

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

MEETING MINUTES

July 3, 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 7:07 p.m., Roll Call by Township Secretary.

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

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

Executive Session was held from 6:30-7:05 p.m. to discuss employee related matters.

A. MEETING MINUTES:

1) REGULAR BOS MEETING ON JUNE 5, 2023

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the BOS Meeting Minutes from JUNE 5, 2023.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

**1) LOWER TOWAMENSING TOWNSHIP- FIRE POLICE SERVICE REQUEST-
CARBON COUNTY FAIR**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE Fire Police Service to assist with traffic control at the Carbon County Fair 8/7 through 8/12

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

2) JIM THROPE BOROUGH AND JIM THORPE POLICE DEPT.- FIRE POLICE SERVICE REQUEST - IRON RAMBLES EXCURSIONS

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE Fire Police Service to assist with traffic control at the Iron Rambles Excursions 7/1, 8/13 & 9/2 as well as 4 weekends in October 2023.

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

3) FREE GARBAGE PERMIT REPLACEMENT REQUEST (SEE ATTACHED)

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to REIMBURSE for the pro-rated garbage card Bob Serfass.

ROLL CALL: RM=no; CB=yes; SL=absent; PH=yes; JD=no **MOTION FAILED**

4) PATRIOT ENVIRONMENTAL MANAGEMENT- REMEDIAL SUMMARY LETTER- FUEL OIL TRUCK ACCIDENT-DRAKES CREEK ROAD (NO MOTION)

5) DRAFT INDEPENDENT AUDITOR'S REPORT OF 2022 FINANCIAL STATEMENTS

Township CPA, Zelenkofske Axelrod submitted the draft Independent Auditor's Report.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to APPROVE the 2022 Independent Auditor's Report submitted by Zelenkofske Axelrod.

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

6) ST. MARK'S AND ST. JOHN'S EPISCOPAL CHURCH- THANK YOU LETTER FIRE POLICE USAGE AT THE RACE STREET RUN (NO MOTION)

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/30/2023)

Township General Fund:	\$2,621,330.25	State Liquid Fuels Fund:	\$280,263.34
Sanitation Fund:	292,336.00	Payroll:	25,920.69
Septic Fund:	359,229.71	Debit Card	3,904.17
SALDO:	305,875.95	Fire Escrow:	0.00
Capital Reserve	517,042.95	Rent	172.15
		American Rescue	0.00
TOTAL:			\$4,406,075.21

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/30/2023)

Account Ending: #1841 -	\$ 3,680,308.15	(3 month CD)
#5851 -	\$ 262,818.55	(6 month CD)
#1301 -	\$ 2,052,652.20	(13 month CD)
TOTAL:	\$ 5,995,778.90	

TOTAL FUNDS ON DEPOSIT: \$ 10,401,854.11

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to pay the bills for JUNE 2023.

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

D. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

- 1) **TRANSFER STATION SALT STORAGE PROJECT - PAYMENT RELEASE #4**

The Township Engineer reviewed and approved the payment release of **\$23,670.99** to Dutchman Contracting, LLC for the Transfer Station Salt Shed Project, leaving a total balance of \$1,749.71.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE payment release #4 in the amount of **\$23,670.99** to Dutchman Contracting, LLC for the Transfer Station Salt Shed Project.

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

- 2) **DISCUSSION: TREE TRIMMING ON TOWNSHIP ROADS**

NO ACTION

- 3) **TRANSFER STATION RAMP & RETAINING WALL CHANGE ORDER #2-
REINFORCING/PROTECTION OF THE RETAINING WALL – COST INCREASE
\$13,320.00**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE Change Order #2 for reinforcing and protection of the retaining wall. Increase cost of \$13,320.00

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

- 4) **PAVE SHOULDER- STONY MOUNTAIN ROAD BY ROUTE 903- SHIFFER BITUMINOUS QUOTE**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT Quote from Shiffer Bituminous \$5,000.00 for paving on Stony Mountain.

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

5) **22A-51-EV1052(4 VEGA MEWS, TT) WELL ISOLATION EXEMPTION- HOLD HARMLESS AGREEMENT- 100' ISOLATION DISTANCE**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AUTHORIZE conditional approval based on signing the Hold Harmless Agreement and the Township receipt of the Hydrologic Study.

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

E. PFT PARK AND RECREATION

1) **PAVILION/UPPER FIELD REQUEST - BIRTHDAY PARTY**

Birthday Party to be held on July 7, 2023, for a movie night after dusk with their equipment.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to GRANT the request to utilize the Pavilion/Upper Field request on July 7, 2023, at the park after dusk.

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

F. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JUNE 2023

Transfer Station Ramp Project is on its way. Tree trimming Township Roads. Looking into Line Stripping. Pipe Crossing on Old Stage & Penn Forest is being done 7/13.

TRANSFER STATION -

1) **BULK AMOUNT for JUNE 2023---\$1,045.00 Year to Date Total: \$4,335.00**

2021-2022 Residential Permit	(3)	450.00
2023 Commercial Permit	(0)	.00
2023 Pro-rated Permit	(5)	411.84
2023 Residential Permit	(9)	<u>1,221.43</u>
TOTAL DEPOSITS		<u>\$3,128.27</u>

2) **ADMINISTRATIVE REPORTS –**

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

Administrative & Financial Requests: (See Attached List)

Submitted: 46 Responded: 46 Total Hours: 37.5 hrs.

Zoning & Septic Requests: Submitted: 38 Responded: 38

G. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for JUNE 2023.

Amanda Heist reviewed the Zoning Report.

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

NONE

Amended to add: Booster Club Basketball Camp approval. Just received request this evening.

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to add to the agenda approval for the Booster Club Basketball Camp 7/10-7/13 & 7/17, plus rain date.

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

Amended to add: Park Food Truck 3 month renewal. Just received this request needs to be approved before the next BOS meeting.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the renewal for Big Richards Dog House Food Truck, Time TBD.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:01 P.M.

MOTION to adjourn meeting by Supervisor Bartulovich, Second by Supervisor Denier

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

REMINDERS:

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, August 7th , at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, July 19th , at 6:30 p.m. at the park.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, July 24th , at 6:00 p.m. (If needed)*
- 4) *Penn Forest Township Municipal Building will be closed on Tuesday, July 4th for the holiday. Transfer Station is closed.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS