

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

AGENDA

October 2, 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.

Members:	Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. MEETING MINUTES:

1) REGULAR BOS MEETING ON SEPTEMBER 5, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from SEPTEMBER 5, 2023.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

2) SPECIAL BOS MEETING ON SEPTEMBER 26, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the SPECIAL BOS Meeting Minutes from SEPTEMBER 26, 2023.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) FRANKLIN TOWNSHIP THANK YOU LETTER- USE OF FLAIL MOWER (no motion)

C. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2023)

Township General Fund:	\$2,894,650.64	State Liquid Fuels Fund:	\$283,215.33
Sanitation Fund:	214,206.13	Payroll:	1,727.34
Septic Fund:	356,312.76	Debit Card	4,977.21
SALDO:	234,609.13	Fire Escrow:	0.00
Capital Reserve	437,319.76	Rent	56.56
		American Rescue	0.00
TOTAL:			\$4,427,074.86

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2023)

Account Ending: #1841 -	\$ 3,710,259.00	(3 month CD)
#5851 -	\$ 265,932.11	(6 month CD)
#1301 -	\$ 2,053,169.62	(13 month CD)
TOTAL:	\$ 6,029,360.73	

TOTAL FUNDS ON DEPOSIT: \$ 10,456,435.59

1) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for SEPTEMBER 2023 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for SEPTEMBER 2023.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

D. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) **5 STAR QUOTE- BACKHOE BROOM BRISSE ATTACHMENT**

Total cost \$1,527.46

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) OPEN SEALED BIDS FOR THE 2023 TREE TRIMMING PROJECT

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the Bid from _____ in the amount of \$ _____ for the 2023 TREE TRIMMING PROJECT.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) OPEN SEALED BIDS FOR 2023/2024 WINTER SNOW REMOVAL

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the Bid from _____ in the amount of \$ _____ for the 2023/2024 Winter Snow Removal.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

3) RATIFY THE PURCHASE – TRANSFER STATION - (5) KEY PADS

TOTAL COST \$310.00

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase of (5) keypads for the Transfer Station Garage doors, total cost of \$310.00.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

4) MAZZELLA ENTERPRISES(1404 STATE ROUTE 903)-DEVELOPMENT AGREEMENT

For a new garage/storage building, and additional parking for an existing commercial business.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Mazzella Enterprises Development agreement contingent upon Performance Guarantee & Escrow funds are received.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

5) H&K GROUP- 2023 ROAD IMPROVEMENT PROJECT- CHANGE ORDER #1

ADDITIONAL BASE REPAIR \$17,746.79.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ H&K Group Change Order #1, \$17,746.79 for additional base repair.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

6) PURCHASE DEF FLUID FOR TOWNSHIP VEHICLES\EQUIPMENT

NAPA SALE PRICE, \$259.00 FOR A 55 GALLON DRUM.

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase () 55 gallon drums of DEF Fluid from NAPA, total cost of \$_____.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

7) TRANSFER STATION RAMP & RETAINING WALL PROJECT - PAYMENT APPLICATION #2 FOR RAMP RAILINGS \$69,247.38

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Payment application #2 for Transfer Station Ramp Railings \$69,247.38.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

8) ALL POINTS INSTALL NEW WIRING FOR THE F600 TAILGATE LIGHTS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the new wiring for the F600 tailgate lights, cost up to \$350.00.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

9) PURCHASE TARPS FOR TRANSFER STATION SALT SHED

(1) 20X30 (2) 20X20

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) AUTHORIZE TOWNSHIP SECRETARY TO ATTEND PSATS HUMAN RESOURCES & LABOR MANAGEMENT INSTITUTE – 11/9/23 IN ALLENTOWN, TOTAL COST \$125.00 plus mileage.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Township Secretary to attend the PSATS Human Resources & Labor Management Institute on 11/9/23 in Allentown, total cost \$125.00 plus mileage.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

F. PFT PARK AND RECREATION

1) DISCUSSION: MOTOR RUN POWER KITES

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) DISCUSSION: PHAROAH'S CAR CLUB-CLASSIC CAR SHOW

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

3) DISCUSSION: MINTY MILER (1 HOUR TIMED RACE)- CHELSEY COSSLETTS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

4) DISCUSSION: FIRE PIT SUGGESTIONS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

5) DISCUSSION: PARKING LOT LIGHTING

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

6) PURCHASE FERTILIZER FOR PARK

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2023

TRANSFER STATION -

1) BULK AMOUNT for SEPTEMBER 2023---\$709.00 Year to Date Total: \$6,794.00

2021-2022 Residential Permit	(2)	300.00
2023 Commercial Permit	()	.00
2023 Pro-rated Permit	(7)	345.50
2023 Residential Permit	(5)	621.43
TOTAL DEPOSITS		<u>\$1,975.93</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2023-

Administrative & Financial Requests: (See Attached List)

Submitted: 51 Responded: 51 Total Hours: 38 hrs.

Zoning & Septic Requests: Submitted: 50 Responded: 50

H. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for SEPTEMBER 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 Monday, November 6th at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, October 18th at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, October 23rd at 6:00 p.m. (If needed)**
- 4) The Municipal Building will be closed on Monday, October 9th in observance of Columbus Day. The Transfer Station will be CLOSED.**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS