

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

AGENDA

April 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. EXECUTIVE SESSION: To be held at 6:00 p.m. to discuss personnel.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MARCH 6, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from MARCH 6, 2023.

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

2) SPECIAL BOS MEETING ON MARCH 14, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from MARCH 14, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **BRANDON FOGAL PRESENTATION - RESOLUTION - SEWAGE SLUDGE**
- 2) **RESIDENT REQUESTING FREE REPLACEMENT - GARBAGE PERMIT**
- 3) **RESIDENT REQUESTING REFUND - GARBAGE PERMIT**
- 4) **RESIDENT REQUESTING LATE FEE REMOVAL- GARBAGE PERMIT**
- 5) **RATIFY 903 OVER MUD RUN FUNDING LETTER OF SUPPORT**

Letter of support request from NEPA for funding to replace the 903 over Mud Run Bridge.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the motion to send a letter of support to Congresswoman Susan Wild for funding to replace the 903 over Mud Run Bridge.

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

- 6) **DONATION REQUEST- CAMP EVERGREEN**

Camp Evergreen, weekend-long camping experience for girls 6-18 years of age.

MOTION made by Supervisor _____, Second by Supervisor _____

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

- 7) **DONATION REQUEST - PENN KIDDER LIBRARY**

Penn Kidder is requesting the budgeted donation of \$10,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the \$_____ Budgeted donation funds for Penn Kidder Library.

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

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2023)

Township General Fund:	\$2,247,404.37	State Liquid Fuels Fund:	\$277,600.10
Sanitation Fund:	358,753.46	Payroll:	1,786.42
Septic Fund:	342,303.80	Debit Card	2,648.58
SALDO:	377,324.81	Fire Escrow:	20,220.75
Capital Reserve	512,390.66	Rent	138.38
		American Rescue	367.26
TOTAL:			\$4,140,938.59

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2023)

Account Ending: #1841 -	\$ 3,650,599.06	(3 month CD)
#5851 -	\$ 261,287.96	(6 month CD)
#1301 -	\$ 2,052,134.91	(13 month CD)
TOTAL:	\$ 5,964,021.93	

TOTAL FUNDS ON DEPOSIT: \$ 10,104,960.52

1) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept Treasurer's Report for MARCH 2023 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR MARCH 2023**

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for MARCH 2023.

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

E. OLD BUSINESS:

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) **DISCUSSION: ADD ADDITIONAL CODE ENFORCEMENT OFFICER & EDUCATION/CERTIFICATION FOR ALL CODE OFFICERS AS ZONING OFFICERS**

MOTION made by Supervisor _____, Second by Supervisor _____

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

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) **CELEBRATION FIREWORKS DISPLAY AGREEMENT & INVOICE**

Performance date 7/8/23; Contract amount \$10,000.00, deposit \$5,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Celebration Fireworks Agreement & deposit invoice of \$5,000.00.

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

3) **PENN FOREST VOLUNTEER FIRE COMPANY NO. 2 - PFT AGREEMENT**

MOTION made by Supervisor _____, Second by Supervisor _____

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) **RATIFY ACCEPTANCE OF RESIGNATION FROM TOWNSHIP EMPLOYEE**

Don Fisher, Township Laborer submitted his resignation on March 21, 2023, last day of work to be March 31, 2023.

MOTION made by Supervisor _____, Second by Supervisor _____, to RATIFY _____ of resignation from Don Fisher, Township Laborer, effective March 31, 2023.

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

2) BIRD NETTING-SALT SHED MAINTENANCE SHOP

MOTION made by Supervisor _____, Second by Supervisor _____

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

3) DISCUSSION: BELTZVILLE LAKE ESTATES-SCHOOL BUS AHEAD STOP SIGNS

Request to purchase/install School Bus Stop Ahead signs on Township Road.

MOTION made by Supervisor _____, Second by Supervisor _____

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

4) RECLASSIFY TRANSFER STATION LABORER FROM PART-TIME TO FULL-TIME

Richard Beers, Part-time Transfer Station Laborer is interested in the Full-Time Laborer position.

MOTION made by Supervisor _____, Second by Supervisor _____ to RECLASSIFY Richard Beers from Part Time Laborer to Full Time Laborer, Rate \$19.00, Effective 4/3/23.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) PSATS 2023 PAAZO SPRING SEMINAR- 4/23/23 HERSHEY LODGE

Authorize Greg Loftus, Code Enforcement Officer to attend the seminar on 4/23 at Hershey Lodge 9am -3:30pm; member cost \$125.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Greg Loftus, Code Enforcement Officer attend the seminar on 4/23 in Hershey, total cost of \$125.00.

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

2) LAURA MATZ, TOWNSHIP TREASURER- CGFM CERTIFICATION-

Approval and Reimbursement for Laura Matz. Membership \$110.00, Application \$23.00, Books \$108.98. total cost \$241.98.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the CGFM Certification for Township Treasurer, Laura Matz, total cost \$241.98 and reimbursement of \$133.00 for application & membership dues.

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

G. PFT PARK AND RECREATION

1) PENN FOREST PATRIOTS - SOFTBALL FUNDRAISER TOURNAMENT REQUEST

April 29, 2023, use of the Softball Field and Concession stand, 4-5 teams, 35-45 girls.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Penn Forest Patriots Softball request for April 29, 2023.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2023

TRANSFER STATION -

1) BULK AMOUNT for MARCH 2023---\$557.00 Year to Date Total: \$1,622.00

2021-2022 Residential Permit	(7)	921.43
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(7)	875.52
2023 Residential Permit	(36)	<u>4,714.29</u>
	TOTAL DEPOSITS	<u>\$7,068.24</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2023-

Administrative & Financial Requests: (See Attached List)

Submitted: 46 Responded: 46 Total Hours: 25 hrs.

Zoning & Septic Requests: Submitted: 42 Responded: 42

I. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for MARCH 2023.

JANY LOT CONSOLIDATION-TOWAMENSING TRAILS (22A-51-C1224 &C1225) NEW LOT C1224A

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ SALDO waiver requests **333.15** (contour lines shown); **333.31**(all trees of 8 inches or greater in size); **331** (scale)

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 March 20, 2023; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

PAXTON LOT JOINDER-TOWAMENSING TRAILS (22A-51-EV51 &EV52)
NEW LOT EV52A

b) **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 March 23, 2023; 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, May 1st, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, April 19th, at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, April 24th, at 6:00 p.m. (If needed)**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS