

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

**MEETING MINUTES**

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.

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

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

**A. EXECUTIVE SESSION:** was held from 6:15-7:10 p.m. to discuss personnel & potential litigation.

**B. MEETING MINUTES:**

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

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

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

**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 Meckes, Second by Supervisor Holland to accept Treasurer’s Report for AUGUST 2023 (Subject to Audit).

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

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

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

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

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **TREE TRIMMING ON TOWNSHIP ROADS**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to put out to bid for Tree Trimming for the entire Township.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to schedule OPTION #1 \$10,700.00 and see if we can get sponsors for the higher packages.

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept the Bid from DeAngelo Contracting for the amount of \$44,436.48 for the 2023 LINE PAINTING PROJECT.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to advertise for 2023\2024 winter snow removal bids prepared by Tom Nanovic and all trucks issues ironed out.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to schedule Wednesday's in **October 4; 11; 18; 25 at 2:30 p.m.**

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

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

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

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

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

After a 5-day union board posting. Rate of 19.00 p/hr. or if submitted applications are acceptable.

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to ADVERTISE 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 BRISSELE ATTACHMENT**  
**TABLED**

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

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

(5) 5 Pack total cost \$374.95

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE (5) 5 packs total cost of \$374.95.

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

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

Innovative Industrial Solutions invoice \$275.00.

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

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

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

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

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to APPROVE the Winter Road Maintenance Agreement with Towamensing Township.

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

**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 Denier, Second by Supervisor Holland to WAIVE the \$25.00 Fall Fest fee being held on 9/23 10-4 for Scout Groups.

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE Uline Steel Cabinet, total cost \$833.00

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

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

**MOTION** made by Supervisor Meckes , Second by Supervisor Denier to PURCHASE Bartush Sign.

**ROLL CALL:** RM-no; CB-no; SL-no; PH-no; JD-no **MOTION FAIL**

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR AUGUST 2023**

Transfer Station ramp railing out being built, will be couple of weeks, about 2 months before complete. Line Stripping on Stony Mountain will be corrected ASAP waiting on contractor equipment repair.

**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  
Amanda Heist, Zoning Officer reviewed the Zoning Report.

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Denier to GRANT 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Denier to conditionally APPROVE 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

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

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to conditionally APPROVE 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

**Bill Miller**- inquired regarding STRs being zoned as a business.

**Stacey Venetos**- a complaint submitted regarding a resident using his home to fix equipment.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:14 P.M.**

**MOTION** to adjourn meeting by Supervisor Meckes, Second by Supervisor Denier

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

**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**