

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

MEETING MINUTES

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 (absent) Patrick Holland, Supervisor James Denier, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: was held from 6:00-7:00p.m. to discuss personnel & potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON FEBRUARY 6, 2023

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

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

2) SPECIAL BOS MEETING ON FEBRUARY 24, 2023

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

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

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 Bartulovich, Second by Supervisor Holland to deny the request for a free replacement garbage permit.

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

- 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 Bartulovich, Second by Supervisor Holland to accept Treasurer’s Report for FEBRUARY 2023 (Subject to Audit).

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

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

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

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

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 Bartulovich, Second by Supervisor Holland to APPOINT Philip Sneibel, SEO from Barry Isett as an alternate to assist with conflict-of-interest matters.

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

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

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

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

3) PURCHASE RECHARGEABLE FLASHLIGHTS

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to purchase (5) rechargeable flashlights, up-to \$1,000.00.

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

4) AWARD BID: TRANSFER STATION RAMP & RETAINING WALL

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the BID from Bruce George for the amount of \$455,138.86 for the Transfer Station Ramp & Retaining Wall project.

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

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 Bartulovich, Second by Supervisor Meckes to ACCEPT Camera Proposal from BIA-\$750.00 lump sum.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

Ann Hutchinson from Natural Lands presented to the Board observations and suggestions on conserving the forests, wetlands and streams that traverse the Township.

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

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

3) DISCUSSION: ADD ADDITIONAL CODE ENFORCEMENT OFFICER & EDUCATION/CERTIFICATION FOR ALL CODE OFFICERS AS ZONING OFFICERS

TABLED UNTIL NEXT MONTH TO RUN THE NUMBERS

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 Bartulovich, Second by Supervisor Meckes to APPROVE the request for Field Paint for JTYS, up-to \$1,000.00.

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

2) CELEBRATION FIREWORKS DISPLAY AGREEMENT & INVOICE

Performance date 7/8/23; Contract amount \$10,000.00 deposit \$5,000.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to table until next month for contract review.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR FEBRUARY 2023

In the last two weeks we have been called out by the State Police for trees down, when roadcrew arrived the trees were gone this happened 2 times. 2 trucks are down. Working on the new salt shed. Couple of nuisance storms the guys are doing trash pickup. Construction is going to be happening at the Transfer Station with the new Ramp/Retaining Wall.

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. Philip Prout from BIA reviewed the Zoning Report.

DOM N ALI LAND DEVELOPMENT - TIME EXTENSION LETTER

Authorization to permit an extension until June 10, 2023.

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

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

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

Jim Mannix- discussed with the BOS the on-going feral cat problem within Towamensing Trails and discussed the possibility of incorporating an Ordinance to eliminate the amount of cats someone can have or to the feeding of the cats. The BOS discussed the possibility of trapping them. The BOS expressed the Ordinance could not be in-forced. Judy Knappenberger suggested reaching out to Donna Crumb. Holly Rivera stated there is a non-profit that will trap them.

Mike Craver- discussed with BOS and Township Solicitor regarding his property on Hiawatha in Mount Pocahontas his outstanding garbage bill received. The invoice for garbage had years that he did not own the property therefore he was a requesting the BOS waive the garbage fees for those years. A “No Lien Letter” was not obtained from the settlement company. He purchased the home for an Estate Sale. The Supervisor’s and Solicitor discussed this is not a fault of the Township. The Supervisor’s discussed he could inquiry through his Settlement Attorney.

Seth Isenburg- The Journal Newspaper-regarding Atlantic Wind. Township Solicitor discussed, The ZHB was asked to make findings of fact and judge creditability of witness. The Commonwealth court said in their prior decision they did not say who was/was not credible. The ZHB made finding of fact for who was credible.

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 on Transfer Station Road.

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 9:12 P.M.

MOTION to adjourn meeting by Supervisor Bartulovich, Second by Supervisor Holland

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

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