

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

**AGENDA**

**November 7, 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.

<b>Members:</b>	<b>Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. PUBLIC COMMENT: PROCEDURE CHANGE**

To be taken for each agenda item and non-agenda items will be taken at business completion.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to\_\_\_\_ public comment procedure to be taken for each agenda item and non-agenda items will be taken at business completion.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON OCTOBER 3, 2022**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from OCTOBER 3, 2022.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED (NONE)**

**D. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2022)**

Township General Fund:	\$ 2,751,167.32	State Liquid Fuels Fund:	\$ 661.74
Sanitation Fund:	\$ 100,484.96	Payroll:	\$ 21,511.45
Septic Fund:	\$ 335,152.33	Debit Card	\$ 7,842.35
SALDO:	\$ 485,683.27	Fire Escrow:	\$ 20,220.75
Rent :	\$ 87.86	American Rescue	\$ 512,390.66
<b>TOTAL:</b>			<b>\$4,235,202.69</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2022)**

Account Ending: #1841 -	\$ 3,614,730.64	(3 month CD)
#5851 -	\$ 259,685.03	(6 month CD)
#1301 -	\$ 2,051,286.16	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,925,701.83</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,160,904.52**

1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer's Report for OCTOBER 2022 (Subject to Audit).

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for OCTOBER 2022.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**E. OLD BUSINESS:**

1) **FIRE COMPANIES - FIRE TRUCK AGREEMENTS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor\_\_\_\_\_, to \_\_\_\_\_ the fire truck agreements prepared by Attorney Tom Nanovic for PFT Fire Co. #1 & #2.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **ADOPT RESOLUTION NO. 12 OF 2022 -TO IMPLEMENT ACT 57 OF 2022- PROPERTY TAX PENALTY WAIVER PROVISIONS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor\_\_\_\_\_, to ADOPT **RESOLUTION NO. 12 OF 2022** - PROPERTY TAX PENALTY WAIVER PROVISIONS.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**2) DISCUSSION - GRIEVANCE #40840 (see attached)**

Township Employee filed a grievance #40840.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ grievance #40840

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**3) 2020 FORD F-350 SUPER DUTY – SNYDER TIRE QUOTE (4) TOTAL COST \$756.64**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ quote from Snyder Tire total cost \$756.64.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**4) TRANSFER STATION HOLIDAY CLOSURE**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ the Transfer Station Christmas Eve & Christmas Day.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**5) SNOW PLOW CARBIDE CUTTING EDGE- POWELL’S QUOTE - total cost \$1,850.00**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ Powell’s quote for the Snow Plow Cutting Edge, total cost \$1,850.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**6) TRANSFER STATION SALT STORAGE PROJECT- CONTRACTOR APPLICATION FOR PAYMENT \$203,526.90, REVIEWED AND RECOMMENDED BY TOWNSHIP ENGINEER**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ payment of \$203,526.90 to Dutchman Contracting for the Transfer Station Salt Storage Project.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**7) OPEN INVOICES- DELINQUENT GARBAGE NOTICES- (see attached)**

Send collection letters for open invoices \$300.00 and above.

**MOTION** made by Supervisor \_\_\_\_ Second by Supervisor \_\_\_\_ to \_\_\_\_ Attorney Nanovic to send collection letters for open invoices.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**8) ADDITIONAL SCOPE OF WORK-TRANSFER STATION-RAMP & RETAINING WALL**

Relocate #3 & #4 compactors and infill existing PPL Pole Island in existing drive area.  
Total cost: lump sum \$4,650.00.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ the additional scope of work for the Transfer Station Ramp /Retaining Wall Project, total cost of \$4,650.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**9) TOWAMENSING TOWNSHIP WINTER ROAD MAINTENANCE AGREEMENT- FOREST STREET 9/10 OF A MILE- \$150.00 /HOUR, \$100.00/TON OF SALT**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ the agreement with Towamensing Township to provide winter road maintenance on Forest Street \$150.00 /hour, \$100.00/ton of salt.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**10) RENTAL ALL TERRAIN LIFT- TRANSFER STATION MAINTENANCE SHOP REPAIRS**

One week rental with delivery/pickup:

- Country Junction 45' lift \$1,250.00
- Best Line Equipment 40' Lift \$1,349.00
- Action Rental 45' Lift \$1,647.00

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ quote from \_\_\_\_ total cost of \$\_\_\_\_\_.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**11) MURPHY LUMBER QUOTE-TRANSFER STATION MAINTENANCE SHOP REPAIRS**

Material to repair siding, total cost \$882.74.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ quote from Murphy Lumber, total cost of \$882.74.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**12) DISCUSSION: TRANSFER STATION GARAGE DOORS**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**13) RATIFY SELLING MILLINGS TO BRUCE GEORGE PAVING- ONE LOAD- \$200.00**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to RATIFY the selling of millings to Bruce George Paving, total cost \$200.00

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) UNDERDOG COMPUTER & NETWORK SERVICE AGREEMENT**

Municipal Office IT Services- \$1,500.00/month

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ UnderDog Computer & Network Service Agreement; monthly fee \$1,500.00/mth.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**2) NEW COMPUTERS, SERVER UPGRADE AND CODE ENFORCMENT LAPTOP**

