

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

MEETING MINUTES

April 3, 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: was held from 6:00-7:00 p.m. to discuss personnel.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MARCH 6, 2023

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

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

2) SPECIAL BOS MEETING ON MARCH 14, 2023

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Special Meeting Minutes from MARCH 14, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) BRANDON FOGAL PRESENTATION - RESOLUTION - SEWAGE SLUDGE

Brandon Fogal, Save Carbon County- presented to the board regarding the application of sewage sludge and the quest to have local townships sign a resolution to regulate the usage as fertilizer.

2) RESIDENT REQUESTING FREE REPLACEMENT - GARBAGE PERMIT

MOTION made by Supervisor Meckes, Second by Supervisor Holland to deny the request for free replacement garbage permit.

ROLL CALL: RM-yes; CB-yes; SL-no; PH-yes; JD-yes **MOTION PASSED**

3) RESIDENT REQUESTING REFUND - GARBAGE PERMIT

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to deny the request for a refund.

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

4) RESIDENT REQUESTING LATE FEE REMOVAL- GARBAGE PERMIT

MOTION made by Supervisor Holland, Second by Supervisor Lignore to deny the request for removal of the late fee for the garbage permit.

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

5) RATIFY 903 OVER MUD RUN FUNDING LETTER OF SUPPORT

Letter of support request from NEPA for funding to replace the 903 over Mud Run Bridge.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to RATIFY the motion to send a letter of support to Congresswoman Susan Wild for funding to replace the 903 over Mud Run Bridge.

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

6) DONATION REQUEST- CAMP EVERGREEN

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, to table until someone from the organization can give a presentation.

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

7) DONATION REQUEST - PENN KIDDER LIBRARY

Penn Kidder is requesting the budgeted donation of \$10,000.00.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to RELEASE the \$10,000.00 budgeted donation funds for Penn Kidder Library.

ROLL CALL: RM-yes; CB-yes; SL-no; PH-yes; JD-yes **MOTION PASSED**

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2023)

Township General Fund:	\$2,247,404.37	State Liquid Fuels Fund:	\$277,600.10
Sanitation Fund:	358,753.46	Payroll:	1,786.42
Septic Fund:	342,303.80	Debit Card	2,648.58
SALDO:	377,324.81	Fire Escrow:	20,220.75
Capital Reserve	512,390.66	Rent	138.38
		American Rescue	367.26
TOTAL:			\$4,140,938.59

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2023)

Account Ending: #1841 -	\$ 3,650,599.06	(3 month CD)
#5851 -	\$ 261,287.96	(6 month CD)
#1301 -	\$ 2,052,134.91	(13 month CD)
TOTAL:	\$ 5,964,021.93	
TOTAL FUNDS ON DEPOSIT:		\$ 10,104,960.52

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer’s Report for MARCH 2023 (Subject to Audit).

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to pay the bills for MARCH 2023.

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

E. OLD BUSINESS:

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier advertise for additional Full Time Code Enforcement Officer/Zoning Officer, rate of \$22.00 p/hr.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to pay for the Course & Certification for both Code Officers as Zoning Officers including any necessary Hotel & Mileage expenses, up-to \$500.00 each for continuing education for both.

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

Eileen Rugh- made a comment regarding the hiring of an additional Code Enforcement Officer for which this could be a prudent to keep the money in the township and become independent.

Judy Knappenberger- Questioned the Supervisors regarding the purchasing of an additional vehicle. Supervisors replied not at the point in time. She also commented on whether or not the township would require the new hire to be required to be employed by the township for a specific amount of time. Supervisor stated he would not be in favor. Supervisor discussed the hours of the Code Enforcement Officer.

2) CELEBRATION FIREWORKS DISPLAY AGREEMENT & INVOICE

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to ACCEPT Celebration Fireworks Agreement & deposit invoice of \$5,000.00, pending they sign agreement prepared by Tom Nanovic is returned and included with exhibit A.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-no; JD-yes **MOTION PASSED**

Shannon Meckes- questioned the Supervisor as to how this is beneficial to the Township to spend \$10,000.00 on fireworks. **Stacy Venetos** expressed his concerns about money being spent. Supervisors discussed the Park Committee was approached to doing something.

3) PENN FOREST VOLUNTEER FIRE COMPANY NO. 2 - PFT AGREEMENT

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept & sign PFT Truck Agreement with Volunteer Fire Co. #2.

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) RATIFY ACCEPTANCE OF RESIGNATION FROM TOWNSHIP EMPLOYEE

Don Fisher, Township Laborer submitted his resignation on March 21, 2023, last day of work to be March 31, 2023.

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to RATIFY acceptance of resignation from Don Fisher, Township Laborer, was effective March 31, 2023.

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

2) BIRD NETTING-SALT SHED MAINTENANCE SHOP

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the proposal from K-Net, cost up-to \$1,500.00.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-no; JD-yes **MOTION PASSED**

Seth Isenberg- stated it is the school districts responsibility.

3) DISCUSSION: BELTZVILLE LAKE ESTATES-SCHOOL BUS AHEAD STOP SIGNS

Request to purchase/install School Bus Stop Ahead signs on Township Road.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to TABLE until we hear back from BCL.

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

- 4) **RECLASSIFY TRANSFER STATION LABORER FROM PART-TIME TO FULL-TIME**
Richard Beers, Part-time Transfer Station Laborer is interested in the Full-Time Laborer position.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to RECLASSIFY Richard Beers from Part Time Laborer to Full Time Laborer, Rate \$19.00, Effective 4/3/23.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

- 1) **PSATS 2023 PAAZO SPRING SEMINAR- 4/23/23 HERSHEY LODGE**
Authorize Greg Loftus, Code Enforcement Officer to attend the seminar on 4/23 at Hershey Lodge 9am -3:30pm; member cost \$125.00.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AUTHORIZE Greg Loftus, Code Enforcement Officer attend the seminar on 4/23 in Hershey, total cost of \$125.00.

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

- 2) **LAURA MATZ, TOWNSHIP TREASURER- CGFM CERTIFICATION-**
Approval and Reimbursement for Laura Matz. Membership \$110.00, Application \$23.00, Books \$108.98. total cost \$241.98.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to APPROVE the CGFM Certification for Township Treasurer, Laura Matz, total cost \$241.98 and reimbursement of \$133.00 for application & membership dues.

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

G. PFT PARK AND RECREATION

- 1) **PENN FOREST PATRIOTS - SOFTBALL FUNDRAISER TOURNAMENT REQUEST**
April 29, 2023, use of the Softball Field and Concession stand, 4-5 teams, 35-45 girls.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the Penn Forest Patriots Softball request for April 29, 2023.

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

Judy Knappenberger- questioned regarding the application of the grass seed. Supervisor stated it has not yet been applied.

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2023

The ramp project starting very shortly at the Transfer Station keep aware of construction. Truck back, internal transmission problem repair was under warranty. We had some late snow. Everything else is going well.

Judy Knappenberger- questioned which roads will be paved this year and meeting with John Davis. Roadmaster will have the plan completed hopefully by next month.

Shannon Meckes- questioned regarding the patching hole product can be used that would hold it better. The supervisor discussed getting a hot tar buggy to fill holes.

TRANSFER STATION -

1) BULK AMOUNT for MARCH 2023---\$557.00 Year to Date Total: \$1,622.00

2021-2022 Residential Permit	(7)	921.43
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(7)	875.52
2023 Residential Permit	(36)	4,714.29
	TOTAL DEPOSITS	<u>\$7,068.24</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 46 Responded: 46 Total Hours: 25 hrs.

Zoning & Septic Requests: Submitted: 42 Responded: 42

I. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for MARCH 2023. Amanda Heist reviewed the Zoning Report.

JANY LOT CONSOLIDATION-TOWAMENSING TRAILS (22A-51-C1224 &C1225) NEW LOT C1224A

a) MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to GRANT SALDO waiver requests **333.15** (contour lines shown); **333.31**(all trees of 8 inches or greater in size); **331** (scale)

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

b) MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer’s letter of March 20, 2023; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

PAXTON LOT JOINDER-TOWAMENSING TRAILS (22A-51-EV51 &EV52)
NEW LOT EV52A

- a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to GRANT SALDO waiver requests **333.31** (all trees of 8 inches or greater in size)

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

- b) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to conditionally APPROVE the final **plan** subject to addressing the remaining comments from engineer's letter of March 23, 2023; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

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

Peggy Dusablon- questioned the parking spaces for STR properties and who should be contacted regarding these issues. Code Enforcement Officer stated security could contact him. Peggy questioned regarding the Food Truck Lease and the truck being parked.

Eileen Rugh- Questioned regarding the parking spaces for STR property and the measurement and the process if the spaces are correct. The Supervisor stated in will be on the permit and updated as we have issues. Eileen questioned the presentation with Natural Lands.

Ron Woytowich- discussed the sewage pumping issue with a property and the possibility of requiring all residents to have their septic pumped every 3 years. He also discussed the problem with Cats and trapping process. Attorney Nanovic discussed that Notice of Violation have been sent regarding the property pumping sewage into their yard.

Judy Knappenberger- stated there is a place in Palmerton that will trap and take the cats. Questioned regarding the payment for camera replacement at the park. Supervisor discussed we are waiting for payment if not yet received. Judy questioned regarding the replacement of Administrative Assistant. Supervisor stated work in progress, has performed many interviews.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:03 P.M.

MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Lignore

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

REMINDERS:

- 1) ***The Next Regular Board of Supervisors Meeting will be held Monday, May 1st, at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Wednesday, April 19th, at 6:30 p.m. at the park.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, April 24th, at 6:00 p.m. (If needed)***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS