

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

AGENDA

May 1, 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. MEETING MINUTES:

1) REGULAR BOS MEETING ON APRIL 3, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from APRIL 3, 2023.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) JIM THORPE ROTARY DONATION REQUEST-26TH ANNUAL SUMMER RECREATION PROGRAM-AVAILABLE FREE OF CHARGE, GRADES 1ST TO 5TH OF JTSD

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) TEMPLE UNIVERSITY COLLEGE OF PUBLIC HEALTH- REQUEST TO POST STUDY ON TWP. SOCIAL MEDIA

MOTION made by Supervisor _____, Second by Supervisor _____

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

C. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 4/30/2023)

Township General Fund:	\$2,265,053.32	State Liquid Fuels Fund:	\$278,479.52
Sanitation Fund:	345,497.04	Payroll:	5,550.29
Septic Fund:	355,453.80	Debit Card	3,148.45
SALDO:	377,324.81	Fire Escrow:	20,220.75
Capital Reserve	513,752.08	Rent	147.52
		American Rescue	473.15
TOTAL:			\$4,165,100.73

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 4/30/2023)

Account Ending: #1841 -	\$ 3,650,599.06	(3 month CD)
#5851 -	\$ 261,287.96	(6 month CD)
#1301 -	\$ 2,052,309.20	(13 month CD)
TOTAL:	\$ 5,964,196.22	

TOTAL FUNDS ON DEPOSIT: \$ 10,129,296.95P

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for APRIL 2023 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR APRIL 2023

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

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

D. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) DONATION REQUEST- CAMP EVERGREEN PRESENTATION

Camp Evergreen, weekend-long camping experience for girls 6-18 years of age.

MOTION made by Supervisor _____, Second by Supervisor _____

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) ADOPT RESOLUTION NO.6 OF 2023- SEWAGE SLUDGE

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Resolution No. 6 of 2023-Sewage Sludge.

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

2) ADOPT RESOLUTION NO. 7 OF 2023- GREG LOFTUS- FIRE ENFORCEMENT OFFICER

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Resolution No. 7 of 2023 appointing Greg Loftus as Fire Code Enforcement Officer.

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

3) RATIFY THE MOTION- ATLANTIC WIND - NOTICE OF INTERVENTION

Notice of appeal was filed to a new docket.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the approval of the Notice of Intervention regarding Atlantic Wind.

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

4) TRANSFER STATION RAMP & RETAINING WALL- CHANGE ORDER

Strata Sleeve-It System for fence post, total change order \$3,200.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the change order for the use of the Strata Sleeve-It System for the fence post at the Transfer Station, total \$3,200.00.

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

5) RENT SUBGRINDER FOR STUMP REMOVAL

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

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

6) SEWAGE COMPLAINT FILING - 51 MILTON WAY

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the filing of the sewage complaint for 51 Milton Way.

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

**7) WELL ISOLATION DISTANCE EXEMPTION REQUEST – 100 FOOT REQUIREMENT
DAVID J. LINDENMUTH, 163 WEILER ROAD, ALBRIGHSTVILLE**

The proposed elevated sand mound will only be 87' from the existing inground absorption bed.

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

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

8) REPLACE PIPE CROSSING OLD STAGE & PENN FOREST TRAIL

MOTION made by Supervisor _____, Second by Supervisor _____ to replace pipe crossing Old Stage & Penn Forest Trail, cost up to \$1,500.00.

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

9) DISCUSSION: PURCHASE PRESSURE WASHER FOR MAINTENANCE SHOP

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

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

10) ALL-POINTS DRAINAGE IMPROVEMENTS- SMITH ROAD- SURVEY

Total cost \$1,000.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ BIA to perform survey for All-Points drainage improvements, cost of \$1,000.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) MUNICIPAL BUILDING- LOWER-LEVEL RENOVATION

To create additional office space the following will be required. Server rack, paint, ceiling tile, electrical relocation, data cable drops, additional electrical outlet. Cost up to 25,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Municipal lower-level renovations and supplies up to \$25,000.00.

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

2) ZONING/SALDO ORDINANCE UPDATES- NATURAL LANDS - letter of interest for mini grant \$10,000.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ submitting a letter of interest to Audubon PA for the William Penn mini-grant for the Natural Lands updates.

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

3) ZONING/SALDO ORDINANCE UPDATES- NATURAL LANDS/SARCINELLO- Agreement Total project cost \$29,930, Mini-grant \$10,000. PFT cost \$19,930.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ and sign the proposal from Sarcinello Planning & GIS Services for the preparation of amendments to the PFT Zoning Ordinance and SALDO.

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

4) TOWNSHIP SECRETARY ATTEND SECRETARY/ADMINISTRATOR SUMMIT- 6/12/23

PSATS- Boalsburg PA, 9:30-4:00, cost of \$125.00 including reimbursement of mileage and hotel.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Township Secretary to attend the PSATS Secretary/Administrator Summit on 6/12/23; cost \$125.00 including reimbursement of mileage and hotel.

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

5) HIRE CODE ENFORCEMENT OFFICER - JOSHUA KASE

MOTION made by Supervisor _____, Second by Supervisor _____ to hire _____ as Full-time Code Enforcement Officer, rate of \$22.00.

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

6) HIRE ADMINISTRATIVE ASSISTANT #2- CHEYENNE CALVO ROBERTS

MOTION made by Supervisor _____, Second by Supervisor _____ to hire _____ as Full-time Administrative #2, rate of \$20.50.

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

7) NEW CODE ENFORCEMENT OFFICER CLOTHING & SUPPLIES

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the purchase of clothing & supplies for the new Code Enforcement Officer, cost up to \$500.00.

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

F. PFT PARK AND RECREATION

1) PALLET LINE CHALK - BASEBALL & SOFTBALL FIELD

MOTION made by Supervisor _____, Second by Supervisor _____

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

2) DISCUSSION: FOOD VENDORS FOR PROFIT

MOTION made by Supervisor _____, Second by Supervisor _____

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

3) CARBON AMATEUR RADIO CLUB (CARC)- RADIO COMMUNICATION

Larry Dusablon is requesting permission to use the Park Pavilion for the Radio Club, June 24th & 25th.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the CARC to utilize the Park Pavilion on June 24th & June 25th.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR APRIL 2023

TRANSFER STATION -

1) BULK AMOUNT for APRIL 2023---\$688.00 Year to Date Total: \$2,429.00

2021-2022 Residential Permit	(2)	300.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(3)	348.48
2023 Residential Permit	(22)	<u>3,278.57</u>
	TOTAL DEPOSITS	<u>\$4,615.05</u>

2) ADMINISTRATIVE REPORTS -

**A) RIGHT-TO-KNOW REQUESTS FOR APRIL 2023-
Administrative & Financial Requests: (See Attached List)**

Submitted: 37 Responded: 37 Total Hours: 22.25 hrs.

Zoning & Septic Requests: Submitted: 28 Responded: 28

H. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for APRIL 2023.

I. 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, June 5th, at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Wednesday, May 17th, at 6:30 p.m. at the park.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, May 22nd, at 6:00 p.m. (If needed)***
- 4) ***The Township Building will be closed on Monday, May 29th, in observance of Memorial Day Holiday. The Transfer Station will be closed.***

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**