

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

AGENDA

October 3, 2022

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
Scott Lignore, Supervisor
Patrick Holland, Supervisor
James Denier, Supervisor

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

A. EXECUTIVE SESSION: to be held at 6:30 to discuss potential litigation.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) SPECIAL BOS MEETING ON AUGUST 30, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the SPECIAL BOS Meeting Minutes from AUGUST 30, 2022.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) REGULAR BOS MEETING ON SEPTEMBER 6, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from SEPTEMBER 6, 2022.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED (NONE)

E. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2022)

| | | | |
|------------------------|-----------------|--------------------------|-----------------------|
| Township General Fund: | \$ 2,869,996.36 | State Liquid Fuels Fund: | \$ 470.39 |
| Sanitation Fund: | \$ 29,152.16 | Payroll: | \$ 3,503.26 |
| Septic Fund: | \$ 349,946.31 | Debit Card | \$ 9,047.87 |
| SALDO: | \$ 483,240.52 | Fire Escrow: | \$.00 |
| Rent : | \$ 82.79 | American Rescue | \$ 511,928.79 |
| TOTAL: | | | \$4,257,368.45 |

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2022)

| | | |
|-------------------------|------------------------|---------------|
| Account Ending: #1841 - | \$ 3,613,898.95 | (3 month CD) |
| #5851 - | \$ 259,642.35 | (6 month CD) |
| #1301 - | \$ 2,051,117.57 | (13 month CD) |
| TOTAL: | \$ 5,924,658.87 | |

TOTAL FUNDS ON DEPOSIT: \$ 10,182,027.32

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for SEPTEMBER 2022 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR AUGUST 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for SEPTEMBER 2022.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

F. OLD BUSINESS:

1) FIRE COMPANIES - FIRE TRUCK AGREEMENT (tabled last month)

MOTION made by Supervisor _____, Second by Supervisor _____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

- 2) **DISCUSSION: SHORT-TERM RENTALS - ZONING PERMIT & OTHER FEES (tabled last month)** Township Secretary is requesting confirmation to charge STRs \$100.00 Zoning Permit Fee.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

G. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

- 1) **OPEN SEALED BIDS FOR 2022/2023 WINTER SNOW REMOVAL**

MOTION made by Supervisor ____, Second by Supervisor ____ to accept the Bid from _____ for the amount of \$ _____ for the 2022/2023 Winter Snow Removal.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

- 2) **RESOLUTION NO. 10 OF 2022 - GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION**

Authorizing Signatures for all accounts at MCT: Add James Denier and delete Thomas Cross.

MOTION made by Supervisor ____, Second by Supervisor ____ to adopt Resolution #10 of 2022 – MCT Authorized Signatures.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

- 3) **HICKORY RUN SPORTS COMPLEX- 232 STONY MOUNTAIN ROAD**

Termination request for the Installation and Maintenance Agreement for a Small Flow Treatment Facility.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

- 4) **SELL SIDE BY SIDE TIRES - (see attached)**

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

- 5) **DISCUSSION: RESOLUTION TO IMPLEMENT ACT 57 OF 2022- PROPERTY TAX PENALTY WAIVER PROVISIONS**

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

6) DISCUSSION - GRIEVANCE #40849 (see attached)

Township Employee filed a grievance regarding the working foreman interviews.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ grievance #40849

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

7) WELL ISOLATION DISTANCE EXEMPTION REQUEST-100 FOOT REQUIREMENT

Owner Pat Walsh, 186 Indian Trail, Bear Creek Lakes- 51A-51-A4IT.

MOTION made by Supervisor ____, Second by Supervisor ____, to conditionally approve the Well Isolation Distance Exemption request for parcel 51A-51-A4IT; pending the review/approval from Scott Brown, SEO.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

8) TRANSFER FROM THE GENERAL FUND TO SANITATION

Transfer \$100,000.00 to cover bills until the end of year. Sanitation Balance as of 9/30- \$29,152.16

MOTION made by Supervisor ____, Second by Supervisor ____, to transfer \$_____ from General Fund to Sanitation.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

9) WORKSHOP REGARDING EQUIPMENT & WORKER SAFETY

Local Technical Assistance Program (LTAP) is hosting an in person instructional Workshop on 10/25, at the Tamaqua Borough Building, 7:30-12:00. Cost TBD.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

10) PURCHASE MATERIAL- PADS FOR BENCHES- Cost TBD

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

11) AGREEMENT WITH TOWAMENSING TOWNSHIP-FOREST STREET SNOW PLOWING

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

12) ADVERTISE PART-TIME ASSISTANCE- SNOWPLOWING 22-23 WINTER SEASON

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) DISCUSSION: CODE ENFORCEMENT OFFICER - FULL TIME

Pay rate of \$22.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) RE-ADVERTISE CODE ENFORCEMENT OFFICER AS FULL TIME

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

3) DISCUSSION: ESTABLISH BUDGET FOR CODE ENFORCEMENT OFFICER- UP TO \$5,000.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

4) DISCUSSION: SHORT-TERM RENTAL COMPLAINTS PROCEDURE

Implement policy to no longer accept anonymous complaints. Require email address or attestation they do not have one and requiring pictures about physical issues (parking, trash, etc.)

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

5) PURCHASE (2) PRINTER/COPIERS MUNICIPAL OFFICE- (see attached quote)

(2) Lexmark Multifunction Color Laser Printer/Copier, total cost with shipping \$1,322.79.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

PATRICK HOLLAND, SUPERVISOR

1) MUNICIPAL BUILDING - HALLOWEEN/FALL DECORATIONS\CANDY

Township Secretary is requesting to spend up to \$200.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

JAMES DENIER, SUPERVISOR

1) DESIGNATE A PARK LIASION TO SUBMIT REQUESTS/INVOICES TO THE OFFICE

Have one designated representative from the Park Committee for any dealings with the office.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

H. PFT PARK AND RECREATION

1) RATIFY THE PURCHASE - PARK BENCHES- INCREASE TOTAL PRICE

Approved total \$5,750.00. New pricing- (10) 620.00 each x 366.66 shipping =\$6,566.66 difference of \$816.66.

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY the purchase with the increased price, total \$6,566.66.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) HALLOWEEN TRUNK OR TREAT EVENT (scheduled for 10/29)

Park Committee is requesting \$750.00 for this event.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ the request of \$_____ for the Halloween Trunk or Treat Event at the Park on 10/29/22.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

3) SOFTBALL SHED CAMERAS- CONTROL SECURITY QUOTE (see attached)

Total cost \$1,140.00.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ quote from Control Security for installation of (2) cameras on softball shed at the park.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

4) DISCUSSION: PUMP TRACK- DIRT SCULPT - PRE-PAYMENT REQUEST

Contractor is requesting pre-payment of \$42,500.00 for material.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

5) FIREWORKS - JULY 8, 2023- PARK COMMITTEE WILL PROVIDE DETAILS

Approximate cost \$20,000.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

6) LAKE HARMONY AMBULANCE DONATION- PARK FESTIVAL

Donation of \$150.00 to Lake Harmony Ambulance for their presence at the festival.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ the donation of \$150.00 to Lake Harmony Ambulance.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

7) BATHROOM ACCESS CONTROL AND ALARM- CONTROL SECURITY QUOTE

Quote submitted for park bathroom, schedule doors to lock & unlock and alarm system. Access control system total cost \$3,030.00. Alarm \$1,204.00, Monitoring \$37.00 p/mth.

MOTION made by Supervisor ____, Second by Supervisor ____, to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2022

TRANSFER STATION -

1) BULK AMOUNT for SEPTEMBER 2022---\$273 .00 Year to Date Total: \$5,252.00

| | | |
|------------------------------|-----|--------------------------|
| 2021-2022 Commercial Permit | (0) | .00 |
| 2021-2022 Pro-Rated Permits | (5) | 172.48 |
| 2021-2022 Residential Permit | (6) | <u>900.00</u> |
| TOTAL DEPOSITS | | <u>\$1,345.48</u> |

2) ADMINISTRATIVE REPORTS -

A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2022-

Administrative & Financial Requests: (See Attached Lists)

Submitted: 44 / Responded: 44/ Total Hours: 28.75 hrs.

Zoning & Septic Requests: Submitted: 38 / Responded: 38

J. ZONING DEPARTMENT – Phillip Prout submitted Zoning Report for SEPTEMBER 2022.

CALCANO MINOR SUB-DIVISION LOTS- (12A-51-DP2726 & 12A-51-DP2727)
NEW LOT DP2727-A

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.31**(provide the location of all trees of 8”in diameter or more) as recommended in Barry Isett’s review letter dated September 8, 2022 and the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to conditionally _____ preliminary/final **plan** subject to addressing the remaining comments of Barry Isett’s review letter dated September 8, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT _____ P.M.

MOTION to adjourn meeting by Supervisor _____, Second by Supervisor _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, November 7th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, October 19th at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, October 24th, at 6:00 p.m. (if needed).*
- 4) *Municipal Building will be closed on Monday, October 10th in observance of Columbus Day. The Transfer Station will be open.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS