

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

MEETING MINUTES

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 (absent)
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 Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from APRIL 3, 2023.

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

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 Holland, Second by Supervisor Denier to donate \$1,000.00 to the Jim Thorpe Rotary Summer Recreation Program.

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

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

MOTION made by Supervisor Holland, Second by Supervisor Lignore to allow Temple University College post on Township social media to reach out to the community.

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

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:		\$ 10,129,296.95

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

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

2) PAYMENT OF THE BILLS FOR APRIL 2023

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

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

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. Sue Urban, Mary Fox & Heather Moore presented to the board regarding Camp Evergreen.

MOTION made by Supervisor Holland, Second by Supervisor Lignore to donate \$1,000.00 to Camp Evergreen.

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ADOPT Resolution No. 6 of 2023-Sewage Sludge with Tom Nanovic's changes.

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

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

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

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

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

Notice of appeal was filed to a new docket.

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

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

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 Meckes, Second by Supervisor Holland to APPROVE 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-yes; CB-absent; SL-yes; PH-yes; JD-yes **MOTION PASSED**

5) RENT SUBGRINDER FOR STUMP REMOVAL

NO ACTION

6) SEWAGE COMPLAINT FILING - 51 MILTON WAY

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

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

**7) WELL ISOLATION DISTANCE EXEMPTION REQUEST – 100 FOOT REQUIRMENT
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 Meckes, Second by Supervisor Holland to APPROVE the Well Isolation Distance Exemption request for 163 Weiler Road subject to agreement with Tom Nanovic is signed.

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

8) REPLACE PIPE CROSSING OLD STAGE & PENN FOREST TRAIL

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

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

**9) DISCUSSION: PURCHASE PRESSURE WASHER FOR MAINTENANCE SHOP
TABLED UNTIL NEXT MONTH**

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

Total cost \$1,000.00

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

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

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 Denier, Second by Supervisor Lignore, to APPROVE Municipal Building lower-level renovations and supplies up to \$25,000.00.

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

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

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

**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 Meckes, Second by Supervisor Holland, to APPROVE 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-yes; CB-absent; SL-yes; PH-yes; JD-yes **MOTION PASSED**

5) HIRE CODE ENFORCEMENT OFFICER - JOSHUA KASE

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

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

6) HIRE ADMINISTRATIVE ASSISTANT #2- CHEYENNE CALVO ROBERTS

MOTION made by Supervisor Meckes, Second by Supervisor Denier to hire Cheyenne Calvo Roberts as Full-time Administrative #2, rate of \$20.50.

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

7) NEW CODE ENFORCEMENT OFFICER CLOTHING & SUPPLIES

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

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

F. PFT PARK AND RECREATION

1) PALLET LINE CHALK - BASEBALL & SOFTBALL FIELD

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to purchase from Marzens Hardware a Pallet of Line Chalk cost up to \$650.00.

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

2) DISCUSSION: FOOD VENDORS FOR PROFIT

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to have Tom Nanovic draft agreement for part time vendors to sell food products at the park. 12x12 limited to 4 spaces.

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

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

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

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

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

G. REPORTS:

ROGER MECKES, ROADMASTER
ROADMASTER REPORT FOR APRIL 2023

Mowing & weed whacking is starting to get busy. John Davis was here for the Road Paving Project. The Ramp/Retaining Wall Project at the Transfer Station will be starting very soon. Pothole patching has started.

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.

Philip Prout from BIA reviewed the Zoning Report.

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

PEGGY DUSABLON- discussed the section of the Zoning Ordinance regarding lighting/spotlight distance. Phil Prout suggested submitting a complaint to the Zoning Department. She questioned regarding the new rental program and the temporary license being released. She questioned the upcoming Municipal Election.

DENNIS HABIG- discussed the issue with the intersection on 903, Unionville & Transfer Station Road.

LARRY DUSABLON- discussed the Fire Safety at Towamensing Trails and building materials. Is the Township doing anything in our Ordinance that is required to use Fire Retardant material. The Supervisor stated we follow the UCC guidelines for Building.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:19 P.M.

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

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

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