

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

**AMENDED**  
**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
<b>TOTAL:</b>			<b>\$3,782,440.15</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,954,169.60</b>	

**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\_\_\_\_\_

**F. 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\_\_\_\_\_

**G. 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.

**Zoning & Septic Requests: Submitted: 37 Responded: 37**

**H. 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**\_\_\_\_\_

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

**AMENDED TO ADD:** Found out about the sink hole on Transfer Station Road today.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to amend the agenda to add Road Pipe Purchase.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to purchase 60feet, 18inch pipe for sinkhole repair, up-to \$1,500.00.

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

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

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

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