

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

**MEETING MINTUES**

**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:** Was held from 6:30-7:00 p.m. to discuss potential litigation & employee related matters. Additional Executive Session was held from 8:10 - 8:25 p.m. to discuss legal matters.

**B. PUBLIC COMMENTS: (3 Minute Limit)**

**Eileen Rugh**- STR- questioned the Supervisors regarding the assigned number of parking spaces for STRs and how it is determined. Supervisor discussed the determination is based on the size of the parking space and what is stated in the Ordinance. Eileen questioned regarding the possibility of getting the listing links of the STRs to see what is being advertised. Township Secretary will inquire. Eileen questioned regarding the status of the minimum distance requirement. The Supervisors where not in favor. She also inquired as to the occupancy allowed per bedroom.

**Jim Mannix**- STR- discussed the occupancy allowed per bedroom. The Supervisor discussed the maximum occupancy and how the STR listings show when searching for a property.

**Peggy Dusablon**- STR- discussed section 16 of the Ordinance regarding complaints being cured and violations. Attorney Nanovic explained that section. Peggy discussed her concern with the Ordinance and it not helping her. The Supervisors are working to rewrite the Ordinance to be clearer and please everyone.

**Stacy Venetos**- TT- Amendment to PFT Zoning Ordinance regarding Truck Distribution Centers. He discussed the changes to Ordinance and his concerns. The Supervisors explained a hearing in scheduled to discuss these amendments on 11/7 at 6:00 p.m.

**Linda Abrams**- Dog park- discussed her petition and the need for a dog park inside PFT Park. She questioned as to where the dog park would be placed. The Supervisors discussed the property owned by the Township. The Supervisors discussed the maintenance of the potential dog park.

**Jean Nelson**- on Zoom- discussed the occupancy issue of the STRs. The Supervisors explained that the septic requirements are governed by the State. She discussed that other township do not state anything of the age of children to be considered as an adult.

**C. MEETING MINUTES:**

**1) SPECIAL BOS MEETING ON AUGUST 30, 2022**

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

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

**2) REGULAR BOS MEETING ON SEPTEMBER 6, 2022**

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

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

**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
<b>TOTAL:</b>			<b>\$4,257,368.45</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,924,658.87</b>	

**TOTAL FUNDS ON DEPOSIT:**

**\$ 10,182,027.32**

- 1) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to accept Treasurer's Report for SEPTEMBER 2022 (Subject to Audit).

**ROLL CALL:** RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for SEPTEMBER 2022.

**ROLL CALL:** RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

**F. OLD BUSINESS:**

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

**TABLED UNTIL COMPLETE**

- 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.

**TABLED FOR FURTHER REVIEW**

**G. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the Bid from H& K Group, Inc.; 1-8 Ton Dump Truck \$198.00p/hr. & 2-2 Ton Dump Truck \$182.00p/hr. for the 2022/2023 Winter Snow Removal.

**ROLL CALL:** RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

- 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 Meckes, Second by Supervisor Bartulovich to adopt Resolution #10 of 2022 – MCT Authorized Signatures.

**ROLL CALL:** RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

**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 Bartulovich, Second by Supervisor Meckes, to **APPROVE** the termination request for the Installation & Maintenance Agreement for a Small Flow Treatment Facility at 232 Stony Mountain Road.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; PH-no; JD-yes **MOTION PASSED**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to SELL and accept best offer for (4) tires.

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

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

NO ACTION NEEDED

**6) DISCUSSION - GRIEVANCE #40849 (see attached)**

Township Employee filed a grievance regarding the working foreman interviews.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to **DENY** grievance #40849 due to it not being a grievable offense.

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

**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 Bartulovich, Second by Supervisor Lignore, 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

**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 Meckes, Second by Supervisor Lignore, to transfer \$100,000.00 from General Fund to Sanitation to cover the bills.

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

**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 Bartulovich, Second by Supervisor Lignore, to **SEND** all Twsp. Laborers to attend the Workshop on 10/25 at no cost.

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

**10) PURCHASE MATERIAL- PADS FOR BENCHES- Cost TBD**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to PURCHASE concrete & material up to \$500.00.

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

**11) AGREEMENT WITH TOWAMENSING TOWNSHIP-FOREST STREET SNOW PLOWING**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to have Chairman Meckes call Towamensing Township and offer \$150.00 p/hr. plus material.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to **ADVERTISE** for Part-Time Seasonal Snow Plowing assistance 2022/2023 winter season. Rate of \$17.13.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) DISCUSSION: CODE ENFORCEMENT OFFICER - FULL TIME**

Pay rate of \$22.00.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to **CREATE** a full-time Code Enforcement Officer Position, pay rate \$22.00 p/hr.

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

**2) RE-ADVERTISE CODE ENFORCEMENT OFFICER AS FULL TIME**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to **ADVERTISE** for a Full-Time Code Enforcement Officer; pay rate \$22.00 p/hr.

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

**3) DISCUSSION: ESTABLISH BUDGET FOR CODE ENFORCEMENT OFFICER- UP TO \$5,000.00. for uniform, laptop etc.**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to ESTABLISH a budget up to \$5,000.00 to outfit the Code Enforcement Officer.

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

**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 Bartulovich, Second by Supervisor Lignore, to IMPLEMENT Short-Term Rental Complaint Procedure as stated above & strongly suggest that pictures or physical issues are submitted.

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

**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 Bartulovich, Second by Supervisor Lignore, to PURCHASE (2) Lexmark Multifunction Printers; total cost \$1,322.79.

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

**PATRICK HOLLAND, SUPERVISOR**

**1) MUNICIPAL BUILDING - HALLOWEEN/FALL DECORATIONS\CANDY**

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

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich, to **APPROVE** the purchase of Halloween/Fall Decorations for the Municipal Building, cost up-to \$200.00.

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

**JAMES DENIER, SUPERVISOR**

**1) DESIGNATE A PARK LIAISON 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 Denier, Second by Supervisor Lignore, to **ESTABLISH** a Park Liaison Position to handle any office dealings; Park Committee will determine the individual.

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

**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 Bartulovich, Second by Supervisor Meckes, to **RATIFY** the purchase with the increased price, total \$6,566.66.

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

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

Park Committee is requesting \$750.00 for this event.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to **APPROVE** the request of up to **\$750.00** for the Halloween Trunk or Treat Event at the Park on 10/29/22.

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

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

Total cost \$1,140.00.

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

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

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to **APPROVE** the pre-payment of \$41,000.00 to Dirt Sculpt for the Park Pump Track.

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

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

Approximate cost \$20,000.

**MOTION** made by Supervisor Denier, Second by Supervisor Lignore, to **CONTRIBUTE** up-to \$10,000.00 for fireworks display at the park.

**ROLL CALL:** RM-yes; CB-yes; SL-yes; PH-no; JD-yes **MOTION PASSED**

**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 Bartulovich, Second by Supervisor Denier, to **APPROVE** the donation of \$150.00 to Lake Harmony Ambulance.

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

**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 Meckes, Second by Supervisor Bartulovich, to **ACCEPT** quote from Control Security for Access Control; total cost 3,030.00; w/monitoring \$37.00 a month.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to **ACCEPT** quote from Control Security for Alarm; total cost \$1,204.00.

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

**I. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR SEPTEMBER 2022**

Grass growing is slowing down, salt shed is underway and broke ground, park pump track is supposed to start tomorrow. They are doing a good job and everything is going well.

Via Zoom: Judith Knappenberger stated that as soon as the engraving is done with the Veteran Monument it will be ready to be installed at the park.

**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>
<b>TOTAL DEPOSITS</b>		<b><u>\$1,345.48</u></b>

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. Amanda Heist reviewed the Zoning Report.

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

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to **GRANT** 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-yes; CB-yes; SL-yes; PH-yes; JD-abstain **MOTION PASSED**

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to conditionally **APPROVE** 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-yes; CB-yes; SL-yes; PH-yes; JD-abstain **MOTION PASSED**

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:30 P.M.**

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

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



**REMINDERS:**

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

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

\_\_\_\_\_  
ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS