

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

**AMENDED
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
TOTAL:			\$6,369,621.70

(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)
TOTAL:	\$ 6,063,643.33	

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 2024 BUDGET

<u>General</u>	Revenue-	\$2,614,028.00
	Expenditures-	2,614,028.00
Est- 2024 Begin Balance		\$2,800,000.00
<u>Sanitation</u>	Revenue-	\$681,300.00
	Expenditures-	681,300.00
Est- 2024 Begin Balance		\$400,000.00
<u>State Liquid Fuels</u>	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 2024 proposed Budget as the final budget for 2024.

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
TOTAL DEPOSITS		<u>\$110,543.16</u>

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____; PH ____; JD____ **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____; PH ____; JD____ **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____; PH____; JD____ **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____; PH____; JD____ **MOTION**_____

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

AMENDED TO ADD:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to amend the agenda to add-PFT Fire Co. #1 use of the park after hours.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to allow PFT Fire Co. #1 the use of the park for training on 12/11/23 from 6:30-8:00 p.m.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to amend the agenda to add-make arrangements to issue a sewage permit for Wenrick Estate, 1852 Route 903, 36-51-A13 & A8.16.

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to authorize Scott Brown, SEO to issue a sewage permit for Wenrick Estate, 1852 Route 903, 36-51-A13 & A8.16, conditioned upon a reverse subdivision.

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

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 2nd 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 25th & 26th for the Christmas Holiday. The Transfer Station will be closed on December 24th & 25th.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS