

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

MEETING MINUTES

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 7:30 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 Meckes, Second by Supervisor Denier, to APPROVE the public comment procedure to be taken for each agenda item and non-agenda items will be taken at business completion.

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

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON OCTOBER 3, 2022

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from OCTOBER 3, 2022.

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

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 Meckes, Second by Supervisor Holland to accept Treasurer's Report for OCTOBER 2022 (Subject to Audit).

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

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

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

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

E. OLD BUSINESS:

1) **FIRE COMPANIES - FIRE TRUCK AGREEMENTS**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE the fire truck agreements prepared by Attorney Tom Nanovic for PFT Fire Co. #1 & #2.

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

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 Meckes, Second by Supervisor Lignore, to ADOPT **RESOLUTION NO. 12 OF 2022** - PROPERTY TAX PENALTY WAIVER PROVISIONS.

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

2) DISCUSSION - GRIEVANCE #40840 (see attached)

Township Employee filed a grievance #40840.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to DENY grievance #40840.

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

3) 2020 FORD F-350 SUPER DUTY – SNYDER TIRE QUOTE (4) TOTAL COST \$756.64

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to ACCEPT quote from Snyder Tire for the UTV, total cost \$756.64.

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

4) TRANSFER STATION HOLIDAY CLOSURE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to **CLOSE** the Transfer Station Christmas Eve & Christmas Day.

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

5) SNOW PLOW CARBIDE CUTTING EDGE- POWELL'S QUOTE - total cost \$1,850.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to ACCEPT Powell's quote for the (2) Snow Plow Cutting Edge, total cost \$1,850.00.

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

6) TRANSFER STATION SALT STORAGE PROJECT- CONTRACTOR APPLICATION FOR PAYMENT \$203,526.90, REVIEWED AND RECOMMENDED BY TOWNSHIP ENGINEER

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE payment of \$203,526.90 to Dutchman Contracting for the Transfer Station Salt Storage Project.

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

7) OPEN INVOICES- DELIQUENT GARBAGE NOTICES- (see attached)

Send collection letters for open invoices \$300.00 and above.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AUTHORIZE Attorney Nanovic to send collection letters for open invoices.

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

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 Meckes, Second by Supervisor Bartulovich, to APPROVE the additional scope of work for the Transfer Station Ramp /Retaining Wall Project, total cost of \$4,650.00.

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

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 Meckes, Second by Supervisor Lignore, to ACCEPT the agreement with Towamensing Township to provide winter road maintenance on Forest Street \$150.00 /hour, \$100.00/ton of salt.

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

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 Meckes, Second by Supervisor Bartulovich, to ACCEPT quote from COUNTRY JUNCTION; total cost of \$1,250.00.

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

11) MURPHY LUMBER QUOTE-TRANSFER STATION MAINTENANCE SHOP REPAIRS

Material to repair siding, total cost \$882.74.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to ACCEPT quote from Murphy Lumber, total cost of \$882.74.

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

12) DISCUSSION: TRANSFER STATION GARAGE DOORS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to TABLE.

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

13) RATIFY SELLING MILLINGS TO BRUCE GEORGE PAVING- ONE LOAD- \$200.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to RATIFY the selling of millings to Bruce George Paving, total cost \$200.00

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) UNDERDOG COMPUTER & NETWORK SERVICE AGREEMENT

2023 Municipal Office IT Services- \$1,500.00/month

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to ACCEPT Underdog Computer & Network Service Agreement; monthly fee \$1,500.00/mth.

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

2) NEW COMPUTERS, SERVER UPGRADE AND CODE ENFORCMENT LAPTOP

Underdog quote; total cost \$10,916.40.

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to ACCEPT quote from Underdog for new computers, server upgrade and code enforcement laptop, total cost \$10,916.40.

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

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 Bartulovich, Second by Supervisor Lignore, to ADOPT RESOLUTION NO. 11 OF 2022- ESTABLISH A CAPITAL RESERVE FUND.

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

4) ADOPT RESOLUTION NO. 13 OF 2022 –ESTABLISHING FEES FOR STRS

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to ADOPT RESOLUTION NO. 13 OF 2022- ESTABLISH STR FEES PURSANT TO ORDINANCE NO. 2021-2. Respectively charge \$150.00 inspection and \$75.00 re-inspection.

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

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 Bartulovich, Second by Supervisor Meckes to advertise the 2023 Proposed Budget for NOVEMBER 9TH.

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

6) OPENGOV PROPOSAL- CLOUD BASED CITIZEN SERVICES SOLUTION (see attached)

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to APPROVE OPENGOV proposal for Cloud Based Citizen Services; annual fee \$26,325.00.

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

7) HIRE FULL-TIME CODE ENFORCEMENT OFFICER- GREGORY LOFTUS

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to HIRE Gregory Loftus as full-time Code Enforcement Officer, rate of \$22.00 p/hr., start date 11/8/22.

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

8) PSATS ZONING ACADEMY- ZONING CLASS 11/30-12/1 FOR NEW CODE ENFORCEMENT OFFICER-- 2 day class \$249.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to SEND Gregory Loftus to the PSATS Zoning Class 11/30-12/1, total cost \$249.00, \$75.00 limit for meals, hotel and mileage.

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

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 Bartulovich, Second by Supervisor Meckes, to APPROVE Quote from Frontline Graphix for PFT new logo decals (4) trucks; total cost \$1,850.00

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

PATRICK HOLLAND, SUPERVISOR

1) DISCUSSION: STR ADULT AGE- Occupancy Limit

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to **AMEND** the STR Ordinance to reduce the age from 12 years to 2 years or under.

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

Ellen Capell- discussed she supports the 2 & under.

Peggy Dusablon- she discussed her approval and questioned the listing sites.

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 Meckes, Second by Supervisor Bartulovich, to **NOT BUILD** a dog park.

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

Larry Dusablon- discussed that a few meetings ago it was voted against the space between STRs and it was declined because you didn't want to take away someone rights. He discussed that we would be in favor of a dog park.

Judy Knappenberger- discussed the dos and don'ts of the dog park and the requirements from dept. of agriculture. She discussed her disapproval.

2) DISCUSSION: APPROACH SCHOOL BOARD REGARDING PROPERTY FOR PARK

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROACH the school board regarding the property next to the park. Supervisors Meckes and Bartulovich will attend the meeting with the school board.

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

Peggy Dusablon- discussed the issue with out of Towner's. The Supervisors will control that issue.

3) PARK & RECREATION REQUESTS TREE LIGHTING FUNDS

Budget up to \$200.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, to APPROVE up to \$200.00 for Tree Lighting at the park.

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

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 Meckes, Second by Supervisor Bartulovich, to approve the above procedure for dealings with the Municipal Office.

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

5) DISCUSSION: PUMP TRACK MULCH

MOTION made by Supervisor Bartulovich , Second by Supervisor Holland, to REIMBURSE \$3,213.72 to Dirt Sculpt for Pump Track Mulch.

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

6) DISCUSSION: PARK CHRISTMAS TREE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE Pipe Christmas Tree, up-to \$1,000.00.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2022

Salt shed is coming along great. Not much for this time of year. Mowing grass has slowed down. Keeping the storm drains clean.

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. Philip Prout reviewed the Zoning Report.

**KAVLICK MINOR SUB-DIVISON LOTS- (50C-51-D417 & 50C-51-D418)
NEW LOT 418A**

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

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

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

A woman? Thanked the BOS for what they have done with route 903 stripping.

Larry Dusablon- questioned about the BOS plack on the wall in the hall.

Gentlemen questioned about having a Police Department. The Supervisor discussed the possibility of regionalizing with other Townships.

Judy Knappenberger- discussed the plack in the hall and it was supposed to be updated and having playground equipment updated. The Supervisors will look into both.

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 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 ADOPT 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 9:19 P.M.

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

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

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