

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

AGENDA

November 6, 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 6:00 p.m. to discuss potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON OCTOBER 2, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from OCTOBER 2, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) LETTER FROM TOWNSHIP RESIDENT REQUESTING A TRAFFIC LIGHT AT THE INTERSECTION OF MAURY ROAD & ROUTE 903

2) RATIFY THE APPROVAL REQUEST FOR TRAFFIC CONTROL-CARBON COUNTY VETERANS DAY PARADE ON 11/5/23, RAIN DATE 11/12/23

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the approval for Fire Companies to assist with Traffic Control for the Carbon County Veterans Day Parade on 11/5/23, rain date 11/12/23.

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

3) DEP TIME EXTENSION LETTER- IML PROJECT – (NO MOTION)

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2023)

Township General Fund:	\$2,913,602.99	State Liquid Fuels Fund:	\$284,223.27
Sanitation Fund:	152,369.41	Payroll:	22,019.62
Septic Fund:	360,919.62	Debit Card	3,315.84
SALDO:	231,318.26	Fire Escrow:	0.00
Capital Reserve	367,316.30	Rent	69.91
		American Rescue	0.00
TOTAL:			\$4,335,155.22

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2023)

Account Ending: #1841 -	\$ 3,720,078.48	(3 month CD)
#5851 -	\$ 266,697.12	(6 month CD)
#1301 -	\$ 2,059,810.08	(13 month CD)
TOTAL:	\$ 6,046,585.68	

TOTAL FUNDS ON DEPOSIT: \$ 10,381,740.90

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

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

2) PAYMENT OF THE BILLS FOR OCTOBER 2023

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

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) 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** _____

2) AG-INDUSTRIAL QUOTE- STIHL BLOWER-TOTAL COST \$629.99

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from AG-INDUSTRIAL for a STIHL Blower, total cost \$629.99.

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

3) ADVERTISE TO HIRE PART-TIME SNOWPLOW OPERATORS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ to hire () part-time Snowplow Operators, rate \$19.00 p/hr.

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

4) AG-INDUSTRIAL QUOTE: TUNE-UP FOR LAWN MOWERS

Total cost \$923.84

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from AG-INDUSTRIAL for lawn mower tune-ups, total cost \$923.84.

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

5) RATIFY EMERGENCY PIPE REPLACEMENT-SMITH ROAD

Plastic pipe from Fry's Plastic, total cost \$453.44.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase of (32) 15x20 inch plastic pipe, total cost \$453.44.

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

6) PURCHASE 140ft OF 15inch ROAD PIPE -Total cost \$1,983.80

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

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

7) RATIFY SHIFFER BITUMINOUS- BLACKTOP PIPE CROSSING ON SMITH ROAD

TOTAL COST \$750.00

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the repair from Shiffer Bituminous to Black Top the pipe crossing on Smith Road, total cost \$750.00.

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

8) 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**_____

9) PURCHASE TOWNSHIP VECHICLE- MIRACLE FORD QUOTE

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

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

10)PURCHASE DRIVEWAY MARKER SET(snow stakes)- 100 PIECE SET \$64.99

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ () Driveway Marker Set, total cost \$ _____.

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

11)PURCHASE UNDERCARRIAGE PRESSURE WASHER

Total cost \$493.99

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ undercarriage pressure washer, total cost \$493.99.

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

12)INDIAN MOUNTAIN LAKES CIVIC ASSOC. BUS STOP & RECREATION AREA ESCROW RELEASE REQUEST-Township Engineer submitted recommendation

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ \$173,815.29 to Indian Mountain Lakes Civic Association for the Bus Stop & Recreation Area Construction.

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

13)WB ELECTRIC QUOTE- MAINTENANCE SHOP & PARK

Purchase (2) LED light fixtures for park and (2) outlets installed for garage door openers.

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

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) PENN FOREST TOWNSHIP PROPOSED 2024 BUDGET

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

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2024 Proposed Budget for NOVEMBER 8TH.

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

3) SCHEDULE A PUBLIC HEARING TO REVIEW AND DISCUSS CODE ADOPTION ORDINANCE 2023

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

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

4) OPENGOV PROPOSAL- BUILDING APPLICATION FOR ON-LOT SEWAGE SYSTEM PERMIT- TOTAL COST \$3,705.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ OPENGOV proposal for building an application for on-lot sewage system permit, total cost \$3,705.00.

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

5) ADVERTISE FOR MONTHLY ZONING/SALDO WORKSHOPS SARCINELLO ORDINANCE UPDATES

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise the Monthly Zoning/SALDO workshops for _____.

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

6) DISCUSSION: BEAR CREEK LAKES CIVIC ASSOC. SHORT TERM RENTALS

7) PENN FOREST TOWNSHIP START UP 457(b) PLAN FROM EMPOWER

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

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

PATRICK HOLLAND, SUPERVISOR

1) UNDERCOATING PROTECTANT SPRAY FOR TOWNSHIP VECHICLES

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

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

2) DISCUSSION: FIRE CO. #1 & TOWNSHIP SIGN

3) DISCUSSION: WALKWAY ALONG 903

F. PFT PARK AND RECREATION

1) PURCHASE FIRE PIT FROM TRACTOR SUPPLY

Cost \$299.99, estimated shipping \$149.99.

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

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2023

TRANSFER STATION -

1) BULK AMOUNT for OCTOBER 2023---\$395.00 Year to Date Total: \$7,689.00

2021-2022 Residential Permit	(5)	750.00
2023 Commercial Permit	()	.00
2023 Pro-rated Permit	(8)	351.36
2023 Residential Permit	(9)	<u>1,350.00</u>
	TOTAL DEPOSITS	<u>\$2,846.36</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 57 Responded: 57 Total Hours: 44.5hrs.

Zoning & Septic Requests: Submitted: 49 Responded: 49

H. ZONING DEPARTMENT – Phillip Prout, BIA submitted Zoning Report for OCTOBER 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, December 4th at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, November 15th at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 27th at 6:00 p.m. (If needed)*
- 4) *Electronic Recycling will take place at the Transfer Station on Saturday, November 18th from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.*
- 5) *The Municipal Building will be closed on Thursday, November 23rd & Friday, November 24th in observance of Thanksgiving Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS