

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
<b>TOTAL:</b>			<b>\$4,222,607.26</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,928,097.91</b>	

**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**

<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 **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>
<b>TOTAL DEPOSITS</b>		<b><u>\$39,008.04</u></b>

**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)**

**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 3<sup>rd</sup> 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 21<sup>st</sup> at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 19<sup>th</sup>, at 6:00 p.m. (If needed).*
- 4) *The Municipal Building will be closed on Friday, December 23<sup>rd</sup>; Monday, December 26<sup>th</sup> & Monday, January 2<sup>nd</sup> for Christmas & New Year's Holiday.*

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**