

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

AGENDA

September 6, 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
_____, Supervisor
Patrick Holland, Supervisor

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

DISCUSSION / APPOINTMENT OF NEW TOWNSHIP SUPERVISOR

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as a new Township Supervisor to fill the vacant seat until the next municipal election in 2024.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

A. EXECUTIVE SESSION: to be held at 6:00 p.m. to discuss potential litigation.

B. PUBLIC COMMENTS: (3 Minute Limit)

C. MEETING MINUTES:

1) REGULAR BOS MEETING ON AUGUST 1, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from AUGUST 1, 2022.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

2) SPECIAL BOS MEETING ON AUGUST 8, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the SPECIAL BOS Meeting Minutes from AUGUST 8, 2022.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

3) SPECIAL BOS MEETING ON AUGUST 30, 2022

Due to the length of transcription and for accuracy; 8/30 minutes will be approved at the October 3rd meeting.

D. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) ELLIOTT GREENLEAF & DEAN - ARPA FUNDS (NO MOTION)

Law firm can provide assistance regarding ARPA funds.

2) JIM THORPE ROTARY 25TH ANNUAL SUMMER RECREATION PROGRAM (NO MOTION)

The Rotary would like to thank the Board for their support and donation of \$1,000 to the Summer Recreation Program.

3) JIM THORPE LIONS CLUB 27th ANNUAL HALLOWEEN PARADE

MOTION made by Supervisor _____, Second by Supervisor _____ to allow Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Saturday, October 22nd (rain date 10/23) Halloween Parade to begin at 2:00 p.m.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

4) FIRE CO. #2 ANNUAL GOLF OUTING- THANK YOU LETTER RECEIVED (NO MOTION)

Fire Co. #2 would like to thank the Township for sponsoring a hole.

5) LETTER FROM RESIDENT- GARBAGE PERMIT NEVER RECEIVED

Mrs. Barbara Grabowski would like the Township to issue a replacement card without cost. The pro-rated fee from 9/2-9/8 is \$32.64. Mrs. Grabowski declined and stated she would not be back here until December.

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

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

E. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 8/31/2022)

Township General Fund:	\$ 3,371,941.84	State Liquid Fuels Fund:	\$ 268,278.48
Sanitation Fund:	\$ 49,421.70	Payroll:	\$ 12,515.75
Septic Fund:	\$ 349,653.04	Debit Card	\$ 4,984.11
SALDO:	\$ 483,567.77	Fire Escrow:	\$.00
Rent :	\$ 77.19	American Rescue	\$ 1,625.70
TOTAL:			\$4,542,065.58

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 8/31/2022)

Account Ending: #1841 -	\$ 3,613,039.74	(3 month CD)
#5851 -	\$ 259,598.25	(6 month CD)
#1301 -	\$ 2,050,943.38	(13 month CD)
TOTAL:	\$ 5,923,581.37	

TOTAL FUNDS ON DEPOSIT: \$ 10,465,646.95

1) **MOTION** made by Supervisor____, Second by Supervisor____ to accept Treasurer's Report for AUGUST 2022 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION**_____

2) **PAYMENT OF THE BILLS FOR AUGUST 2022**

MOTION made by Supervisor____, Second by Supervisor____ to pay the bills for AUGUST 2022.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION**_____

F. OLD BUSINESS:

1) **FIRE COMPANIES - FIRE TRUCK AGREEMENT**

MOTION made by Supervisor____, Second by Supervisor____, to_____

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION**_____

2) **PIPE REPLACEMENT- SHIFFER BITUMINOUS QUOTE- FOREST STREET**

Shiffer Bituminous quote \$9,200.00 (without permits) to replace double 24' pipe on Forest Street and top with 9.5 wearing course.

MOTION made by Supervisor____, Second by Supervisor____, to_____ quote received from Shiffer Bituminous to replace pipe on Forest Street, total cost (without permits) \$9,200.00.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION**_____

3) SHORT-TERM RENTALS - MINIMUM DISTANCE REQUIREMENT

Attorney Nanovic submitted the first draft of the amendment to the zoning ordinance requiring a minimum distance between short-term rentals in residentially zoned districts.

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

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

G. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) DISCUSSION: SHORT-TERM RENTALS - ZONING PERMIT FEE

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____ **MOTION** _____

2) HIRE FULL TIME WORKING FOREMAN

MOTION made by Supervisor ____, Second by Supervisor ____, to HIRE **Jay York** as full-time Working Foreman, rate of \$23.00 p/hr., start date 9/19/22.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

3) ADVERTISE FOR WINTER SNOW REMOVAL BIDS

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise for winter snow removal bids.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

4) SET UP 2023 BUDGET MEETING DATES FOR OCTOBER

October _____; _____; _____; _____

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

5) FINAL DRAFT ZONING ORDINANCE AMENDMENTS - TRUCK DISTRIBUTION CENTERS (see attached)

Final draft of the Zoning amendments addressing Truck Distribution Centers. Approval to send to Carbon County Planning Commission and Penn Forest Township Planning Commission for 30 day review.

MOTION made by Supervisor ____, Second by Supervisor _____ to _____ final draft of the zoning amendments addressing Truck Distribution Centers to Carbon County Planning Commission and Penn Forest Township Planning Commission for 30 day review.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

6) AWARD BID – PENN FOREST PUMP TRACK

MOTION made by Supervisor____, Second by Supervisor____ to accept the BID from _____ for the amount of \$ _____ for the Penn Forest Pump Track.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

7) DONATION TO FIRE CO. #1 FOR CLEANING SERVICE

MOTION made by Supervisor____, Second by Supervisor____, to DONATE \$_____ for cleaning service after STR meeting held on August 30, 2022.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

8) APPOINT OFFICE LIAISON TO REPLACE TOM CROSS

MOTION made by Supervisor____, Second by Supervisor____ to APPOINT _____ as office liaison.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

9) PROPOSAL- RAMP /RETAINING WALL PROJECT

Transfer Station open top dumpster ramp/wall.

MOTION made by Supervisor____, Second by Supervisor____, to _____

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

10) HONDA SIDE BY SIDE UPGRADE TO 2023

Honda switched the 2022 SXS700 to a 2023, increased price of \$700.00.

MOTION made by Supervisor____, Second by Supervisor____, to _____

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

11) KOBALT CONSTRUCTION TRENCH DRAIN PAY APPLICATION #2

MOTION made by Supervisor____, Second by Supervisor____, to _____ pay application #2 in the amount of \$50,113.65 for the Transfer Station Trench Drain Project.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) PART-TIME CODE ENFORCEMENT OFFICER POSITION DESCRIPTION

MOTION made by Supervisor____, Second by Supervisor____, to _____ the position description for a P/T Code Enforcement Officer.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

2) ADVERTISE PART-TIME CODE ENFORCEMENT OFFICER

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise to hire part-time Code Enforcement Officer at a rate of \$_____.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

3) HIRE CHARLIE SCHMEHL- URBAN RESEARCH & DEVELOPMENT- AMEND THE ZONING ORDINANCE TO ADDRESS SOLAR FARMS – municipal billing rate is \$98.00 p/hr.

MOTION made by Supervisor _____, Second by Supervisor_____, to_____ Charlie Schmehl, Urban Research & Development to amend the Zoning Ordinance to address Solar Farms, rate of \$98.00 p/hr.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

H. PFT PARK AND RECREATION

1) AMEND FOOD TRUCK LICENSE AGREEMENT- SECTION 7 INSURANCE AMOUNT

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

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

2) PURCHASE INGROUND MOUNT BENCHES

ULINE Thermoplastic benches with back \$575.00/each 10 total \$5,750.00.

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

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

3) ACCEPT LETTER OF RESIGNATION FROM RICH STRACK - P&R COMMITTEE

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ letter of resignation from Rich Strack effective immediately.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

4) APPOINT RICH STRACK'S REPLACEMENT- P&R COMMITTEE

MOTION made by Supervisor _____, Second by Supervisor_____, to **APPOINT** _____ to the Park & Recreation Committee effective immediately.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **MOTION** _____

I. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2022

TRANSFER STATION -

1) BULK AMOUNT for AUGUST 2022---\$777 .00 Year to Date Total: \$4,979.00

2021-2022 Commercial Permit	(1)	94.29
2021-2022 Pro-Rated Permits	(16)	788.06
2021-2022 Residential Permit	(9)	<u>1,350.00</u>
TOTAL DEPOSITS		<u>\$3,009.35</u>

2) ADMINISTRATIVE REPORTS -

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

Administrative & Financial Requests: (See Attached Lists)

Submitted: 52/ Responded: 52/ Total Hours: 41 hrs.

Zoning & Septic Requests: Submitted: 46 / Responded: 46

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

WAGNER LOT LINE REVISION- (22A-51-C1616 & 22A-51-C1617)
Preliminary/Final Plan Review #2 – New Lot C1617A

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 August 16, 2022 and the Planning Commission.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **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 August 16, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; ____; PH____ **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____ **MOTION**_____

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, October 3rd, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, September 21st at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, September 26th, at 6:00 p.m. (If needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS