

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

AGENDA

March 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: to be held at 6:00 p.m. to discuss personnel & potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON FEBRUARY 6, 2023

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

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

2) SPECIAL BOS MEETING ON FEBRUARY 24, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from FEBRUARY 24, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) **LAKE HARMONY RESCUE SUBMITTED A THANK YOU LETTER FOR THE DONATION FROM PFT (NO MOTION)**

2) **RESIDENT REQUESTING FREE REPLACEMENT FOR LOST GARBAGE PERMIT**
MOTION made by Supervisor _____, Second by Supervisor _____

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

3) **LETTER OF CONCERN FROM TOWNSHIP RESIDENT**

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2023)

Township General Fund:	\$ 2,125,279.05	State Liquid Fuels Fund:	\$ 668.37
Sanitation Fund:	\$ 393,186.62	Payroll:	\$ 4,411.97
Septic Fund:	\$ 340,255.12	Debit Card	\$ 4,311.82
SALDO:	\$ 376,456.06	Fire Escrow:	\$ 20,220.75
Rent:	\$ 123.31	American Rescue	\$ 517,527.08
TOTAL:			\$3,782,440.15

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2023)

Account Ending: #1841 -	\$ 3,641,603.80	(3 month CD)
#5851 -	\$ 260,588.30	(6 month CD)
#1301 -	\$ 2,051,977.50	(13 month CD)
TOTAL:	\$ 5,954,169.60	

TOTAL FUNDS ON DEPOSIT: \$ 9,736,609.75

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

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

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

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

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) **RATIFY TO APPOINT BIA AS ALTERNATE SEO FOR LUKE EGGERT**

Luke Eggert, PFT SEO from Hanover Engineering is requesting the appointment of BIA to assist with his property located in PFT.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Philip Sneibel, SEO from Barry Isett as an alternate to assist with conflict-of-interest matters.

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

2) ADOPT RESOLUTION NO. 5 OF 2023- ESTABLISH A POLICY FOR DISPOSAL OF PERSONAL PROPERTY OF PFT

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT RESOLUTION NO. 5 OF 2023- Establish A Policy for Disposal of Personal Property of PFT.

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

3) PURCHASE RECHARGEABLE FLASHLIGHTS

MOTION made by Supervisor _____, Second by Supervisor _____

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

4) AWARD BID: TRANSFER STATION RAMP & RETAINING WALL

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the BID from _____ for the amount of \$ _____ for the Transfer Station Ramp & Retaining Wall project.

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

5) AUTHORIZATION OF WORK: CAMERA INVESTIGATION

Barry Isett provided scope of Engineering Services to investigate the existing 18" HDPE pipe on the Penn Forest Transfer Site. Fee for design, lump sum of \$750.00.

MOTION made by Supervisor _____, Second by Supervisor _____

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) NATURAL LANDS- ZONING & SALDO PRESENTATION / DISCUSSION- ANN HUTCHINSON

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) RATIFY UNDERDOG PROPOSAL FIREWALL & SWITCH FOR PARK

(1) USG Flex 50 \$243.05 & (1) 8 Port Switch; Total cost \$510.42.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase of the Firewall and Switch for the park, total cost of \$510.42.

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

3) 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_____

G. PFT PARK AND RECREATION

1) JIM THORPE YOUTH SOCCER - FIELD PAINT REQUEST

Approval request for up-to \$1,000.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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_____

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR FEBRUARY 2023

TRANSFER STATION -

1) BULK AMOUNT for FEBRUARY 2023---\$491.00 Year to Date Total: \$1,065.00

2021-2022 Residential Permit	(3)	321.43
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(2)	273.60
2023 Residential Permit	(75)	<u>10,028.58</u>
TOTAL DEPOSITS		<u>\$11,114.61</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 39 Responded: 39 Total Hours: 26 hrs.

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

DOM N ALI LAND DEVELOPMENT - TIME EXTENSION LETTER

Authorization to permit an extension until June 10, 2023.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Dom n Ali Land Development time extension until June 10, 2023.

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, April 3rd, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, March 15th, at 6:30 p.m. at the Municipal Building.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 27th, at 6:00 p.m. (If needed)***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS