

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

**AGENDA**

**July 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. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON JUNE 5, 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JUNE 5, 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) LOWER TOWAMENSING TOWNSHIP- FIRE POLICE SERVICE REQUEST- CARBON COUNTY FAIR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Fire Police Service to assist with traffic control at the Carbon County Fair 8/7 through 8/12

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**2) JIM THROPE BOROUGH AND JIM THORPE POLICE DEPT.- FIRE POLICE SERVICE REQUEST - IRON RAMBLES EXCURSIONS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Fire Police Service to assist with traffic control at the Iron Rambles Excursions 7/1, 8/13 & 9/2 as well as 4 weekends in October 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**3) FREE GARBAGE PERMIT REPLACEMENT REQUEST (SEE ATTACHED)**

**4) PATRIOT ENVIRONMENTAL MANAGEMENT- REMEDIAL SUMMARY LETTER- FUEL OIL TRUCK ACCIDENT-DRAKES CREEK ROAD (NO MOTION)**

**5) DRAFT INDEPENDENT AUDITOR'S REPORT OF 2022 FINANCIAL STATEMENTS**

Township CPA, Zelenkofske Axelrod submitted the draft Independent Auditor's Report.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the 2022 Independent Auditor's Report submitted by Zelenkofske Axelrod.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**6) ST. MARK'S AND ST. JOHN'S EPISCOPAL CHURCH- THANK YOU LETTER FIRE POLICE USAGE AT THE RACE STREET RUN (NO MOTION)**

**C. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/30/2023)**

Township General Fund:	\$2,621,330.25	State Liquid Fuels Fund:	\$280,263.34
Sanitation Fund:	292,336.00	Payroll:	25,920.69
Septic Fund:	359,229.71	Debit Card	3,904.17
SALDO:	305,875.95	Fire Escrow:	0.00
Capital Reserve	517,042.95	Rent	172.15
		American Rescue	0.00
<b>TOTAL:</b>			<b>\$4,406,075.21</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/30/2023)**

Account Ending: #1841 -	\$ 3,680,308.15	(3 month CD)
#5851 -	\$ 262,818.55	(6 month CD)
#1301 -	\$ 2,052,652.20	(13 month CD)
<b>TOTAL:</b>	<b>\$ 5,995,778.90</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,401,854.11**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for JUNE 2023 (Subject to Audit).

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JUNE 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**D. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) TRANSFER STATION SALT STORAGE PROJECT - PAYMENT RELEASE #4**

The Township Engineer reviewed and approved the payment release of **\$23,670.99** to Dutchman Contracting, LLC for the Transfer Station Salt Shed Project, leaving a total balance of \$1,749.71.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ payment release #4 in the amount of **\$23,670.99** to Dutchman Contracting, LLC for the Transfer Station Salt Shed Project.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**2) DISCUSSION: TREE TRIMMING ON TOWNSHIP ROADS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**3) TRANSFER STATION RAMP & RETAINING WALL CHANGE ORDER #2- REINFORCING/PROTECTION OF THE RETAINING WALL – COST INCREASE \$13,320.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Change Order #2 for reinforcing and protection of the retaining wall. Increase cost of \$13.320.00

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**4) PAVE SHOULDER- STONY MOUNTAIN ROAD BY ROUTE 903- SHIFFER BITUMINOUS QUOTE**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Quote from Shiffer Bituminous \$\_\_\_\_\_ for paving on Stony Mountain.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**5) 22A-51-EV1052(4 VEGA MEWS, TT) WELL ISOLATION EXEMPTION- HOLD HARMLESS AGREEMENT- 100' ISOLATION DISTANCE**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ conditional approval based on signing the Hold Harmless Agreement and the Township receipt of the Hydrologic Study.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**E. PFT PARK AND RECREATION**

**1) PAVILION/UPPER FIELD REQUEST - BIRTHDAY PARTY**

Birthday Party to be held on July 7, 2023, for a movie night after dusk with their equipment.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the request to utilize the Pavilion/Upper Field request on July 7, 2023, at the park after dusk.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD \_\_\_\_ **MOTION**\_\_\_\_\_

**F. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JUNE 2023**

**TRANSFER STATION -**

**1) BULK AMOUNT for JUNE 2023---\$1,045.00 Year to Date Total: \$4,335.00**

2021-2022 Residential Permit	(3)	450.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(5)	411.84
2023 Residential Permit	(9)	<u>1,221.43</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$3,128.27</u></b>

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR JUNE 2023-**

**Administrative & Financial Requests: (See Attached List)**

**Submitted: 46 Responded: 46 Total Hours: 37.5 hrs.**

**Zoning & Septic Requests: Submitted: 38 Responded: 38**

**G. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for JUNE 2023.**

**H. 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, August 7<sup>th</sup> , at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, July 19<sup>th</sup> , at 6:30 p.m. at the park.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, July 24<sup>th</sup> , at 6:00 p.m. (If needed)***
- 4) *Penn Forest Township Municipal Building will be closed on Tuesday, July 4<sup>th</sup> for the holiday. Transfer Station is closed.***

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

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