

**PENN FOREST TOWNSHIP
Board of Supervisors**

ANNUAL REORGANIZATION MEETING MINUTES
JANUARY 3, 2023

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

PLEDGE OF ALLEGIANCE:

Supervisor Roger Meckes asked that all in attendance stand and recite the "Pledge of Allegiance."

CALL TO ORDER:

Supervisor Roger Meckes called the Reorganization Meeting to order at 6:00 p.m. with Roll Call by the Secretary:

Members:	Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor
Office Staff:	Dana Vitale
Solicitor	Thomas S. Nanovic (arrived at 6:30 p.m.)

APPOINTMENT OF TEMPORARY CHAIRMAN:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Meckes as the Temporary Chairman for the Reorganization meeting.

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

APPOINTMENT OF TEMPORARY SECRETARY:

MOTION made by Supervisor Meckes Second by Supervisor Lignore to appoint Bartulovich as the Temporary Secretary for the Reorganization Meeting.

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

ELECTION OF OFFICERS:

CHAIRMAN:

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore nominating Supervisor Meckes as the Chairman of the Board for 2023.

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

VICE- CHAIRMAN:

MOTION made by Supervisor Meckes, Second by Supervisor Holland nominating Supervisor Bartulovich as the Vice-Chairman of the Board for 2023.

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

PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:

MOTION made by Supervisor Meckes, Second by Supervisor Denier to appoint Dana Vitale as the PFT Confidential Secretary/Assistant Treasurer for 2023 at a rate of \$24.42 an hr.

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

PENN FOREST TOWNSHIP TREASURER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Laura Matz as the PFT Treasurer at a rate of \$21.12 an hour as per the union contract for 2023.

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the Bonding for the Township Treasurer and Assistant Treasurer at 9 million dollars each; total cost of \$10,640.00/each.

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

PERSONNEL LIAISON ON BEHALF OF THE BOS FOR ALL TOWNSHIP OFFICE EMPLOYEES:

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to appoint Supervisor Holland as the Personnel Liaison and Human Resource duties for all office employees of the township for 2023.

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

PFT ROADMASTER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Supervisor Meckes as the Road Master for the Township for 2023. Duties include work assignments for all township Laborers.

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

PFT ASSISTANT ROADMASTER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Supervisor Lignore as the Assistant Road Master for the Township for 2023. Duties include work assignments for all Township Laborers.

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

PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Bartulovich to represent PFT on the Tax Collection Committee for Carbon County for 2023.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to appoint Supervisor Holland as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2023.

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

TOWNSHIP SOLICITOR:

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to appoint Attorney Tom Nanovic to represent the BOS for 2023; Rate of \$145.00 per hr.; Para-Legal fees of \$55.00 per hr.

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

DEPOSITORY:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve Mauch Chunk Trust Co., as the Depository for the Township Funds for 2023. Deposits are to be done as needed during bank hours.

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

SECRETARY FOR PLANNING COMMISSION MEETINGS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Julie Rossi as the PFT Planning Commission Secretary for 2023; **AS NEEDED** for Meetings.

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

PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER; CODE ENFORCEMENT OFFICER.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Barry Isett and Associates, Inc. as the Third-Party Building Code Official, Building Inspector, Commercial Building Inspector, Zoning Officer, Assistant Zoning Officer, Code Enforcement Officer for 2023; see attached fee schedule.

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

PFT SEWAGE OFFICER; WATER ENFORCEMENT OFFICER

MOTION made by Supervisor Meckes, Second by Supervisor Denier to appoint Hanover Engineering Associates as the Sewage Officer and Water Enforcement Officer for 2023; see attached fee schedule.

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

PFT TOWNSHIP ENGINEER:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Barry Isett and Associates, Inc. as the Township's Engineer and the Planning Commission's Engineer for 2023.

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

VACANCY BOARD:

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to appoint Carl Fazio as member of the Vacancy Board for 2023.

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

EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to appoint David Michael III as PFT Emergency Management Coordinator for 2023.

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

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to appoint Jesse Brennan as PFT Assistant Emergency Management Coordinator for 2023.

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

PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4TH MONDAY

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

Term dates for Planning Commission Members are as follows:

WILLIAM MILLER	1/1/2026
CHRIS RAU	1/1/2025
DENNIS HABIG	1/1/2027
STACEY VENETOS	1/1/2027
JAMES DENIER	1/1/2024

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to revise the motion to amend William Millers term date until 1/1/2026 and appoint James Denier 1/1/2024 for the 5th person.

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

ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1ST THURSDAY

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to appoint the following Zoning Hearing Board Members to serve on the ZHB until the term expires. ZHB members will receive \$10.00 per hearing.

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

Term dates for Zoning Hearing Board Members are as follows:

Audrey Wargo	1/1/2024
Patrick Walsh	1/1/2025
Paul Fogal	1/1/2024
*Alternate: Shawn Kresge	

PENN FOREST TOWNSHIP ELECTED AUDITORS:

Brandon Bell----- Elected 2-year term (2024)
 James Walck----- Elected 4-year term (2024)
 Rebecca Hassenbein----- Elected 6-year term (2028)

Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2023

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to pay the township auditors for annual meeting and mileage reimbursement for 2023.

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

PARK RECREATION BOARD MEMBERS:

MOTION made by Supervisor Meckes, Second by Supervisor Denier to appoint the following Members to the Park Recreation Board for 2023 until the term expires:

Todd Fox—5 yr. term (2023-2028)

Robin McGeehan—5 yr. term (2021-2026)

Jennifer Bevilacqua—5 yr. term (2022-2027)

Jyl Venditti— (2023-2025)

Holly Rivera— (2023-2025)

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

BOS MEETINGS FOR 2023:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to hold the BOS meetings on the **first Monday (unless it is a holiday; meeting will be on Tuesday)** of each month at **7:00PM** at the Penn Forest Township Municipal Building.

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

MUNICIPAL BUILDING OFFICE HOURS:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich the PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees' hours: 8:00 – 4:00 p.m.

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

SALARY FOR THE ROADMASTER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to recommend to the Twp Auditors; yearly salary of \$7,700.00 for 2023; to be paid in 12 equal payments of \$641.00 a month; plus \$25.00 for each Driveway Permit reviewed; plus reimbursed for mileage at the 2023 Federal rate of 65.5 cents per mile.

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

SALARY FOR THE ASSISTANT ROAD MASTER:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to recommend to the Twp Auditors an hourly rate of \$25.00; plus, mileage reimbursement at the 2023 Federal rate of 65.5 cents per mile.

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

SALARIES FOR THE BOARD OF SUPERVISORS:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to set the Supervisor’s annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2nd Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: Roger Meckes, Christian Bartulovich, Scott Lignore, Patrick Holland James Denier.

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

PFT LABORERS, ADMINISTRATIVE & CODE ENFORCEMENT SALARIES:

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to set the following hourly rates for Code Enforcement Office \$22.66 p/hr.

Laborers:

Gerry Enck	\$ per hr.	Ricky Ahner	\$ per hr.
Don Fisher	\$ per hr.	Shannon Meckes	\$ per hr.
Ron Nametko	\$ per hr.	Gregory Loftus	\$ 22.66 per hr.
Jay York	\$ per hr.	William Callen PT	\$ per hr.

ADMINISTRATIVE ASSISTANTS:

Heather Saba	\$ per hr.	Julie Rossi	\$ per hr.
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ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

RATE FOR MILEAGE REIMBURSEMENT FOR 2023

1) Mileage Reimbursement Rate for Travel **65.5** cents per mile (2023 Federal Rate)

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to set the mileage reimbursement rate for PFT at the federal rate of **65.5** cents for 2023.

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

ADOPT RESOLUTION #1 OF 2023---PFT TAX RATES FOR 2023

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to adopt Resolution #1 of 2023. PFT Tax Rates for 2023 as listed:

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

PENN FOREST TOWNSHIP TAX RATES FOR 2023

Real Estate Taxes	0 Mills (Zero Mills)
Per Capita Tax	\$5.00
Transfer Tax	½ of 1% split with JTASD
Earned Income Tax	½ of 1% split with JTASD
Amusement Tax	2 ½ %

ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to authorize the Supervisors; Township Secretary and Treasurer to attend the 2023 PSATS Conference in Hershey on April 23rd thru April 26th. This includes lodging, mileage, and meal reimbursements.

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

VOTING DELEGATE FOR THE 2023 PSATS CONFERENCE

MOTION made by Supervisor Meckes, Second by Supervisor Holland to appoint Supervisor Bartulovich as the Township's Voting Delegate at the 2023 PSATS Conference in Hershey.

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to adjourn the meeting at 6:41 p.m.

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

**TOWNSHIP SECRETARY
PENN FOREST TOWNSHIP**

**CHAIRMAN
PENN FOREST TOWNSHIP**

