

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

AGENDA

December 5, 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:

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

B. MEETING MINUTES:

1) PUBLIC BOS HEARING ON NOVEMBER 7, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS PUBLIC HEARING Meeting Minutes from NOVEMBER 7, 2022.

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

2) REGULAR BOS MEETING ON NOVEMBER 7, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from NOVEMBER 7, 2022.

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

3) SPECIAL BOS MEETING ON NOVEMBER 17, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from NOVEMBER 7, 2022.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) TILLMAN – WIRELESS TELECOMMUNICATIONS TOWER- LETTER OF INTEREST

Tillman is interested in possibly leasing a portion of the park property to install a wireless telecommunications facility.

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

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

2) LETTER FROM RESIDENT REGARDING TRASH PERMIT INVOICE

Resident requesting to be put on a payment plan to pay \$150.00 invoice.

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

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

3) LETTER FROM RESIDENT REGARDING WALKING TRAIL AT THE PARK

4) LETTER REGARDING PFT BRIDGE REPLACEMENT DETOUR

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2022)

Township General Fund:	\$ 2,769,307.06	State Liquid Fuels Fund:	\$ 663.11
Sanitation Fund:	\$ 80,452.30	Payroll:	\$ 24,808.99
Septic Fund:	\$ 331,839.14	Debit Card	\$ 5,729.63
SALDO:	\$ 476,044.77	Fire Escrow:	\$ 20,220.75
Rent :	\$ 92.66	American Rescue	\$ 513,448.85
TOTAL:			\$4,222,607.26

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2022)

Account Ending: #1841 -	\$ 3,616,908.39	(3 month CD)
#5851 -	\$ 259,729.14	(6 month CD)
#1301 -	\$ 2,051,460.38	(13 month CD)
TOTAL:	\$ 5,928,097.91	

TOTAL FUNDS ON DEPOSIT: \$ 10,150,705.17

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

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2022

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

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

E. OLD BUSINESS:

1) DISCUSSION: QUOTES TRANSFER STATION GARAGE DOORS (see attached)

MOTION made by Supervisor _____, Second by Supervisor_____, to_____ quote from _____ Total cost \$_____.

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

**2) 232 STONY MOUNTAIN ROAD-FORMERLY HICKORY RUN SPORTS COMPLEX
PROPOSED TERMINATION OF INSTALLATION AND MAINTENANCE AGREEMENT FOR
SMALL FLOW TREATMENT FACILITY.**

MOTION made by Supervisor _____ Second by Supervisor _____ to_____ the proposed Agreement for Termination of the Installation & Maintenance Agreement for the Small Flow Treatment Facility at 232 Stony Mountain Road, Albrightsville, formerly the Hickory Run Sports Complex, Inc.

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) VOLUNTEER TAX CREDIT PROGRAM

PFT Volunteer Fire Co. #1 & #2 submitted their notarized list and Volunteer Credit Application for the 2022 tax year and free garbage permit.

MOTION made by Supervisor _____, Second by Supervisor_____, to_____ the applications for refund of Municipal Earned Income Tax & free garbage permit for year 2022.

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

2) DIRT SCULPT CHANGE ORDER

Current contract sum \$85,000.00. New contract sum with change order \$74,907.47.

MOTION made by Supervisor _____, Second by Supervisor_____, to_____ the Dirt Sculpt change order contract sum \$74,907.47.

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

3) ADOPT ORDINANCE NO. 2 OF 2022- AMENDING ORD. #2 OF 2021- LICENSING AND REGULATION OF SHORT-TERM RENTALS

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ **ORDINANCE NO. 2 OF 2022-** Amending Ordinance #2 of 2021- Licensing and Regulation of Short-Term Rentals.

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

4) DOM N ALI LAND DEVELOPMENT TIME EXTENSION (51-51-A3.08) - KITCHEN EXPANSION AND ADD A DECK

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the TIME extension (until 3/10/2022) for the DOM N ALI Land Development Plan.

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

5) BEACH LOT LINE ADJUSTMENT PLAN TIME EXTENSION (12A-51-D1854 & D1855)

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the TIME extension (until 4/03/2022) for the BEACH LOT LINE REVISION.

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

6) HIRE WILLIAM CALLEN PART-TIME/SEASONAL SNOWPLOW OPERATOR PAY RATE \$17.13 P/HR

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ William Callen as part-time/seasonal snow plow operator, \$17.13 p/hr.

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

7) COMMUNITIES OF TOWAMENSING TRAILS & IML- Garbage Exemption

Letter and all required documents received requesting exemption for the 2023 garbage permit fees for residents of Towamensing Trails & IML.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Towamensing Trails & Indian Mountain Lakes Exemption request for the 2023 Garbage Permit Fees .

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

8) DISCUSSION: PURCHASE TOOLS - MAINTENANCE SHOP

Total cost up-to \$5,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ tools for the Maintenance Shop, total cost up-to \$5,000.00.

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

9) TRANSFER STATION SALT STORAGE FACILITY PROJECT- PAYMENT REQUEST

Payment release #2 \$182,652.75 (see engineer review letter)

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ **\$182,652.75** payment release #2 to Dutchman Contracting.

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

10) NEW SALT BUILDING- BIRD NETTING- NIXALITE OF AMERICA (SEE ATTACHED)

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

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

11) INSTALL LIGHTING AT OLD AND NEW SALT SHED - WB ELECTRIC QUOTE

OLD SALT SHED \$10,566.33; NEW SALT SHED \$5,955.09.

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) ADOPT 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 **ADOPT** the 2023 Proposed Budget as the final budget for 2023.

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

2) ZONING ASSESSMENT- NATURAL LANDS ZONING ASSESSMENT

Review Townships Land Use Regulations at no cost.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ Natural Lands to review Township Land Use Regulations at no cost to the Township.

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

G. PFT PARK AND RECREATION

1) SHIFFER BITUMINOUS - WALKING TRAIL REPAIR PROPOSAL

2022 material pricing, total \$4,306.25.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2022

TRANSFER STATION -

1) BULK AMOUNT for NOVEMBER 2022---\$585.00 Year to Date Total: \$6,424.00

2021-2022 Commercial Permit	(0)	.00
2021-2022 Pro-Rated Permit	(8)	170.88
2021-2022 Residential Permit	(1)	152.16
2023 Commercial Permit	(1)	300.00
2023 Residential Permit	(252)	<u>37,800.00</u>
TOTAL DEPOSITS		<u>\$39,008.04</u>

2) ADMINISTRATIVE REPORTS -

**A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2022-
Administrative & Financial Requests: (See Attached List)**

Submitted: 35 Responded: 35 Total Hours: 21.75hrs.

Zoning & Septic Requests: Submitted: 33 Responded: 33

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

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

AMEND THE AGENDA:

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to AMEND the agenda to add discussion with other municipalites regarding regionalization of a police force.

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 Reorganization Meeting will be held on **TUESDAY, January 3rd** at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, December 21st at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 19th, at 6:00 p.m. (If needed).*
- 4) *The Municipal Building will be closed on Friday, December 23rd; Monday, December 26th & Monday, January 2nd for Christmas & New Year's Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS