

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

**SPECIAL MEETING
MINUTES
TUESDAY, MARCH 14, 2023**

The Special 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 Roger Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Roger Meckes called the meeting to order at 10:30 a.m.; Roll Call by Township Secretary

Members:	Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor
Solicitor:	Thomas S. Nanovic---Solicitor (absent)
Office Staff:	Dana Vitale---Twp. Secretary

A) ACCEPT RESIGNATION FROM TOWNSHIP EMPLOYEE- HEATHER SABA

Heather Saba submitted her resignation on March 8, 2023, last day of work to be March 24, 2023.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to ACCEPT with regret resignation from Heather Saba, Administrative Assistant #2, effective March 24, 2023.

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

B) ADVERTISE FULL-TIME ADMINISTRATIVE ASSISTANT #2

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to ADVERTISE for Full-time Administrative Assistant #2, rate of \$20.50 p/hr.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to ACCEPT the 2023 Union Contract with Penn Forest Township and Teamster Local 773, effective 1/18/2023.

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

D) REQUEST FROM THOMAS LAGER-ST. MARK'S & ST. JOHN'S EPISCOPAL CHURCH- PFT FIRE POLICE-TRAFFIC CONTROL

Race Street Run in Jim Thorpe on Saturday, June 24, 2023 from 8:00 a.m.-10:30 a.m.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE the request for PFT Fire Police for traffic control at the Race Street Run on 6/24 from 8-10:30 a.m.

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

E) PUBLIC COMMENTS

Judith Knappenberger- expressed her sadness with the resignation of Heather Saba. She was a good employee; all of the Township staff are good employees. The employees are the backbone of the Township.

AMENDED TO ADD:

Supervisor Holland realized the urgency to have the on-line computer set-up in Municipal Lobby prior to the next BOS meeting.

MOTION made by Supervisor Holland, Second by Supervisor Lignore, to amend the agenda to add a budget for the Computer set up in the Municipal lobby.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to budget up-to \$400.00 to get material for Kiosk in Municipal Lobby.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 10:40 P.M.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to adjourn the meeting.

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

Supervisors called an Executive Session at 10:40 a.m. to discuss employee issues.

**DANA VITALE
SECRETARY
PENN FOREST TOWNSHIP**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS
PENN FOREST TOWNSHIP**