

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

MEETING MINUTES

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 7:10 p.m., Roll Call by Township Secretary.

Members: Roger Meckes, Chairman
Christian Bartulovich, Vice-Chairman
Scott Lignore, Supervisor
Patrick Holland, Supervisor (absent)
James Denier, Supervisor

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

Lehighon Ambulance gave a presentation regarding their services.

A. EXECUTIVE SESSION: Held from 6:15-7:10 p.m. to discuss legal matters.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON JULY 3, 2023

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the BOS Meeting Minutes from JULY 3, 2023.

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

2) SPECIAL BOS MEETING ON JULY 12, 2023

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the BOS Special Meeting Minutes from JULY 12, 2023.

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

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 Bartulovich, Second by Supervisor Meckes to **ALLOW** Victor Spekczynski to build bird nesting boxes throughout the park for his Eagle Scout Project.

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

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 Meckes, Second by Supervisor Bartulovich to DONATE the "Producer Level"- \$300.00 to the JT Band Boosters.

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

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
TOTAL:			\$4,406,075.21

(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)
TOTAL:	\$ 6,007,227.38	

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

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to pay the bills for JULY 2023.

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

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 Meckes, Second by Supervisor Bartulovich to ADOPT Resolution No. 8 of 2023, adding land to the Agricultural Security Area, Behrens property 66C-51-B1502A.

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

- 2) **MILTON WAY SEWAGE COMPLAINT**

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to DROP the lawsuit.

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

- 3) **SCHEDULE 2024 CELEBRATION FIREWORKS EVENT**

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to AUTHORIZE the Park & Recreation Committee to plan the 4th of July Event, budget of \$1,000.00.

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

- 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 Meckes, Second by Supervisor Denier to RATIFY the purchase of tires, rims & filters for the Backhoe, total cost \$1,350.60.

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

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

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

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

6) DISCUSSION: TREE TRIMMING ON TOWNSHIP ROADS

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to have Tom Nanovic put together a bid packet for Tree Trimming on Township roads, roads TBD.

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

7) DISCUSSION: LINE PAINTING- NO ACTION

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

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

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

9) TRANSFER STATION : PURCHASE ADDITIONAL GARAGE DOOR OPENERS

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to PURCHASE (5) Garage Door Openers from John Door LLC, cost of \$4,090.00.

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

10) PURCHASE HAMMER KNIFE- FLAIL MOWER

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to PURCHASE Hammer Knife for Flail Mower from AG Industrial, cos of \$1,017.36.

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

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

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to APPROVE the Municipal Office budget of \$300.00 for Christmas & Halloween Supplies.

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

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

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

F. PFT PARK AND RECREATION

1) BOOSTER CLUB CROSS COUNTRY- AUGUST 14TH - SEPTEMBER 28TH

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

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

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

2) POLITICAL TABLES AT FALL FEST

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to NOT ALLOW political tables at park events.

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

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

October 29th from 2-4 pm, budget request \$500.00.

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

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

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

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

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

5) RAIN GUTTERS FOR CONCESSION STAND

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to ACCEPT JNJ Seamless Gutters quote for the Concession Stand, cost of \$1,400.00.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JULY 2023

The Ramp project is underway at the Transfer Station.
Railing must be custom fit. 1-2 months to finish.
Garage Doors have been installed.
Maintaining roads.

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.

Phil Prout reviewed the Zoning Report.

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

Eileen Rugh- Expressed her interest in pursuing the Natural Lands Proposal.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:32 P.M.

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

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

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 16th, at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, August 28th, at 6:00 p.m. (If needed)*
- 4) *Penn Forest Township Municipal Building will be closed on Monday, September 4th for the Labor Day Holiday. Transfer Station will be closed.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS