

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

AGENDA

January 3, 2023

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) REGULAR BOS MEETING ON DECEMBER 5, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from DECEMBER 5, 2022.

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

2) SPECIAL BOS MEETING ON DECEMBER 12, 2022

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from DECEMBER 12, 2022.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2022)

Township General Fund:	\$ 2,653,980.99	State Liquid Fuels Fund:	\$ 664.46
Sanitation Fund:	\$ 272,789.77	Payroll:	\$ 9,031.95
Septic Fund:	\$ 338,775.15	Debit Card	\$ 4,143.14
SALDO:	\$ 412,163.06	Fire Escrow:	\$ 20,220.75
Rent :	\$ 101.21	American Rescue	\$ 514,495.44
TOTAL:			\$4,226,365.92

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2022)

Account Ending: #1841 -	\$ 3,616,908.39	(3 month CD)
#5851 -	\$ 259,729.14	(6 month CD)
#1301 -	\$ 2,051,628.99	(13 month CD)
TOTAL:	\$ 5,928,266.52	

TOTAL FUNDS ON DEPOSIT: \$ 10,154,632.44

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for DECEMBER 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) **DISCUSSION: POLICE FORCE- REGIONALIZING WITH OTHER MUNICIPALITIES**

3) **RATIFY THE MOTION TO APPROVE CIVIL COMPLIANT- UNPAID SALDO FEES**

MOTION made by Supervisor _____, Second by Supervisor _____, to RAIFY the approval of the Civil Compliant for unpaid SALDO fees.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) RESOLUTION NO. 2 OF 2023 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT

To appoint Zelenkofske Axelrod LLC. to make an examination of all of the account funds of Penn Forest Township for the fiscal year 2022.

MOTION made by Supervisor _____ Second by Supervisor _____ to APPOINT _____ to make an examination of all of the account funds of the township for the fiscal year 2022.

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

2) RESOLUTION NO. 3 OF 2023—APPOINTED DELEGATE AND ALTERNATE FOR TCC

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #3 of 2023 appointing a Delegate _____ and an Alternate _____ as representatives for the CC Tax Collection Committee.

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

3) RESOLUTION NO. 4 OF 2023—ESTABLISHING SALDO FEES

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #4 of 2023 Establishing Application and Review Fees Under the PFT SALDO Ordinance of 2014, as Amended.

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

4) COMMUNITY OF BELTZVILLE LAKE ESTATES- Garbage Exemption

Letter and all required documents received requesting exemption for the 2023 garbage permit fees for residents of Beltzville Lake Estates.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Beltzville Lake Estates exemption request for the 2023 Garbage Permit Fees.

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

5) NEW CONSTRUCTION GARBAGE PERMIT FEES

MOTION made by Supervisor _____ Second by Supervisor _____ to

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

6) ADVERTISE PART-TIME SNOW PLOW OPERATOR

MOTION made by Supervisor _____ Second by Supervisor _____ to ADVERTISE for Part-time Snow Plow Operator, rate of \$17.13 p/hr.

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

7) HIRE PART-TIME TRANSFER STATION EMPLOYEE

MOTION made by Supervisor _____ Second by Supervisor _____ to HIRE _____ as Part-time Transfer Station Employee, rate of \$17.13 p/hr.

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

8) TRANSFER STATION- NEW SALT SHED CAMERAS

Control Security Quote \$4850.00.

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ quote from Control Security for Salt Shed Cameras, Total cost \$4,850.00.

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

9) DISCUSSION: TOWNSHIP BUILDING HOURS

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

10) DISCUSSION: MUNICIPAL BUILDING OUTSIDE LOCKBOX

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) CODE ENFORCEMENT VEHICLE - MUNICIBID

MOTION made by Supervisor _____, Second by Supervisor _____, to spend upto \$20,000 on a vehicle for Code Enforcement from Municibid.com.

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

2) PLANNING COMMISSION - ADVERTISE FOR ALTERNATE MEMBER

MOTION made by Supervisor _____, Second by Supervisor _____, to ADVERTISE for Alternate Planning Commission member.

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

3) CONTRACT FOR MUNICIPAL CREDIT CARD PROCESSING

MOTION made by Supervisor _____ Second by Supervisor _____ to _____

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

4) CREDIT CARD MACHINES WITH SAME COMPANY- SERVICE NO COST TO THE TWSP

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ upto \$600.00 for credit card machines with the same company.

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

G. PFT PARK AND RECREATION

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2022

TRANSFER STATION -

1) BULK AMOUNT for DECEMBER 2022---\$360.00 Year to Date Total: \$6,784.00

2021-2022 Pro-Rated Permit	(4)	26.88
2021-2022 Residential Permit	(4)	600.00
2023 Commercial Permit	(1)	300.00
2023 Residential Permit	(1,455)	<u>218,100.00</u>
TOTAL DEPOSITS		<u>\$219,386.88</u>

2) ADMINISTRATIVE REPORTS -

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

Submitted: 26 Responded: 26 Total Hours: 18.25 hrs.

Zoning & Septic Requests: Submitted: 16 Responded: 16

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

**MARTINI MINOR SUBDIVISION/LOT LINE ELIMINATION PLAN (22A-51-EV291 &EV292)
NEW LOT 291A**

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests 333.31 (all trees of 8 inches or greater in size)

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to conditionally_____ the final **plan** subject to addressing the remaining comments from engineer’s letter of 11/30/22; 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, February 6th, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, January 18th, at 6:30 p.m. at the Municipal Building.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, January 23rd, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS