

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

**AGENDA**

**September 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</b>

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

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON AUGUST 7, 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from AUGUST 7, 2023.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) APPLICATION INTENT(PENNDOT) – BRIDGE REPLACEMENT- SR903 OVER MUD RUN (NO MOTION)**

**2) JIM THORPE ROTARY DONATION- THANK YOU LETTER- SUMMER RECREATION PROGRAM (NO MOTION)**

**D. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 8/31/2023)**

Township General Fund:	\$2,767,577.33	State Liquid Fuels Fund:	\$282,177.61
Sanitation Fund:	306,259.49	Payroll:	1,841.16
Septic Fund:	347,824.63	Debit Card	4,495.48
SALDO:	232,660.51	Fire Escrow:	0.00
Capital Reserve	435,445.73	Rent	42.81
		American Rescue	0.00
<b>TOTAL:</b>			<b>\$4,378,324.75</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 8/31/2023)**

Account Ending: #1841 -	\$ 3,700,139.88	(3 month CD)
#5851 -	\$ 265,143.94	(6 month CD)
#1301 -	\$ 2,052,995.26	(13 month CD)
<b>TOTAL:</b>	<b>\$ 6,018,279.08</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,396,603.83**

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

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

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

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

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

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) TREE TRIMMING ON TOWNSHIP ROADS**

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

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

**2) 2024 CELEBRATION FIREWORKS EVENT OPTIONS (SEE ATTACHED) 4 OPTIONS**

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

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) OPEN SEALED BIDS FOR THE 2023 LINE PAINTING PROJECT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the Bid from \_\_\_\_\_ for the amount of \$ \_\_\_\_\_ for the 2023 LINE PAINTING PROJECT.  
**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION** \_\_\_\_\_

**2) ADVERTISE FOR 2023\2024 WINTER SNOW REMOVAL BIDS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to advertise for 2023\2024 winter snow removal bids.

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

**3) SET UP 2024 BUDGET MEETING DATES FOR OCTOBER**

**October** \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

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

**4) ACCEPT RESIGNATION FROM TEMPORARY\PT TRANSFER STATION EMPLOYEE WILLIAM MULLEN- last day 9/6/23.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ resignation from William Mullen, Temporary-PT Transfer Station Employee, effective 9/6/23.

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

**5) ADVERTISE FOR TEMPORARY PART-TIME TRANSFER STATION EMPLOYEE**

After a 5-day union board posting. Rate of 19.00 p/hr.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ for Temporary Part-time Transfer Station Employee, rate of \$19.00 p/hr.

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

**6) 5 STAR QUOTE- BACKHOE BROOM BRISSE ATTACHMENT**

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

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

**7) DISCUSSION: PURCHASE ADDITIONAL REMOTE GARAGE DOOR OPENERS- JOHN DOOR \$44.00 EACH**

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

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

**8) PURCHASE FLAIL HAMMER REPLACEMENT BLADES-TITAN ATTACHMENTS**

(5) 5 Pack total cost \$374.95

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

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

**9) RATIFY THE REPAIR- WELD BROKEN ARM- REINFORCE DECK- FLAIL MOWER**

Innovative Industrial Solutions invoice \$275.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the repair and invoice from Innovative Industrial Solutions, total cost \$275.00.

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

**10) PURCHASE PRESSURE TREATED LUMBER- MURPHYS LUMBER**

(10) 2x4x12 Pressure Treated Lumber to build shelves at the Maintenance Shop.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ (10) 2x4x12 pressure treated lumber from Murphys Lumber, cost up to \$100.00.

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

**11) WINTER ROAD MAINTENANCE AGREEMENT-TOWAMENSING TOWNSHIP**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Winter Road Maintenance Agreement with Towamensing Township.

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

**G. PFT PARK AND RECREATION**

**1) WAIVE PARK FEE FOR NON-PROFIT SCOUT GROUPS - FALL FEST**

Cub Pack 138, Scouts BSA Troop 138, Girl Scout Troop

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

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

**2) PURCHASE STORAGE CABINET- ULINE (SEE ATTACHED)**

48x24x84 steel with shelves, total cost with shipping \$833.00.

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

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

**3) DISCUSSION: ELECTRONIC MESSAGE CENTER-BARTUSH SIGNS QUOTE (SEE ATTACHED)**

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

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

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR AUGUST 2023**

**TRANSFER STATION -**

**1) BULK AMOUNT for AUGUST 2023---\$442.00 Year to Date Total: \$5,413.00**

2021-2022 Residential Permit	(2)	300.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(10)	622.08
2023 Residential Permit	(6)	<u>835.71</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$2,199.79</u></b>

**2) ADMINISTRATIVE REPORTS -**

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

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

**Submitted: 72 Responded: 72 Total Hours: 52 hrs.**

**Zoning & Septic Requests: Submitted: 67 Responded: 67**

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

**DOM N ALI PRELIMINARY/FINAL PLAN- 1553 PA ROUTE 903 (51-51-A3.08)**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests of **Section 231 & 251-** the ordinance requires the submission of separate preliminary and final plans & **Section 316.113-** a traffic impact study shall be submitted as part of all commercial uses requiring land development approval.

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally\_\_\_\_\_ the preliminary/final **plan** subject to addressing the remaining comments from engineer’s review letter of August 25, 2023, and Carbon County Planning Commissions review letter of September 20, 2022, as recommended by the Planning Commission and the final payment of any outstanding fees.

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

**ART MINISSA & SUSAN CASPER LOT CONSOLIDATION- PLEASANT VALLEY WEST  
49A-51-E545 & 49A-51-E546 (NEW LOT 546A)**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests **Section 331** (Plan Scale) & **Section 333.31** (8" Trees)

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally\_\_\_\_\_ the **plan** subject to addressing the remaining comments from engineer's review letter of August 21, 2023, and the final payment of any outstanding fees.

**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, October 2<sup>nd</sup> at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, September 20<sup>th</sup> at 6:30 p.m. at the park.***
- 3) The Planning Commission will hold their monthly meeting on Monday, September 25<sup>th</sup> at 6:00 p.m. (If needed)***

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**DANA VITALE  
TOWNSHIP SECRETARY**

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**ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS**