

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

**MEETING MINUTES**

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.

<b>Members:</b>	<b>Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic (absent)</b>

**A. EXECUTIVE SESSION:** Was held from 6:15-7:10 p.m. to discuss personnel.

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON MAY 1, 2023**

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

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

**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
<b>TOTAL:</b>			<b>\$4,304,464.47</b>

**(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)
<b>TOTAL:</b>	<b>\$ 5,985,567.14</b>	

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

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

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

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

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

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

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

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

AG Industrial quote \$1,299. Tabled for better pricing.

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

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

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

**ROLL CALL:** RM-no; CB-yes; SL-abstain; PH-no; JD- yes **MOTION FAIL**  
**TABLED FOR ANOTHER PRESENTATION**

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept the BID from **H&K Inc. Group** in the amount of **\$692,200.99** for the 2023 Road Improvements Project.

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

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

3) **DISCUSSION: TOWNSHIP BUSINESS CARDS**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to **PURCHASE** 250 for Business Cards for each department, cost up to \$200.00.

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

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 Meckes, Second by Supervisor Holland to **APPROVE** the black top patching quote from Shiffer Bituminous, total cost \$3,000.00.

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

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

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

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

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

6) **PURCHASE FILE CABINETS FOR MUNICIPAL FILE ROOM**

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

**MOTION** made by Supervisor Denier, Second by Supervisor Bartulovich to **PURCHASE** File Cabinets as stated above, total cost \$4,005.83.

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

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

Total cost \$450.00

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to RATIFY the rental for one additional day, total cost \$450.00.

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

**8) WORKING FOREMAN FREE PHONE WITH PLAN**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to PURCHASE phone for Working Foreman with plan \$39.00 p/mth.

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

**9) PURCHASE CONCRETE FOR MAINTENANCE BUILDING**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to ACCEPT quote from Rockhill Concrete for total cost of \$984.46.

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

**10) PURCHASE CONCRETE FOR MAINTENANCE BUILDING FLOOR**

Forest Inn Masonry, up to \$480.00

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to RATIFY the part purchase for the Flail Mower, total cost \$783.00.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) NEW CODE ENFORCEMENT OFFICER- FREE PHONE WITH PLAN**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to PURCHASE phone for new Code Enforcement Officer with plan \$39.00 per mth.

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

**2) CODE ENFORCEMENT OFFICE COMPUTERS**

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

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

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

## **JIM DENIER, SUPERVISOR**

### **1) TRACKING DEVICE FOR TOWNSHIP VEHICLES**

Free Dashcam, monthly fee \$39.25

**MOTION** made by Supervisor Denier, Second by Supervisor Lignore to APPROVE with plan, monthly fee \$39.25 (5) Dashcams.

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

## **G. PFT PARK AND RECREATION**

### **1) ELECTRONIC MESSAGE CENTER PROPOSAL (see attached)**

#### **NO ACTION**

**Fire Co. #1-** voiced their concern and opinion about spending \$70,000.00 and stated they would be willing to allow the Township to utilize the Fire Co's electronic sign.

**Larry Dusablon-** what percentage of residents drive by the park.

**Todd Fox-** stated for the last 10 years the feedback has been the residents did not know about the events at the park.

**Judith Knappenberger-** discussed the issue with the sign on 903, led lights are too bright for the residents and the money being wasted. Why hasn't the playground been upgraded.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT monthly food license agreement prepared by Attorney Nanovic, with Tom Nanovic mandating (3 spots).

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

### **3) WB ELECTRIC QUOTE- (2) BATHROOM FIXTURES**

(1) Inside Ladies (1) Outside Men's, total cost \$470.99

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

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

The Supervisors discussed the water accumulation on the softball field and the infield mix issue. Netting was discussed to purchase for the Softball Field.

## **H. REPORTS:**

## ROGER MECKES, ROADMASTER

### ROADMASTER REPORT FOR MAY 2023

Mowing has stopped at the park because of no rain. Transfer Station new ramp project to start. 2023 Road Paving Project will be starting soon, completion date mid-August.

### 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>
<b>TOTAL DEPOSITS</b>		<b><u>\$3,814.67</u></b>

#### 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. Philip Prout reviewed the Zoning Report.

#### DOM N ALI LAND DEVELOPMENT - TIME EXTENSION LETTER

Authorization to permit an extension until August 19, 2023.

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

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

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

Jim Mannix- questioned the date on the pipe project on Old Stage & Penn Forest Trail. Supervisor stated should be the month of June.

Shawn McGill- paving of the road on Smith Road and the drainage issue in front of All Points. Township is working with Engineer to fix the drainage issue.

**Peggy Dusablon**- where STR complaints should be submitted. The supervisor replied submit on the OpenGov portal. They discussed the new on-line portals. Discussion regarding trespassing on private property and the liabilities.

**Stacy Venetos**- questioned if the SALDO applications will be on-line as well.

**Todd Fox**- discussed issue with dirt bike riders riding on the walking path and being wide open. Also, the issue with children riding the golf cart.

**Chairman Meckes**- discussed the new portal and the RTK request fees.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:05 P.M.**

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

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

**AMENDED TO ADD:**

**Reason for amendment: Received information at the Board Meeting.**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to purchase Netting for the Softball Field at the park. Total cost up-to \$600.00.

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

**Reason for amendment: Immediate need for Part-time employee as discussed in Executive Session.**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to advertise for (2) temporary part-time Transfer Station employees. \$19.00 p/hr.

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

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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