

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

**AGENDA**

**December 4, 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

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

**A. EXECUTIVE SESSION:** To be held at 6:30 p.m. to discuss personnel matters.

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON NOVEMBER 6, 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from NOVEMBER 6, 2023.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) KEITH & AUDREY FOX- DISCUSS HATCHERY ROAD TURNPIKE BRIDGE**

**2) BELTZVILLE LAKE ESATES HOA REQUESTS SPEED LIMIT CHANGE- FOREST ROAD FROM 35MPH TO 15MPH**

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

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

**D. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/30/2023)**

Township General Fund:	\$3,041,900.88	State Liquid Fuels Fund:	\$285,268.51
Sanitation Fund:	2,019,709.31	Payroll:	22,543.76
Septic Fund:	352,482.43	Debit Card	4,397.88
SALDO:	274,466.01	Fire Escrow:	0.00
Capital Reserve	368,765.44	Rent	87.48
		American Rescue	0.00
<b>TOTAL:</b>			<b>\$6,369,621.70</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/30/2023)**

Account Ending: #1841 -	\$ 3,730,252.13	(3 month CD)
#5851 -	\$ 266,697.12	(6 month CD)
#1301 -	\$ 2,066,694.08	(13 month CD)
<b>TOTAL:</b>	<b>\$ 6,063,643.33</b>	

**TOTAL FUNDS ON DEPOSIT:** **\$ 12,433,265.03**

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

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

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

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

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

**E. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) WB ELECTRIC QUOTE - PARK CONCESSION**

Remove/replace (2) 48" LED light fixtures in Concession Stand Storage with (2) industrial impact resistant lens, Total cost \$400.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ QUOTE from WB Electric for Park Concession Stand Lighting, total cost \$400.00.

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

**2) RITAL, LLC LAND DEVELOPMENT PLAN- REQUEST FOR ESCROW FUND RELEASE  
ROUTE 534 GAS STATION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ escrow balance of \$ \_\_\_\_\_ to Sunny Patel at Rital, LLC.

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

**CHRISTIAN BARTULOVICH, VICE-CHAIRMAN**

**1) RENTALSCAPE/DECKARD TECHNOLOGIES PROPOSAL- STR PROGRAM**

Adding late fees to renewals once the expiration date has expired. One time cost \$1,500.00.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ proposal from Rentalscape/Deckard for adding the late fees to renewals, one time cost of \$1,500.00.

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

**2) ADOPT THE PROPOSED 2023 BUDGET**

<b><u>General</u></b>	Revenue-	\$2,614,028.00
	Expenditures-	2,614,028.00
Est- 2024 Begin Balance		\$2,800,000.00
<b><u>Sanitation</u></b>	Revenue-	\$681,300.00
	Expenditures-	681,300.00
Est- 2024 Begin Balance		\$400,000.00
<b><u>State Liquid Fuels</u></b>	Revenue-	\$272,346.16
	Expenditures-	272,346.16
Est- 2024 Begin Balance		\$286,000.00

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **ADOPT** the 2023 proposed Budget as the final budget for 2023.

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

**F. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) RATIFY QUOTE RECEIVED FROM MIRACLE FORD-QUOTED FOR SINGLE REAR WHEEL TRUCK- DIFFERENCE \$1,100-\$1,200. ADDED LINER \$1,650. TOTAL COST 92,316.13.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the purchase from Miracle Ford for 2024 F-350 chassis, reading body, total cost \$92,316.13.

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

**2) MIRACLE FORD QUOTE-LIGHTING UPGRADE – TOTAL COST \$2,175.51**

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

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

**3) BUZZETTA (DOM N ALI) DEVELOPMENT AGREEMENT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ BUZZETTA (DOM N ALI) Development Agreement.

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

**4) WEST END EQUIPMENT QUOTE- REWORK PLOW TO ELECTRIC OVER HYDRAULIC & ADD ADDITIONAL ELECTRIC, TOTAL COST \$3,500.00.**

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

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

**5) AN ORDINANCE TO APPROVE, ADOPT AND ENACT AN ORDINANCE CODIFICATION FOR THE TOWNSHIP - NO. 1 OF 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ ORDINANCE NO. 1 OF 2023- APPROVE, ADOPT AND ENACT ORDINANCE CODIFICATION FOR THE TOWNSHIP.

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

**6) DISCUSSION- TOWNSHIP ID'S**

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

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

**7) VOLUNTEER TAX CREDIT PROGRAM**

PFT Volunteer Fire Co. #1 & #2 submitted their notarized list and Volunteer Credit Application for the 2023 tax year and free garbage permit.

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ the applications from PFT Volunteer Fire Co. #1 & #2 for refund of Municipal Earned Income Tax & free garbage permit for 2023 tax year.

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

**8) WB ELECTRIC QUOTE-FURNISH/INSTALL RECEPTACLES (2) GARGAE DOOR OPENERS TOTAL COST \$328.54**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ quote from WB Electric to furnish & install 2 receptacles for transfer station garage door openers, total cost \$328.54.

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

**9) PURCHASE SEPTIC RISER LID-TOWNSHIP BUILDING-STAUFFER CONCRETE-COST \$60.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Municipal Building Septic Riser Lid from Stauffer Concrete, total cost \$60.00.

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

**10)DISCUSSION- OPEN TRANSFER STATION ON TUESDAY 12/26**

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

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

**G. PFT PARK AND RECREATION**

**H. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR NOVEMBER 2023**

**TRANSFER STATION -**

**1) BULK AMOUNT for NOVEMBER 2023---\$279.00 Year to Date Total: \$7,968.00**

2023 Pro-rated Permit	(6)	164.16
2023 Residential Permit	(4)	600.00
2024 Residential Permit	(726)	108,900.00
2024 Commercial Permit	(2)	600.00
<b>TOTAL DEPOSITS</b>		<b><u>\$110,543.16</u></b>

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR NOVEMBER 2023-  
Administrative & Financial Requests: (See Attached List)**

**Submitted: 30 Responded: 30 Total Hours: 27.75hrs.**

**Zoning & Septic Requests: Submitted: 27 Responded: 27**

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

**SANDY & JOHN GUNDY – REVERSE SUBDIVISION – PLEASANT VALLEY WEST  
49A-51-E469 &E470 (NEW LOT 470A)**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests **331**(scale) & **333.31**(8'trees).

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

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally\_\_\_\_\_ the final **plan** subject to addressing the remaining comments from engineer's letter of 11/16/2023; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

**FARINELLI – REVERSE SUBDIVISION – TOWAMENSING TRAILS**

**22A-51-609 & 608 (NEW LOT 609A)**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver request 333.31 (8' trees).

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

b) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally\_\_\_\_\_ the final plan subject to addressing the remaining comments from engineer's letter of 11/15/2023; as recommended by the Planning Commission and the final payment of any outstanding fees.

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

**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 Reorganization Meeting will be held on TUESDAY, January 2<sup>nd</sup> at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.***
- 2) ***The Park and Recreation will NOT hold their monthly meeting in December due to the Holidays.***
- 3) ***The Planning Commission will NOT hold their monthly meeting in December due to the Holidays.***
- 4) ***The Municipal Building will be closed on December 25<sup>th</sup> & 26<sup>th</sup> for the Christmas Holiday. The Transfer Station will be closed on December 24<sup>th</sup> & 25<sup>th</sup>.***

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**