Underdog quote; total cost \$10,916.40.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ quote from Underdog for new computers, server upgrade and code enforcement laptop, total cost \$10,916.40.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**3) ADOPT RESOLUTION NO. 11 OF 2022 –ESTABLISHING A CAPITAL RESERVE FUND FOR CONSTRUCTION OF A NEW BULK RAMP AT THE TRANSFER STATION.**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ADOPT **RESOLUTION NO. 11 OF 2022-** ESTABLISH A CAPITAL RESERVE FUND.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**4) ADOPT RESOLUTION NO. 13 OF 2022 –ESTABLISHING FEES FOR STRS**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ADOPT **RESOLUTION NO. 13 OF 2022-** ESTABLISH STR FEES PURSANT TO ORDINANCE NO. 2021-2.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**5) PENN FOREST TOWNSHIP PROPOSED 2023 BUDGET**

<b><u>General</u></b>	Revenue-	\$2,207,183.00
	Expenditures-	\$2,207,183.00
Est- 2023 Begin Balance		\$2,700,000.00
<b><u>Sanitation</u></b>	Revenue-	\$533,700.00
	Expenditures-	\$489,800.00
Est- 2023 Begin Balance		\$40,000.00
<b><u>State Liquid Fuels</u></b>	Revenue-	\$272,318.83
	Expenditures-	\$272,318.83
Est- 2023 Begin Balance		\$662.00

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to advertise the 2023 Proposed Budget for NOVEMBER 9<sup>TH</sup>.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**6) OPENGOV PROPOSAL- CLOUD BASED CITIZEN SERVICES SOLUTION (see attached)**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ OPENGOV proposal for Cloud Based Citizen Services; annual fee \$26,325.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**7) HIRE FULL-TIME CODE ENFORCEMENT OFFICER- GREGORY LOFTUS**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to HIRE **Gregory Loftus** as full-time Code Enforcement Officer, rate of \$22.00 p/hr., start date 11/8/22.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**8) PSATS ZONING ACADEMY- ZONING CLASS 11/30-12/1 FOR NEW CODE ENFORCEMENT OFFICER-- 2 day class \$249.00.**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ Gregory Loftus to the PSATS Zoning Class 11/30-12/1, total cost \$249.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**9) PENN FOREST TOWNSHIP NEW LOGO decals- (4) TRUCKS- FRONTLINE GRAPHIX \$400.00 per truck (\$1,600); one time logo design charge \$250.00, total cost \$1,850.00.**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ Quote from Frontline Graphix for PFT new logo decals (4) trucks; total cost \$1,850.00

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PATRICK HOLLAND, SUPERVISOR**

**1) DISCUSSION: STR ADULT AGE**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**G. PFT PARK AND RECREATION**

**1) DISCUSSION: CONSTRUCTION OF DOG PARK**

Should the township dedicate township property at the park, or otherwise be dedicated for the construction of a dog park.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**2) DISCUSSION: APPROACH SCHOOL BOARD REGARDING PROPERTY FOR PARK**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**3) PARK & RECREATION REQUESTS TREE LIGHTING FUNDS**

Budget up to \$200.00.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_ up to \$ \_\_\_\_ for Tree Lighting at the park.

**ROLL CALL:** RM \_\_; CB \_\_; SL \_\_; PH \_\_; JD \_\_ **MOTION** \_\_\_\_\_

**4) PARK/OFFICE LIASION TO COORDINATE WITH MUNICIPAL OFFICE PERSONNEL**

Procedure to be: One financial person to submit all bills, one general person for non-event communication and for large events the person running the event would communicate with the office.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM \_\_; CB \_\_; SL \_\_; PH \_\_; JD \_\_ **MOTION** \_\_\_\_\_

**5) DISCUSSION: PUMP TRACK MULCH**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM \_\_; CB \_\_; SL \_\_; PH \_\_; JD \_\_ **MOTION** \_\_\_\_\_

**6) DISCUSSION: PARK CHRISTMAS TREE**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_

**ROLL CALL:** RM \_\_; CB \_\_; SL \_\_; PH \_\_; JD \_\_ **MOTION** \_\_\_\_\_

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR OCTOBER 2022**

**TRANSFER STATION -**

**1) BULK AMOUNT for OCTOBER 2022---\$587.00 Year to Date Total: \$5,839.00**

2021-2022 Commercial Permit	(0)	.00
2021-2022 Pro-Rated Permits	(7)	215.04
2021-2022 Residential Permit	(6)	<u>771.43</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$1,573.47</u></b>

**2) ADMINISTRATIVE REPORTS -**

**A) RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2022-**

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

**Submitted: 38 Responded: 38 Total Hours: 25.75hrs.**

**Zoning & Septic Requests: Submitted: 36 Responded: 36**

**I. ZONING DEPARTMENT** – Phillip Prout submitted Zoning Report for OCTOBER 2022.

**KAVLICK MINOR SUB-DIVISON LOTS- (50C-51-D417 & 50C-51-D418)**  
**NEW LOT 481A**

**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) and **331**(requires a scale of 1”=50’) as recommended in Barry Isett’s review letter dated October 19, 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 October 19, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**J. PUBLIC COMMENTS: NON AGENDA ITEMS (3 Minute Limit)**

**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, December 5<sup>th</sup> at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, November 16<sup>th</sup> at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 28<sup>th</sup> , at 6:00 p.m. (If needed).*
- 4) *Electronic Recycling will take place at the Transfer Station on Saturday, November 19<sup>th</sup> from 9:00 a.m. - 3:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.*
- 5) *The Municipal Building will be closed on Thursday, November 24<sup>th</sup> & Friday, November 25<sup>th</sup> in observance of Thanksgiving Holiday.*

\_\_\_\_\_  
DANA VITALE  
TOWNSHIP SECRETARY

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ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS