

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

**MEETING MINUTES**

**March 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  
Scott Lignore, Supervisor  
Thomas Cross, Supervisor**

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

**A. EXECUTIVE SESSION:** was held from 6:00-7:00 p.m. to discuss personnel & potential litigation.

**B. PUBLIC COMMENTS : (3 Minute Limit)** Chairman stated that we are going to change the Public Comment portion so that everyone would have any public comment in the beginning of the meeting.

**Christopher Mangold**- I live on Stony Mountain & Lipo Way. I had a question there was a situation at the ZHB regarding a test tower was processed through the township with permits and was wondering what was being done regarding. Supervisor Bartulovich has stated that the test tower is being addressed as a complaint the Zoning Officer and ZHB is actively working with the company to have removed. It was denied through the ZHB and they withdrew their application.

**C. MEETING MINUTES:**

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

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

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

**D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**(1) CARBON COUNTY PLANNING COMMISSION APPROVAL LETTER**

Carbon County Planning Commission recommends approval of the Zoning Ordinance Amendments.

**E. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2021)**

|                        |                 |                          |                        |
|------------------------|-----------------|--------------------------|------------------------|
| Township General Fund: | \$ 1,880,079.64 | State Liquid Fuels Fund: | \$ 111,094.50          |
| Sanitation Fund:       | \$ 168,199.46   | Park/Recreation:         | \$ 0.00                |
| Septic Fund:           | \$ 272,578.44   | Payroll:                 | \$ 24,137.62           |
| SALDO:                 | \$ 85,049.68    | Debit Card:              | \$ 2,684.27            |
| Rent :                 | \$ 4,047.38     | Fire Escrow              | \$ 23,349.00           |
| <b>TOTAL:</b>          |                 |                          | <b>\$ 2,571,219.99</b> |

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2021)**

|                         |                        |               |
|-------------------------|------------------------|---------------|
| Account Ending: #1841 - | \$ 3,498,635.34        | (3 month CD)  |
| #5851 -                 | \$ 258,778.85          | (6 month CD)  |
| #1301 -                 | \$ 2,046,688.88        | (13 month CD) |
| <b>TOTAL:</b>           | <b>\$ 5,804,103.07</b> |               |

**(c) JIM THORPE NEIGHBORHOOD BANK – Certificates of Deposit (as of 2/28/2021)**

|                 |                      |  |
|-----------------|----------------------|--|
| Account Ending: |                      |  |
| #0064 -         | \$ 105,520.64        |  |
| <b>TOTAL:</b>   | <b>\$ 105,520.64</b> |  |

**TOTAL FUNDS ON DEPOSIT: \$ 8,480,843.70**

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

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

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

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

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) ELECTRONIC RECYCLING PROGRAM FOR 2021**

Dates and Information received for 2021 Electronic Recycling (see enclosed pricing).

**Available Saturday's: June 26<sup>th</sup>, July 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, August 7<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>  
October 16<sup>th</sup>, November 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>**

**RESERVED JULY 17<sup>th</sup> and NOVEMBER 20<sup>th</sup>**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to schedule above dates for the 2021 Electronic Recycling Event for (6) hours, 9am - 3pm (or until trucks are full) at the Transfer Station.

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

**2) VOLUNTEER TAX CREDIT PROGRAM**

PFT Volunteer Fire Co. #1 & #2 submitted their notarized list and Volunteer Credit Application for the 2020 tax year.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **APPROVE** the applications for refund of Municipal Earned Income Tax for year 2020.

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

**3) MUNICIPAL BUILDING ROOF REPLACEMENT- QUOTE RECEIVED**

Family Restoration Home Imp. & Murphy Lumber (see attached) **TABLED UNTIL NEXT MONTH**

**4) DISCUSSION: WORKERS COMPENSATION ACT – FIRE CO. VOLUNTEERS**

Recent changes affecting fire company volunteers.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to **ADOPT RESOLUTION #11 OF 2021** prepared by Tom Nanovic for participating members to be covered by Workers Compensation.

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

**5) DISCUSSION: 2017 CHEVY DUMP TRUCK TIRES**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to purchase tires for the 2017 Chevy Dump Truck up to \$1,500.00.

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

## **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

- 1) **RESOLUTION NO. 8 OF 2021- ESTABLISH TRANSFER STATION PERMITS AND FEES-** 18 month card, \$100.00 Residential, \$350.00 Commercial

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to **ADOPT RESOLUTION NO. 8 OF 2021-** Establish Transfer Station Permits and Fees.

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

- 2) **RATIFY THE MOTION - RESOLUTION NO. 9 OF 2021- DECLARATION OF DISASTER OF EMERGENCY** Extend Resolution 60 days.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to **ADOPT RESOLUTION NO. 9 OF 2021- DECLARATION OF DISASTER OF EMERGENCY.**

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

- 3) **RESOLUTION NO. 10 OF 2021- CCCOG ARTICLES OF AGREEMENT-**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to **ADOPT RESOLUTION NO. 10 OF 2021- CCCOG ARTICLES OF AGREEMENT.**

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

- 4) **TOWNSHIP BUILDING AUDIO & VISUAL EQUIPMENT**

Greg Mousseau, ZHB Solicitor, is recommending that the Board consider installing a professional audio and visual system for Zoom meetings. Items required: Logitech Large Room Solution \$5,150.00; (2) VIZIO 65" Smart TV \$468.00/each; \$500.00 buffer for cabling and labor. See attached.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to **APPROVE** the purchase of audio & visual equipment up to \$7,000.00.

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

## **G. PFT PARK AND RECREATION**

Nothing new has come up. Sports calendar is in for the spring. Todd Fox is revising the contract form.

## **H. REPORTS:**

### **ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR FEBRUARY 2021**

Roadmaster Meckes stated that the whole month was revolved on snow plowing. Very busy month with snow. David Michael, PFT EMC stated "great job with the ice storm". Looking into paving for the spring. New truck still in the order line.

**TRANSFER STATION**

**1) BULK AMOUNT for FEBRUARY 2021---\$ 333.00 Year to Date Total: \$ 1,102.00**

|                                      |            |                 |
|--------------------------------------|------------|-----------------|
| <b>2020-2021 Residential Permits</b> | <b>(3)</b> | <b>116.67</b>   |
| <b>2020-2021 Commercial Permits</b>  | <b>(0)</b> | <b>0.00</b>     |
| <b>2020-2021 Pro-Rated Permits</b>   | <b>(4)</b> | <b>73.92</b>    |
| <b>TOTAL DEPOSITS</b>                |            | <b>\$523.59</b> |

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2021-**

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

**Submitted: 29 / Responded: 29/ Total Hours: 29 hrs.**

**Zoning & Septic Requests: Submitted: 24 / Responded: 24**

**I. ZONING DEPARTMENT** - Kathryn Forry submitted Zoning Report for FEBRUARY 2021.

**1) DOLLAR GENERAL LAND DEVELOPMENT PLAN- 90 DAY EXTENSION**

We are in receipt of a Land Development Plan and a Minor Subdivision Plan prepared by Livic Civil, LLC. The developer is currently applying for a zoning variance that would affect the proposed land development, and therefore requires more time to satisfy our comments. They are requesting a 90 day extension. The Planning Commission voted to recommend approval of this extension request at their, January 25, 2021 meeting.

**a) MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to **APPROVE** the 90 day extension.

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

**2) INDIAN MOUNTAIN LAKE CIVIC ASSOCIATION LAND DEVELOPMENT – 90 DAY EXTENSION**

We are in receipt of a Land Development Plan prepared by Keystone Consulting Engineers. The developer is currently making revisions affect the proposed land development, and therefore requires more time to satisfy our comments. They are requesting a 90-day extension. The Planning

Commission voted to recommend approval of this extension request at their, January 25, 2021 meeting.

**a) MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **APPROVE** the 90 day extension and table the land development plan until items in the last review letter have been satisfied.

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

### **3) KIRKPATRICK PRELIMINARY/FINAL LOT JOINDER PLAN**

We are in receipt of a Lot Joinder Plan for Timothy & Betsy Kirkpatrick prepared by Jonathan Shupp, PLS, SEO. As part of the review process, we have identified the certain sections from the Subdivision and Land Development Ordinance (SALDO) with which the plans provided are not in ~~compliance~~. The developer has requested the below waiver from the SALDO.

#### **Sections 230 – Submission of Preliminary Plan**

This section requires submission of a separate preliminary plan prior to final plan submission. This waiver request would allow the lot joinder to be reviewed for preliminary and final approvals simultaneously.

#### **Section 331.31 – Showing of Significant Natural Features on Plan**

This section requires the developer to show significant natural features on the plan, including floodplains, ponds, lakes, streams, natural drainage swales, wooded areas and all trees with a diameter of 8 inches or greater. The applicant wishes partial relief from this section; specifically, having to show all trees with greater than an 8-inch diameter.

#### **Section 334.8 – Requiring Copy of Opinion of Title**

This section requires submission of an Opinion of Title for all projects. The surveyor has requested a waiver of this requirement for the following reasons:

- Simplicity of the project (lot joinder)
- The recorded deeds indicate ownership of the two lots involved; and
- No construction is being proposed

The Planning Commission voted to recommend approval of the first two above waivers at their December 28, 2020 meeting and the third waiver at their January 25, 2021 meeting. The Planning Commission also voted to recommend approval of the plan subject to approval of the above waiver request and submission of the required signed/sealed/notarized plans.

**a) MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to grant the waivers for **SALDO Section 230; 331.31; 334.8** as recommended by the PC, conditioned upon the final payment of any outstanding fees.

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

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

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

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

None

**K. OTHER BUSINESS:**

**EMPLOYEE MATTER**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to suspend employee for 3 non-consecutive non-paid days.

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

**ZONING ORDINANCE ADMENDMENTS**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to schedule the Zoning Ordinance Amendments hearing for April 5<sup>th</sup> at 6:30p.m.; prior to the BOS meeting.

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

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:05 P.M.**

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

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

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, April 5<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Thursday, March 18<sup>th</sup>, at 6:30 p.m. (via Zoom).*
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 22<sup>nd</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**