

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

AMENDED
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.

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. 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
TOTAL:			\$4,235,202.69

(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)
TOTAL:	\$ 5,925,701.83	

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- DELIQUENT 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

<u>General</u>	Revenue-	\$2,207,183.00
	Expenditures-	\$2,207,183.00
Est- 2023 Begin Balance		\$2,700,000.00
<u>Sanitation</u>	Revenue-	\$533,700.00
	Expenditures-	\$489,800.00
Est- 2023 Begin Balance		\$40,000.00
<u>State Liquid Fuels</u>	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 9TH.

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>
TOTAL DEPOSITS		<u>\$1,573.47</u>

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-DIVISION 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)

AMENDED TO ADD: Reason: garbage invoices need to be mailed

ACTIVE FIRE COMPANY MEMBERS that meet the criteria- FREE GARBAGE PERMIT
MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to **AMEND** the agenda to add- provide free garbage permit to active Fire Company members who meet the criteria.

ROLL CALL: RM-Yes; CB-Yes; SL-Yes; PH-Yes; JD- Yes **MOTION PASSED**

RESOLUTION NO. 14 OF 2022- ESTABLISH TRANSFER STATION PERMITS AND FEES

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to **AMEND** the agenda to add- RESOLUTION NO. 14 OF 2022- Establish Transfer Station Permits & Fees.

ROLL CALL: RM-Yes; CB-Yes; SL-Yes; PH-Yes; JD- Yes **MOTION PASSED**

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 5th at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, November 16th at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, November 28th , at 6:00 p.m. (If needed).**
- 4) Electronic Recycling will take place at the Transfer Station on Saturday, November 19th 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 24th & Friday, November 25th in observance of Thanksgiving Holiday.**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS