

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

**AGENDA**

**August 7, 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</b>

**LEHIGHTON AMBULANCE PRESENTATION**

**A. EXECUTIVE SESSION:** Held at 6:15 p.m. to discuss legal matters.

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON JULY 3, 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JULY 3, 2023.

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

**2) SPECIAL BOS MEETING ON JULY 12, 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Special Meeting Minutes from JULY 12, 2023.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) EAGLE SCOUT PROJECT PROPOSAL- PARK BIRD BOXES**

Victor Spekczynski, Boy Scout with Troop 36 out of Mt. Holly NJ is requesting approval to build nesting boxes throughout the park to bring native birds back to the area.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Victor Spekczynski to build bird nesting boxes throughout the park for his Eagle Scout Project.

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

**2) 2022 ANNUAL AUDIT AND FINANCIAL REPORT FROM ZELENKOFKSKE AXELROD (NO MOTION)**

The Township Secretary received the 2022 Audit and Financial Report from Zelenkofske Axelrod LLC. The condensed Financial Statement was published in the local newspaper on 7/14/23.

**3) DEPARTMENT OF THE AUDITOR GENERAL- INDEPENDENT AUDITOR’S REPORT- PFT LIQUID FUELS TAX FUND- 1/1/2020 - 12/31/22 – (NO MOTION)**

**4) CARBON COUNTY DISTRICT COURT 56-3-01 AUDIT FOR YEAR END 12/31/2022 (NO MOTION)**

**5) GIRL SCOUTS- THANK YOU LETTER FOR DONATION RECEIVED (NO MOTION)**

**6) JIM THROPE AREA BAND BOOSTERS- DONATION REQUEST**

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

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

**D. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 7/31/2023)**

Township General Fund:	\$2,660,389.24	State Liquid Fuels Fund:	\$281,203.18
Sanitation Fund:	253,627.48	Payroll:	7,569.21
Septic Fund:	359,229.71	Debit Card	2,863.29
SALDO:	302,000.95	Fire Escrow:	0.00
Capital Reserve	518,776.81	Rent	30.37
		American Rescue	0.00
<b>TOTAL:</b>			<b>\$4,406,075.21</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 7/31/2023)**

Account Ending: #1841 -	\$ 3,690,048.36	(3 month CD)
#5851 -	\$ 264,358.11	(6 month CD)
#1301 -	\$ 2,052,820.91	(13 month CD)
<b>TOTAL:</b>	<b>\$ 6,007,227.38</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,413,302.59**

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

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

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

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

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

**E. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **RESOLUTION NO. 8 OF 2023- BEHRENS/ADDITION TO AGRICULTURAL SECURITY AREA- PARCEL 66C-51-B1502A**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Resolution No. 8 of 2023, adding land to the Agricultural Security Area, Behrens property 66C-51-B1502A.

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

2) **MILTON WAY SEWAGE COMPLAINT**

Scott Brown, SEO confirms the repairs are functioning properly with no surface discharge.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the lawsuit.

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

3) **SCHEDULE 2024 CELEBRATION FIREWORKS EVENT**

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

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

4) **RATIFY THE PURCHASE BACKHOE TIRES, RIM & FILTERS**

Five Star (1) Rim & (2) Filters \$670.60, Alex Tires (2) \$680.00, total cost \$1,350.60.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY the purchase of tires, rims & filters for the Backhoe, total cost \$1,350.60.

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

5) **SALT SHED PROJECT- DUTCHMAN CONTRACTING FINAL INVOICE \$1,749.71**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the final payment of \$1,749.71 to Dutchman Contracting for the Salt Shed Project.

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

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

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

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

**7) DISCUSSION: LINE PAINTING**

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

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

**8) TRANSFER STATION RAMP AND RETAINING WALL- PAYMENT APPLICATION #1  
BRUCE GEORGE PAVING & EXCAVATING, INC. \$85,128.75**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ payment application #1 \$85,128.75 to Bruce George Paving & Excavating for the Transfer Station Ramp & Retaining Wall project.

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

**9) TRANSFER STATION : PURCHASE ADDITIONAL GARAGE DOOR OPENERS**

John Door LLC quoted (5) total cost \$4,090.00 .

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

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

**10) PURCHASE HAMMER KNIFE- FLAIL MOWER**

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

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

**11) PURCHASE PRESSURE WASHER- AG-INDUSTRIAL QUOTE- \$1,169.99**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Pressure Washer from AG-INDUSTRIAL, total cost \$1,169.99.

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

**12) BUDGET REQUEST MUNICIPAL OFFICE - CHRISTMAS/HALLOWEEN DECORATIONS  
& CANDY \$300.00**

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

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

## **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

### **1) CODE ENFORCEMENT – 2023 PAAZO FALL SEMINAR- 10/19/23- CHESTER COUNTY**

Greg Loftus & Josh Kase attend the Seminar in Exton, PA on 10/19/23 9-3:30, cost of \$125.00/each

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Greg Loftus & Josh Kase to attend the 2023 PAAZO Fall Seminar on 10/19/23, cost of \$125.00/each.

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

## **F. PFT PARK AND RECREATION**

### **1) BOOSTER CLUB CROSS COUNTRY- AUGUST 14<sup>TH</sup> - SEPTEMBER 28<sup>TH</sup>**

Monday & Thursdays weather permitting. Required documents are still pending.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Booster Club Cross Country, 8/14 through 9/28, contingent upon document submission to the township.

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

### **2) POLITICAL TABLES AT FALL FEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ political tables at fall fest.

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

### **3) TRUNK OR TREAT- BUDGET REQUEST- CANDY & DECORATIONS**

October 29<sup>th</sup> from 2-4 pm, budget request \$500.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the \$500.00 budget request for the Trunk or Treat candy & decorations.

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

### **4) CHRISTMAS TREE LIGHTING - BUDGET REQUEST – DECORATIONS & OTHER ITEMS-** November 25<sup>th</sup> at 6:00 pm, budget request \$500.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the \$500.00 budget request for the Christmas tree lighting, decorations & other items.

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

### **5) RAIN CUTTERS FOR CONCESSION STAND**

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

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

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JULY 2023**

**TRANSFER STATION -**

**1) BULK AMOUNT for JULY 2023---\$636.00 Year to Date Total: \$4,971.00**

2021-2022 Residential Permit	(1)	150.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(13)	939.00
2023 Residential Permit	(7)	<u>964.29</u>
TOTAL DEPOSITS		<u>\$2,689.29</u>

**2) ADMINISTRATIVE REPORTS -**

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

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

**Submitted: 63 Responded: 63 Total Hours: 45.5 hrs.**

**Zoning & Septic Requests: Submitted: 50 Responded: 50**

**H. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for JULY 2023.**

**I. 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 TUESDAY, September 5th, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, August 16<sup>th</sup>, at 6:30 p.m. at the park.**
- 3) The Planning Commission will hold their monthly meeting on Monday, August 28<sup>th</sup>, at 6:00 p.m. (If needed)**
- 4) Penn Forest Township Municipal Building will be closed on Monday, September 4<sup>th</sup> for the Labor Day Holiday. Transfer Station will be closed.**

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

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