.

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

F. OLD BUSINESS

ROGER MECKES, CHAIRMAN

- 1) **ORDINANCE NO. 3 OF 2021- AMENDING ORD. #2 OF 2021 - SHORT-TERM RENTAL ORDINANCE- "Unreasonable Noise" section 5**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to ADOPT Ordinance No. 3 of 2021- Amending Ordinance No. 2 of 2021- Short-Term Rental Ordinance- "Unreasonable Noise" in section 5.

ROLL CALL: JK-NO; SL-yes; CB-yes; TC-yes; RM- yes **MOTION PASSED**

G. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

- 1) **DEVELOPER'S RELEASE OF ESCROW FUNDS - JOE LASCHENSKI LAND DEV.**

Engineer reviewed cost estimate update and concurs with the request based on the construction status. (Release #1 \$24,770) see attached.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **RELEASE** (# 1) of construction escrow funds **\$24,770** for Joe Laschenski Land Development.

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

- 2) **CONTROL SECURITY QUOTE - TRANSFER STATION SECURITY SYSTEM**

Replace camera recorder at Transfer Station \$650.00. Monthly monitoring fee \$37.00.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **ACCEPT** quote from Control Security for camera recorder \$650.00 & monthly monitoring \$37.00.

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

Supervisor Cross expressed his interest in putting in a camera to see the license plates coming and going and one that takes a picture that you can actually read. Supervisor Meckes stated it isn't in the books at the moment and doesn't know what's involved. We would have to talk to them to figure out what they could put there.

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) OPEN NEW ACCOUNT AT MCT- AMERICAN RESCUE PLAN FUNDS

Supervisor Bartulovich stated we are getting like \$980,000.00 we need to be accountable for that money down to the cent including interest. So it doesn't make sense to comingle it with the general fund. We have to be able to track it. We don't spend it within four years, we have to pay them back the money, plus interest that you made on it, and so we need to track it pretty well. Supervisor Knappenberger stated that there are guidelines according to what she read in The Township News. Attorney Nanovic will look into a Resolution for opening the budget.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **OPEN** new account at MCT for American Rescue Funds.

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

H. PFT PARK AND RECREATION

1) PURCHASE INFIELD MIX- MARTIN STONE QUARRY **2 LOADS- \$1,944.00**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **PURCHASE** 2 loads infield mix from Martin Stone Quarry cost \$1,944.00

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

2) FIELD CONDITIONER- MARZEN HARDWARE QUOTE \$21.00 per bag for a full pallet (40 bags) of the #50. Total cost of \$840.00.

MOTION made by Supervisor Lignore, Second by Supervisor Cross to **PURCHASE** pallet of field conditioner, cost \$840.00.

ROLL CALL: JK-yes; SL-yes; CB-NO; TC-yes; RM-yes **MOTION PASSED**

Supervisor Knappenberger stated I have a question, when is the wish list going to end. Supervisor Meckes stated probable never. Supervisor Knappenberger stated I'm sorry when we put this park in we promised the residents this wouldn't cost the tax payers anything. These lists have to stop. Supervisor Lignore stated yes we did say we weren't going to spend a lot on the park. But I see how my grandchildren enjoy it and we can afford it. The community people love it and are not complaining.

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2021

Line stripping is done. Roads paved. The contractor completed Meckesville and working on Drakes Creek, will be done this Friday. Busy with maintenance at the park. Mowing the shoulders.

TRANSFER STATION

1) BULK AMOUNT for MAY 2021---\$ 1,414.00 Year to Date Total: \$ 3,743.00

2020-2021 Residential Permits	(4)	200.00
2020-2021 Pro-Rated Permits	(16)	135.36
2021-2022 Residential Permit	(223)	<u>32,648.00</u>
TOTAL DEPOSITS		<u>\$34,397.36</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 59 / Responded: 59/ Total Hours: 45.25 hrs.

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

J. ZONING DEPARTMENT - Kathryn Forry submitted Zoning Report for MAY 2021.

Kathryn Forry stated it has been very busy as you probably all know, a lot going on.

RAGGIO REVERSE SUBDIVISION-Conditional Approval

Proposed Reverse Subdivision for Parcels 23A-51-B157 and 23A-51-B158 (Raggio), Township Engineer comments and summarization: Bill Miller made a motion to accept waiver 333.31 (trees greater than 8 inches in caliper), Chris Rau Seconded, motion passed. Bill Miller made a motion to recommend conditional approval based on the engineer's comments in his letter of 5-18-21, Chris Rau seconded, motion passed.

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **GRANT** the waiver for **SALDO Section 333.31**, recommended by PC, contingent upon comments from the May 18, 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 Meckes, Second by Supervisor Bartulovich to **APPROVE** and accept the **plan** as recommended by the Planning Commission, contingent upon comments from the May 18, 2021 review letter be addressed, signing by the owner and the final payment of any outstanding fees.

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

MCCLUSKEY REVERSE SUBDIVISION-Conditional Approval

Proposed Reverse Subdivision for Parcels 22A-51-EV472 and 22A-51-EV473 (McCluskey), Township Engineer comments and summarization: Bill Miller made a motion to accept waivers 333.31 (trees greater than 8 inches in caliper) 333.15 (contour lines) and 331 (drawing to scale), Chris Rau

Seconded, motion passed. Bill Miller made a motion to recommend conditional approval based on the engineer's comments in his letter of 5-19-21, Chris Rau seconded, motion passed.

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **GRANT** the waivers for **SALDO Section 333.31, 333.15 & 331** recommended by PC, contingent upon comments from the May 19, 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 Meckes, Second by Supervisor Lignore to **APPROVE** and accept the **plan** as recommended by the Planning Commission, contingent upon comments from the May 19, 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**

MANNIX REVERSE SUBDIVISION-Conditional Approval

Proposed Reverse Subdivision for Parcels 22A-51-D2114 and 22A-51-D2115 (Mannix), Township Engineer comments and summarization: Bill Miller made a motion to accept waivers 333.31 (trees greater than 8 inches in caliper) 333.15 (contour lines) and 331 (drawing to scale), Chris Rau Seconded, motion passed. Bill Miller made a motion to recommend conditional approval based on the engineer's comments in his letter of 5-18-21, Chris Rau seconded, motion passed.

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **GRANT** the waivers for **SALDO Section 333.31, 333.15 & 331** recommended by PC, contingent upon comments from the May 18, 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, contingent upon comments from the May 18, 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**

SCHWARTZ SUBDIVISION-Conditional Approval

Proposed Subdivision for Parcel 66C-51-B1504 (Schwartz), Township Engineer comments and summarization: Bill Miller made a motion to accept waiver 333.31 (trees greater than 8 inches in caliper), Chris Rau Seconded, motion passed. This property is in the Clean and Green program. The Schwartz' will remove it and pay the back taxes. Bill Miller made a motion to sign the 4A Module. Chris Rau seconded it, motion passed. Bill Miller made a motion to recommend conditional approval based on the engineer's comments in his letter of 5-20-21, Chris Rau seconded, motion passed.

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **GRANT** the waiver for **SALDO Section 333.31**, recommended by PC, contingent upon comments from the May 20, 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**

SCHWARTZ SEWAGE FACILITIES PLANNING MODULE

As per the SEO, the board may consider granting Conditional Planning Module approval based on receipt of Components 4A and 4B from the Township Planning Commission and County Planning Commission.

RESOLUTION NO. 18 OF 2021- CONDITIONAL SEWAGE FACILITIES PLANNING MODULE

b) MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ADOPT** Resolution No. 18 of 2021- DEP Planning Module # 213920124-2.

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

c) MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **APPROVE** and accept the **plan** as recommended by the Planning Commission, contingent upon comments from the May 20, 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**

ADDITIONAL MOTIONS REQUIRED

MOTION made by Supervisor Meckes, Second by Supervisor Knappenberger to **AUTHORIZE** Solicitor Nanovic to represent the Township at the hearing for 586 Stony Mountain Road when scheduled.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **APPROVE** both PFT Fire Companies updated list of active members.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:52 P.M.

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

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 TUESDAY, July 6, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, June 17th, at 6:00 p.m.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, June 28th, at 6:00 p.m. (If needed).*
- 4) *The Township Building will be closed on Monday, July 5th, in observance of Independence Day. Transfer Station will be open.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS