

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

AGENDA

June 5, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: To be held at 6:15 p.m. to discuss personnel.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MAY 1, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from MAY 1, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) RESIDENT SUBMITTED LETTER/INFORMATION REGARDING FERAL CATS

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/31/2023)

Township General Fund:	\$2,470,509.44	State Liquid Fuels Fund:	\$279,354.63
Sanitation Fund:	322,671.55	Payroll:	28,707.74
Septic Fund:	357,928.31	Debit Card	3,960.36
SALDO:	305,584.70	Fire Escrow:	20,220.75
Capital Reserve	515,366.53	Rent	160.46
		American Rescue	0.00
TOTAL:			\$4,304,464.47

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/31/2023)

Account Ending: #1841 -	\$ 3,670,270.71	(3 month CD)
#5851 -	\$ 262,818.55	(6 month CD)
#1301 -	\$ 2,052,477.88	(13 month CD)
TOTAL:	\$ 5,985,567.14	

TOTAL FUNDS ON DEPOSIT: \$ 10,290,031.61

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

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

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

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

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

E. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) **DISCUSSION: PURCHASE PRESSURE WASHER FOR MAINTENANCE SHOP**

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) **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**_____

2) **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, contingent upon the proposed Addendum to the agreement being signed by Sarcinello.

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) **AWARD BID: 2023 ROAD IMPROVEMENTS**

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the BID from _____ in the amount of \$ _____ for the 2023 Road Improvements Project.

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

2) **DOLLAR GENERAL (ALBRIGHTSVILLE, ROUTE 534 & OLD STAGE) FINAL INSPECTION OF SITE WORK- BOND RELEASE** -Engineer approved the release of

\$235,600.00 leaving \$4,400.00 in escrow to cover the remaining landscaping and erosion control items.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the release of **\$235,600.00** in site improvements bonding, leaving **\$4,400.00** in escrow to cover the remaining landscaping and erosion control items.

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

3) **DISCUSSION: TOWNSHIP BUSINESS CARDS**

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

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

4) **SHIFFER BITUMINOUS QUOTE- BLACK TOP PATCHING- 4 PIPE CROSSINGS**

(1) at the Transfer Station, (2) on Old Stage & (1) driveway on Old Stage. Total cost \$3,000.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the black top patching quote from Shiffer Bituminous, total cost \$3,000.00.

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

5) **TRANSFER STATION TRENCH DRAIN PROJECT- FINAL PAYMENT RELEASE #3**

Payment release \$10,835.45 (see Engineer review letter)

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ **\$10,835.45** final payment release #3 to Kobalt Construction.

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

6) PURCHASE FILE CABINETS FOR MUNICIPAL FILE ROOM

(4) 4 Drawer 42/wd \$578.12; (9) 4 Drawer 25/dp \$188.15, total cost \$4,005.83

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

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

7) RATIFY THE MOTION: COUNTRY JUNCTION LIFT RENTAL- ONE ADDITIONAL DAY

Total cost \$450.00

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the rental for one additional day, total cost \$450.00,

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

8) WORKING FOREMAN FREE PHONE WITH PLAN

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ phone for Working Foreman with plan \$39.00 p/mth. hot spot \$49.99.

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

9) PURCHASE CONCRETE FOR MAINTENANCE BUILDING

Rockhill Concrete \$984.46; Pocono Transcrete \$1,037

MOTION made by Supervisor _____, Second by Supervisor _____ to ACCEPT quote from _____ for total cost of \$_____.

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

10) PURCHASE CONCRETE FOR MAINTENANCE BUILDING FLOOR

Forest Inn Masonry, up to \$480.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the concrete purchase from Forest Inn Masonry, cost up to \$480.00.

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

11) RATIFY THE MOTION: PURCHASE SHAFT PART FOR FLAIL MOWER

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) NEW CODE ENFORCEMENT OFFICER- FREE PHONE WITH PLAN

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ phone for new Code Enforcement Officer with plan \$39.00 per mth. hot spot \$49.99.

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

2) CODE ENFORCEMENT OFFICE COMPUTERS

Underdog Quote- (4) Monitors (1) Laptop (1) Docking Station, total cost \$2,548.76.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from Underdog for Code Enforcement Computers, total cost \$2,548.76.

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

JIM DENIER, SUPERVISOR

1) TRACKING DEVICE FOR TOWNSHIP VECHICLES

Free Dashcam, monthly fee \$39.25

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

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

G. PFT PARK AND RECREATION

1) ELECTRONIC MESSAGE CENTER PROPOSAL (see attached)

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

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

2) FOOD LICENSE AGREEMENT- NON-TRUCK FOOD VENDORS PREPARED BY ATTORNEY NANOVIC

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

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

3) WB ELECTRIC QUOTE- (2) BATHROOM FIXTURES

(1) Inside Ladies (1) Outside Mens, total cost \$470.99

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from WB Electric to replace (2) bathroom fixture in the park bathrooms. Total cost \$470.99

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2023

TRANSFER STATION -

1) BULK AMOUNT for MAY 2023---\$698.00 Year to Date Total: \$3,290.00

2021-2022 Residential Permit	(3)	450.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(5)	480.96
2023 Residential Permit	(15)	<u>2,185.71</u>
TOTAL DEPOSITS		<u>\$3,814.67</u>

2) ADMINISTRATIVE REPORTS –

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

Submitted: 30 Responded: 30 Total Hours: 20.25 hrs.

Zoning & Septic Requests: Submitted: 26 Responded: 26

I. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for MAY 2023.

DOM N ALI LAND DEVELOPMENT - TIME EXTENSION LETTER

Authorization to permit an extension until August 19, 2023.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Dom n Ali Land Development time extension until August 19, 2023.

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

J. 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, July 3rd, at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Wednesday, June 21st, at 6:30 p.m. at the park.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, June 26th, at 6:00 p.m. (If needed)***
- 4) ***Electronic Recycling will take place at the Transfer Station on Saturday, June 24th from 9:00 a.m. - 3:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.***

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**