

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

MEETING MINUTES

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

Executive session was held from 6:30-7:00 p.m. to discuss personnel.

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 Meckes, Second by Supervisor Bartulovich to approve the BOS PUBLIC HEARING Meeting Minutes from NOVEMBER 7, 2022.

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

2) REGULAR BOS MEETING ON NOVEMBER 7, 2022

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from NOVEMBER 7, 2022.

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

3) SPECIAL BOS MEETING ON NOVEMBER 17, 2022

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Special Meeting Minutes from NOVEMBER 7, 2022.

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

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 Bartulovich, Second by Supervisor Meckes, to **REJECT** the letter of interest from Tillman.

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

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 Bartulovich, Second by Supervisor Holland, to **DENY** the garbage payment plan request for the 2023 \$150.00 invoice.

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

3) LETTER FROM RESIDENT REGARDING WALKING TRAIL AT THE PARK

Bicycles are running rampant on the walking trail.

4) LETTER REGARDING PFT BRIDGE REPLACEMENT DETOUR

The bridge on mud run & state route 903 is being replaced.

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
TOTAL:			\$4,222,607.26

(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)
TOTAL:	\$ 5,928,097.91	

TOTAL FUNDS ON DEPOSIT: \$ 10,150,705.17

1) MOTION made by Supervisor Meckes, Second by Supervisor Holland to accept Treasurer’s Report for NOVEMBER 2022 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2022

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to pay the bills for NOVEMBER 2022.

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

E. OLD BUSINESS:

1) DISCUSSION: QUOTES TRANSFER STATION GARAGE DOORS (see attached)
TABLED

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 Meckes, Second by Supervisor Bartulovich to **ACCEPT** 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-yes; CB-yes; SL-yes; PH-no; JD-yes **MOTION PASSED**

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 Meckes, Second by Supervisor Holland, to **APPROVE** the applications for refund of Municipal Earned Income Tax & free garbage permit for year 2022.

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

2) DIRT SCULPT CHANGE ORDER

Current contract sum \$85,000.00. New contract sum with change order \$74,907.47.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **ACCEPT** the Dirt Sculpt change order contract sum \$74,907.47.

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

3) ADOPT ORDINANCE NO. 2 OF 2022- AMENDING ORD. #2 OF 2021- LICENSING AND REGULATION OF SHORT-TERM RENTALS

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to **ADOPT ORDINANCE NO. 2 OF 2022-** Amending Ordinance #2 of 2021- Licensing and Regulation of Short-Term Rentals.

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

4) DOM N ALI LAND DEVELOPMENT TIME EXTENSION (51-51-A3.08) - KITCHEN EXPANSION AND ADD A DECK

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to **ACCEPT** the TIME extension(until 3/10/2023) for the DOM N ALI Land Development Plan.

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

5) BEACH LOT LINE ADJUSTMENT PLAN TIME EXTENSION (12A-51-D1854 & D1855)

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to **ACCEPT** the TIME extension (until 4/03/2023) for the BEACH LOT LINE REVISION.

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

6) HIRE WILLIAM CALLEN PART-TIME/SEASONAL SNOWPLOW OPERATOR PAY RATE \$17.13 P/HR

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to **HIRE** William Callen as part-time/seasonal snow plow operator, \$17.13 p/hr.

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

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 Bartulovich, Second by Supervisor Meckes to **GRANT** Towamensing Trails & Indian Mountain Lakes Exemption request for the 2023 Garbage Permit Fees .

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

8) DISCUSSION: PURCHASE TOOLS - MAINTENANCE SHOP

Total cost up-to \$5,000.00.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **PURCHASE** tools for the Maintenance Shop, total cost up-to \$5,000.00, if this works out, otherwise the township will purchase the Craftsman Tools.

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

9) TRANSFER STATION SALT STORAGE FACILITY PROJECT- PAYMENT REQUEST

Payment release #2 \$182,652.75 (see engineer review letter)

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **APPROVE \$182,652.75** payment release #2 to Dutchman Contracting.

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

10) NEW SALT BUILDING- BIRD NETTING- NIXALITE OF AMERICA (SEE ATTACHED)

TABLED

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 Meckes, Second by Supervisor Lignore, to **ACCEPT** quote from WB Electric for the old Salt Shed, total cost \$10,566.33.

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to **ACCEPT** quote from WB Electric for the new Salt Shed, total cost \$5,955.09.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) ADOPT PENN FOREST TOWNSHIP PROPOSED 2023 BUDGET

General	Revenue-	\$2,207,183.00
	Expenditures-	\$2,207,183.00
Est- 2023 Begin Balance		\$2,700,000.00
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Sanitation	Revenue-	\$533,700.00
	Expenditures-	\$489,800.00
Est- 2023 Begin Balance		\$40,000.00
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State Liquid Fuels	Revenue-	\$272,318.83
	Expenditures-	\$272,318.83
Est- 2023 Begin Balance		\$662.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to **ADOPT** the 2023 Proposed Budget as the final budget for 2023.

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

Judith Knappenberger- questioned the reasoning of the reduction of the Ambulance donation She discussed the service area and her disapproval of the decision. The Supervisor explained the budgetary necessity. Judith Knappenberger questioned the ARP funds and providing a Christmas Bonus to Township Employees out of these funds. The Supervisors will look into the past history.

Jim Mannix – discussed his thoughts on the giving the Christmas Bonus to Township Employees and he hopes the Supervisor will consider taking care of the staff. The Supervisors will consider.

2) ZONING ASSESSMENT- NATURAL LANDS ZONING ASSESSMENT

Review Townships Land Use Regulations at no cost.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to **APPROVE** Natural Lands to review Township Land Use Regulations at no cost to the Township.

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

G. PFT PARK AND RECREATION

1) SHIFFER BITUMINOUS - WALKING TRAIL REPAIR PROPOSAL

2022 material pricing, total \$4,306.25.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT the quote from Shiffer Bituminous for the Walking Trail Repair at the park, total cost \$4,306.25.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2022

The Slippery roads have been taken care of by the staff & contractor. The cold has slowed down the cutting of grass. The park has been limed and fertilized.

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

2) ADMINISTRATIVE REPORTS -

A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2022-

Administrative & Financial Requests: (See Attached List)

Submitted: 35 Responded: 35 Total Hours: 21.75 hrs.

Zoning & Septic Requests: Submitted: 33 Responded: 33

I. **ZONING DEPARTMENT** – Phillip Prout submitted Zoning Report for NOVEMBER 2022. Philip Prout reviewed the Zoning Report.

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

Stacey Venetos- questioned the fireworks Ordinance. The Supervisors explained we don't have one.

Jeffrey Marmur- discussed talking with other municipalities regarding a Police Force. The Supervisors added this item to the agenda for the regionalizational discussion and the costs that would be incurred. The Supervisors discussed the outcome of the police study.

Eileen Rugh- questioned the Code Enforcement Officer follow up with compliants submitted to the hotline. The Supervisors explained the Code Enforcement Officer procedure. Eileen discussed the weekend coverage. The Supervisors discussed the weekend requirement. The Supervisors explained the following up on compliants.

AMEND THE AGENDA:

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to approach the 3 Municipalites to discuss the possibility of regionalizing a Police Force.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:39 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 Reorganization Meeting will be held on **TUESDAY, January 3rd 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 21st at 6:30 p.m. at the Municipal Building. **NO MEETING THIS MONTH.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 19th, at 6:00 p.m. (If needed).*
- 4) *The Municipal Building will be closed on Friday, December 23rd; Monday, December 26th & Monday, January 2nd for Christmas & New Year's Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS