

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

**MEETING MINUTES**

February 6, 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:** was held from 6:15-7:00 p.m. to discuss personnel and potential litigation matters.

An Executive Session was held on January 10<sup>th</sup> from 10:00-11:30 a.m. to discuss personnel matters.

**B. MEETING MINUTES:**

**1) ANNUAL REORGANIZATION MEETING ON JANUARY 3, 2023**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to approve the ANNUAL REORGANIZATION Meeting Minutes from JANUARY 3, 2023.

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

**2) REGULAR BOS MEETING ON JANUARY 3, 2023**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from JANUARY 3, 2023.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

Dimmick Memorial Library submitted a thank you letter for PFT support & donation. (no motion)

**D. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2023)**

Township General Fund:	\$ 2,266,095.65	State Liquid Fuels Fund:	\$ 666.28
Sanitation Fund:	\$ 401,868.58	Payroll:	\$ 9,270.19
Septic Fund:	\$ 345,575.15	Debit Card	\$ 6,039.52
SALDO:	\$ 415,362.31	Fire Escrow:	\$ 20,220.75
Rent :	\$ 111.25	American Rescue	\$ 515,906.85
<b>TOTAL:</b>			<b>\$3,981,116.53</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2023)**

Account Ending: #1841 -	\$ 3,631,671.92	(3 month CD)
#5851 -	\$ 259,815.97	(6 month CD)
#1301 -	\$ 2,051,803.24	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,943,291.13</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 9,924,407.66**

**1) MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer’s Report for JANUARY 2023 (Subject to Audit).

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to pay the bills for JANUARY 2023.

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

**E. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) RATIFY ACCEPTANCE- 2023 UNION CONTRACT- PENN FOREST TOWNSHIP AND TEAMSTER LOCAL 773-EFFECTIVE 1/18/2023-**

**TABLED FOR CLERICAL ERRORS**

**2) RATIFY AWARD OF ADMINISTRATIVE POSITIONS- ADMIN 1 & ADMIN 2**

Julie Rossi, Admin 1 and Heather Saba, Admin 2. Letters of interest attached.

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland, to **AWARD** Julie Rossi, Admin 1 rate of \$20.00 p/hr, as per the 2023 Union Contract, effective 1/26/23.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland, to **AWARD** Heather Saba, Admin 2, rate of 21.50 p/hr, as per the 2023 Union Contract, effective 1/26/23.

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

**3) RATIFY PFT SECRETARY, TREASURER, LABORERS, ADMINISTRATIVE AND CODE ENFORCEMENT SALARIES AS PER THE UNION CONTRACT EFFECTIVE 1/18/2023.**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to ratify the following hourly rates for Township Laborers and Administrative as per the Union Contract for 2023.

Full-time Laborers:

Jerry Enck \$20.00  
Don Fisher \$20.00  
Ricky Ahner \$20.00  
Shannon Meckes \$20.00  
Ron Nametko \$19.00

Administrative:

Heather Saba \$21.50  
Julie Rossi \$20.00

Working Foreman:

Jay York \$25.00

Part-Time Laborers:

Richard Beers \$19.00  
Ovel Mebs \$19.00  
Willian Callen \$19.00

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to ratify the following hourly rates for Township Secretary, Treasurer and Code Enforcement.

Secretary:

Dana Vitale \$26.15

Code Enforcement:

Greg Loftus \$24.26

Treasurer

Laura Matz \$23.29

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

**4) RATIFY PPL PAYMENT – POLE RELOCATION- PARK INVOICE \$7,634.47**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to RATIFY the payment of \$7,634.47 to PPL for the pole relocation at the park.

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

**5) INCREASE BONDING FOR TWSP. SECRETARY & TREASURER**

Increase bonding from \$9M to \$10M, total each \$11,908.00. Additional cost \$1,268.00.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to APPROVE the bonding for Twsp. Secretary and Treasurer to \$10M. Total cost \$11,908.00 /ea..

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

**6) HANOVER ENGINEERING- BACK UP COVERAGE FOR SEO**

Hanover Engineering requests the Township consider adding James P. Haklar to the list of appointed SEO's.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to APPOINT James P. Haklar to the list of Township Sewage Enforcement Officers.

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

**7) RELEASE (#2) CONSTRUCTION ESCROW FUNDS-JOE LASCHENSKI LAND DEVL.**

APPROVED BY TOWNSHIP ENGINEER FOR THE RELEASE OF \$35,345.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to RELEASE Construction Escrow funds in the amount of \$35,345.00.

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

**8) TRANSFER STATION SALT STORAGE FACILITY PROJECT**

Township Engineer recommends payment release( #3) TOTAL amount \$18,172.65 to Dutchman Contracting, LLC.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE payment of \$18,172.65 to Dutchman Contracting for the Salt Shed Facility Project.

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

**9) TOWNSHIP PER CAPITA EXONERATED LIST**

Tax Collector provided the Per Captia Exonerated List for the BOS approval. Total \$1,210.00.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to ACCEPT the Township Per Capita Exonerated List; totalling \$1,210.00.

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

**10) ISSUING OF GARBAGE PERMITS WITH OUTSTANDING ACCOUNT BALANCE**

Residents with an outstanding account balance want to pay the current amount owed only.  
**NO ACTION**

**11) ELECTRONIC RECYCLING EVENT- SCHEDULE THE DATE**

Secretary reserved Saturdays, 6/24/23 & 11/18/23. 9-12 or until truck is full.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to schedule 6/24/23 & 11/18/23 for Electronic Recycling Event at the Transfer Station.

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

**12)DISCUSSION: ASSIST JTASD WITH ROAD CONDITIONS**

**13)PROPOSAL FOR THE ADDITION OF AN AGRICULTURAL SECURITY AREA**

Josiah & Joann Behrens submitted a proposal for parcel Id 66C-51-B1502A 98.39 acres to form an agricultural security area.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to ACCEPT proposal from Josiah & Joann Behrens for Parcel 66C-51-B1502A to form an Agricultural Security Area.

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

**14)SHIFFER BITUMINOUS ROAD PATCH QUOTE**

Total \$2,500.00 per load.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE quote from Shiffer Bituminous for Road Patching, up-to (3) loads, \$2,500 per load.

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

**15) DISCUSSION: FIRE TRUCK AGREEMENTS**

**NO ACTION**

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) SCHEDULE OF ZONING FEES REVIEW**

Philip Prout from BIA submitted (2) versions of potential changes to the Zoning Fee Schedule.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to ACCEPT Version 2 of potential changes to the Zoning Fee Schedule.

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

**2) INTERNATIONAL CODE COUNCIL- CODE ENFORCEMENT-PROCTORED TEST**

- Governmental Membership \$145.00/yr - savings on books of \$65.00 for members.
- 2021 International Property Maintenance Code \$50.25
- 2021 International Residential Code \$127
- Legal Aspects of Code Administration \$38
- On-line test \$230 (members), \$290 (non-members)

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland, to APPROVE International Code Council Membership \$145.00/yr with books & test as stated above.

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

**3) PSATS 2023 TOWNSHIP EMERGENCY MANAGEMENT SPRING SEMINAR 4/23/23**

Authorization for Township EMC, David Michael III & Asst. EMC Jesse Brennan to attend the Emergency Management Seminar at Hersey Lodge on 4/23/23. Member cost \$125.00/each for seminar, plus hotel and mileage.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes, to APPROVE David Michael III & Jesse Brennan to attend the PSATS Township Emergency Management Seminar on 4/23/23. Seminar cost \$125.00/each and reimbursement of Hotel and Mileage.

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

**4) UNDERDOG PROPOSAL- MUNICIPAL OFFICE NEW MONITORS**

5 Setups of 2 Monitors- Admin 1, Admin 2, Secretary, Zoning 1 & 2.  
\$135 x10 = total \$1,350.00

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to ACCEPT proposal from Underdog for 10 Monitors, total cost of \$1,350.00.

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

**G. PFT PARK AND RECREATION**

**1) DISCUSSION: PENN STATE SOIL TESTING**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to APPROVE the soil testing from Penn State

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

**2) PUMP TRACK-DIRT SCULPT- FINAL PAYMENT APPLICATION**

Approval of Township Engineer- \$32,407.47.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE FINAL pay application in the amount of \$32,407.47 to Dirt Sculpt.

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

**3) PUMP TRACK SIGNAGE - FRONT LINE GRAPHIX QUOTE**

(1) 3X5 total cost \$520.00, (2) 24x18 pump track entrance with arrow & (2) bike path only, total \$136.00/ea= Total \$1,064.00

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to PURCHASE Pump Track Sign as indicated above with additional changes to verbiage.

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

**4) PARK RESTROOM STUDY- AUTHORIZATION OF WORK**

Authorization for services to include three proposed options for restroom building types, with cost estimates, sewer requirements, and construction costs. BIA cost \$3,000.00.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE the Authorization for Services for the Park Restroom Study, total cost \$3,000.00.

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

**5) BIKE PATH TO PUMP TRACK**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE looking into this plan.

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

**6) 2023 FALL FESTIVAL FUNDS**

Park Committee is requesting up-to \$5,000.00 budget to plan for the 2023 Fall Festival.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE the budget up-to \$5,000.00 for the Park Fall Festival.

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

**7) CONCESSION STAND – INSTALL CABINETS**

The Park Committee would like to propose installing cabinets in the concession stand to organize dry goods and organize space and to add a broom with dust pan for volunteers to clean up.

**MOTION** made by Supervisor Denier, Second by Supervisor Lignore, to APPROVE the purchase of (2) Stainless Steel Wall Cabinets up to \$3,000.00.

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

**8) PROPOSAL FOR PFT RECREATION MASTER SITE PLAN**

Barry Isett submitted a proposal to prepare a MSP. Lump sum fee of \$9,000.00.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to ACCEPT proposal submitted by Barry Isett to prepare a Master Site Plan, lump sum fee of \$9,000.00

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

**9) LOCKSMITH- CONCESSION STAND**

(1) Commercial lock & rekeying (3).

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to APPROVE up-to \$350.00 for Concession Stand Lock and Rekeying.

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

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JANUARY 2023**

We had a couple of nice days. The roadcrew have been picking up garbage. Not a lot going on at the moment.

**TRANSFER STATION -**

**1) BULK AMOUNT for JANUARY 2023---\$575.00 Year to Date Total: \$575.00**

2021-2022 Residential Permit	(8)	1,071.43
2023 Commercial Permit	(3)	876.92
2023 Pro-rated Permit	(3)	434.88
2023 Residential Permit	(976)	<u>145,678.54</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$148,636.77</u></b>

## 2) ADMINISTRATIVE REPORTS –

### A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2023- Administrative & Financial Requests: (See Attached List)

Submitted: 41 Responded: 41 Total Hours: 25 hrs.

Zoning & Septic Requests: Submitted: 38 Responded: 38

## I. ZONING DEPARTMENT – Phillip Prout submitted Zoning Report for JANUARY 2023. Phillip Prout reviewed the Zoning Report. Greg Loftus gave the STR Report.

### BEACH MINOR SUBDIVISION/LOT LINE ELIMINATION PLAN (22A-51-D1855 & 22A-51-D1854) NEW LOT 1855A

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT SALDO waiver requests **333.31** (all trees of 8 inches or greater in size); **333.15** (contours)

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer's letter of January 3, 2023; 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**

### KNAPPENBERGER MINOR SUBDIVISION/LOT LINE ELIMINATION PLAN (3B-51-B46 & 3B-51-B47) NEW LOT 46A

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT SALDO waiver requests **333.31** (all trees of 8 inches or greater in size).

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer's letter of January 11, 2023; 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**



**LEVAN MINOR SUBDIVISON/LOT LINE ELIMINATION PLAN (66B-51-A249, 66B51-A250 & 66B-51-A251) NEW LOT 251AA**

- a) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to ACCEPT SALDO waiver requests **333.31** (all trees of 8 inches or greater in size); **331** (scale)

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

- b) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer's letter of January 11, 2023; 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**

**TROVATO MINOR SUBDIVISON/LOT LINE ELIMINATION PLAN (12A-51-AP32, 12A-51-AP34 & 12A-51-AP36) NEW LOT 34A**

- a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT SALDO waiver requests **333.31** (all trees of 8 inches or greater in size).

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

- b) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer's letter of January 12, 2023; 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**

Chairman Meckes discussed the status of the of Police Regionalization. A meeting was held with Jim Thorpe, Kidder & Franklin Township, it was all good fact finding discussions on how things could play out.

Chairman Meckes stated the Veterans Monument was installed and it turned out really nice.

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

**Eileen Rugh**- discussed if she should be calling Granicus with having the new code enforcement officer, Greg gets an email when a complaint is filed. She questioned the parking spot allowances on a property. Should a complaint be filed. It was stated that she should call. Gregg Loftus, STR Code Enforcement stated that is a part of his inspection.

**Seth Isenberg**- questioned if Opengov is up and running. Supervisor Batulovich stated it is under construction and on track for May possibly end of March.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:20 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, March 6<sup>th</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, February 15<sup>th</sup>, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 27<sup>th</sup>, at 6:00 p.m. (If needed).*
- 4) *The Township Office will be closed on Monday, February 20<sup>th</sup> in observance of President's Day Holiday. The Transfer Station will CLOSED.*

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**