

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

MEETING MINUTES

January 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 7:05 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 6:45-7:00 p.m, to discuss personel matters.

A. PUBLIC COMMENT:

To be taken for each agenda item and non-agenda items will be taken at business completion.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON DECEMBER 5, 2022

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from DECEMBER 5, 2022.

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

2) SPECIAL BOS MEETING ON DECEMBER 12, 2022

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Special Meeting Minutes from DECEMBER 12, 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 12/31/2022)

Township General Fund:	\$ 2,653,980.99	State Liquid Fuels Fund:	\$ 664.46
Sanitation Fund:	\$ 272,789.77	Payroll:	\$ 9,031.95
Septic Fund:	\$ 338,775.15	Debit Card	\$ 4,143.14
SALDO:	\$ 412,163.06	Fire Escrow:	\$ 20,220.75
Rent :	\$ 101.21	American Rescue	\$ 514,495.44
TOTAL:			\$4,226,365.92

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2022)

Account Ending: #1841 -	\$ 3,616,908.39	(3 month CD)
#5851 -	\$ 259,729.14	(6 month CD)
#1301 -	\$ 2,051,628.99	(13 month CD)
TOTAL:	\$ 5,928,266.52	

TOTAL FUNDS ON DEPOSIT: \$ 10,154,632.44

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for DECEMBER 2022 (Subject to Audit).

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to pay the bills for DECEMBER 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)**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to ACCEPT quote from John Door, Total cost \$17,152.00. (3 doors)

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

2) **DISCUSSION: POLICE FORCE- REGIONALIZING WITH OTHER MUNICIPALITIES**

Supervisor Meckes reached out to Kidder Township and the Mayor of Jim Thorpe to schedule a meeting with each. Supervisor Bartulovich with reach out to Franklin Township.

Dennis Habig- discussed the information he research regarding cost for Officers. He discussed the crime from 2019-517 defenses, 2020-455, 2021-481 and no increase in crime rate.

- 3) **RATIFY THE MOTION TO APPROVE CIVIL COMPLIANT - UNPAID SALDO FEES**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **RATIFY** the approval of the Civil Compliant for unpaid SALDO fees. PNP5 Land Development Plan.

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

- 1) **RESOLUTION NO. 2 OF 2023 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT**

To appoint Zelenkofske Axelrod LLC. to make an examination of all of the account funds of Penn Forest Township for the fiscal year 2022.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **APPOINT** Zelenkofske Axelrod LLC to make an examination of all of the account funds of the township for the fiscal year 2022.

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

- 2) **RESOLUTION NO. 3 OF 2023—APPOINTED DELEGATE AND ALTERNATE FOR TCC**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to adopt Resolution #3 of 2023 appointing a Delegate, Supervisor Bartulovich and an Alternate Supervisor Holland as representatives for the CC Tax Collection Committee.

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

- 3) **RESOLUTION NO. 4 OF 2023—ESTABLISHING SALDO FEES**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to adopt Resolution #4 of 2023 Establishing Application and Review Fees Under the PFT SALDO Ordinance of 2014, as Amended.

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

- 4) **COMMUNITY OF BELTZVILLE LAKE ESTATES- Garbage Exemption**

Letter and all required documents received requesting exemption for the 2023 garbage permit fees for residents of Beltzville Lake Estates.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **EXEMPT** the Beltzville Lake Estates exemption request for the 2023 Garbage Permit Fees.

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

- 5) **NEW CONSTRUCTION GARBAGE PERMIT FEES**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **PRO-RATE** New Construction Garbage Permit Fees.

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

6) ADVERTISE PART-TIME SNOW PLOW OPERATOR
NO ACTION

7) HIRE PART-TIME TRANSFER STATION EMPLOYEE

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to **HIRE** Richard Beers 3rd as Part-time Transfer Station Employee, rate of \$17.13 p/hr. Pending acceptance.

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

AMENDED TO ADD:

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **HIRE** Ovel Mebs P\T Transfer Station\Snow Plow Operator, after Union Board Posting and no applicants received. Rate \$17.13 p/hr.

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

8) TRANSFER STATION- NEW SALT SHED CAMERAS

Control Security Quote \$4850.00.

MOTION made by Supervisor Lignore, Second by Supervisor Meckes to **ACCEPT** quote from Control Security for Salt Shed Cameras, Total cost \$4,850.00.

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

9) DISCUSSION: TOWNSHIP BUILDING HOURS

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to keep the Municipal Office front door open until 4:00 p.m. and lock at exactly 4:00 p.m.

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

10) DISCUSSION: MUNICIPAL BUILDING OUTSIDE LOCKBOX

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to put a lockbox outside the Municipal Building.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) CODE ENFORCEMENT VEHICLE - MUNICIBID

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to spend up-to \$20,000 on a vehicle for Code Enforcement from Muncibid.com.

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

2) PLANNING COMMISSION - ADVERTISE FOR ALTERNATE MEMBER
NO ACTION

3) CONTRACT FOR MUNICIPAL CREDIT CARD PROCESSING

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to **CONTRACT** Municipay at no cost to the township for credit card processing.

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

4) CREDIT CARD MACHINES WITH SAME COMPANY- SERVICE NO COST TO THE TWSP

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **SPEND** up-to \$700.00 for credit card machines with the same company.

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

G. PFT PARK AND RECREATION

NONE

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2022

Roads have been wet and rainy. New Salt Shed is stocked with material.

TRANSFER STATION -

1) BULK AMOUNT for DECEMBER 2022---\$360.00 Year to Date Total: \$6,784.00

2021-2022 Pro-Rated Permit	(4)	26.88
2021-2022 Residential Permit	(4)	600.00
2023 Commercial Permit	(1)	300.00
2023 Residential Permit	(1,455)	<u>218,100.00</u>
TOTAL DEPOSITS		<u>\$219,386.88</u>

2) ADMINISTRATIVE REPORTS -

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

Administrative & Financial Requests: (See Attached List)

Submitted: 26 Responded: 26 Total Hours: 18.25 hrs.

Zoning & Septic Requests: Submitted: 16 Responded: 16

I. ZONING DEPARTMENT – Phillip Prout submitted Zoning Report for DECEMBER 2022.

Philip Prout reviewed the Zoning Report.

Greg Loftus gave a status report on STR inspections and violations.

MARTINI MINOR SUBDIVISION/LOT LINE ELIMINATION PLAN (22A-51-EV291 &EV292)
NEW LOT 291A

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)

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 11/30/22; 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)

Peggy Dusablon thank the Supervisor and for Supervisor Bartulovich always being available to answer questions.

Dennis Habig- questioned the fire escrow for the township and the time frame.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:05 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, February 6th, at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Wednesday, January 18th, at 6:30 p.m. at the Municipal Building.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, January 23rd, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS