

**PENN FOREST TOWNSHIP
Board of Supervisors**

**ANNUAL REORGANIZATION MEETING
JANUARY 2, 2024**

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

PLEDGE OF ALLEGIANCE:

Supervisor Roger Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

CALL TO ORDER:

Supervisor Roger Meckes called the Reorganization Meeting to order at 6:00 p.m. with Roll Call by the 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
Solicitor	Thomas S. Nanovic

APPOINTMENT OF TEMPORARY CHAIRMAN:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the Temporary Chairman for the Reorganization meeting.

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

APPOINTMENT OF TEMPORARY SECRETARY:

MOTION made by Supervisor _____ Second by Supervisor _____ to appoint _____ as the Temporary Secretary for the Reorganization Meeting.

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

ELECTION OF OFFICERS:

CHAIRMAN:

MOTION made by Supervisor _____, Second by Supervisor _____ nominating Supervisor _____ as the Chairman of the Board for 2024.

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

VICE- CHAIRMAN:

MOTION made by Supervisor _____, Second by Supervisor _____ nominating Supervisor _____ as the Vice-Chairman of the Board for 2024.

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

PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the PFT Confidential Secretary/Assistant Treasurer for 2024 at a rate of \$27.46 an hour.

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

PENN FOREST TOWNSHIP TREASURER:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the PFT Treasurer at a rate of \$24.45 an hour for 2024.

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

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the Bonding for the Township Treasurer(10 million) and Assistant Treasurer; total cost of \$22,250.00/both.

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

PERSONNEL LIAISON ON BEHALF OF THE BOS FOR ALL TOWNSHIP OFFICE EMPLOYEES:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the Personnel Liaison and Human Resource duties for all office employees of the Township for 2024.

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

PFT ROADMASTER:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the Road Master for the Township for 2024. Duties include work assignments for all Township Laborers.

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

PFT ASSISTANT ROADMASTER:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the Assistant Road Master for the Township for 2024. Duties include work assignments for all Township Laborers.

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

PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ to represent PFT on the Tax Collection Committee for Carbon County for 2024.

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

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2024.

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

TOWNSHIP SOLICITOR:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint Attorney _____ (Tom Nanovic) to represent the BOS for 2024; Rate of \$150.00 per hr.; Para-Legal fees of \$55.00 per hr.

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

DEPOSITORY:

MOTION made by Supervisor _____, Second by Supervisor _____ to approve **Mauch Chunk Trust Co.**, as the Depository for the Township Funds for 2024. Deposits are to be done as needed during bank hours.

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

SECRETARY FOR PLANNING COMMISSION MEETINGS

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ (Julie Rossi) as the PFT Planning Commission Secretary for 2024; **AS NEEDED** for Meetings.

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

PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ (Barry Isett and Associates, Inc.) as the Third Party Building Code Official, Building Inspector, Commercial Building Inspector, Zoning Officer, Assistant Zoning Officer, for 2024; see attached fee schedule.

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

PFT TOWNSHIP ENGINEER:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ as the Township's Engineer and the Planning Commission's Engineer for 2024.

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

PFT SEWAGE OFFICER; WATER ENFORCEMENT OFFICER

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint _____ (Hanover Engineering Associates) as the Sewage Officer and Water Enforcement Officer for 2024; see attached fee schedule.

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

VACANCY BOARD:

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint _____ (Carl Fazio) as member of the Vacancy Board for 2024.

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

EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint _____ (David Michael III) as PFT Emergency Management Coordinator for 2024.

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

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint _____ (Jesse Brennan) as PFT Assistant Emergency Management Coordinator for 2024.

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

PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4TH MONDAY

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

Term dates for Planning Commission Members are as follows:

- WILLIAM MILLER 1/1/2026
- CHRIS RAU 1/1/2025
- DENNIS HABIG 1/1/2027
- STACEY VENETOS 1/1/2027
- JAMES DENIER 1/1/2025

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

ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1ST THURSDAY

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint the following Zoning Hearing Board Members to serve on the ZHB until the term expires. ZHB members will receive \$10.00 per hearing.

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

Term dates for Zoning Hearing Board Members are as follows:

- Audrey Wargo 1/1/2027 (Letter of interest received)
- Patrick Walsh 1/1/2025
- Paul Fogal 1/1/2027 (Letter of interest received)
- *Alternate: Shawn Kresge

PENN FOREST TOWNSHIP ELECTED AUDITORS:

MOTION made by Supervisor _____, Second by Supervisor _____, to appoint the following Auditors until the next Municipal Election.

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

- Christine Fazio-----Appointed 2-year term (2026)- (resignation letter received from Michael Rivkin)
- James Walck----- Appointed 4-year term (2028)
- Rebecca Hassenbein----- Elected 6-year term (2030)

Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2024.

MOTION made by Supervisor _____, Second by Supervisor _____, to pay the Township Auditors for annual meeting and mileage reimbursement for 2024.

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

PARK RECREATION BOARD MEMBERS:

MOTION made by Supervisor _____, Second by Supervisor _____ to appoint the following Members to the Park Recreation Board for 2024 until the term expires:

Todd Fox—5 yr. term (2028)

Jennifer Bevilacqua—5 yr. term (2027)

Holly Rivera-(2025)

Robin McGeehan—5 yr. term (2026)

Jyl Venditti- (2025)

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

BOS MEETINGS FOR 2024:

MOTION made by Supervisor _____, Second by Supervisor _____ to hold the BOS meetings on the **first Monday (unless it is a holiday; meeting will be on Tuesday)** of each month at **7:00PM** at the Penn Forest Township Municipal Building.

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

MUNICIPAL BUILDING OFFICE HOURS:

MOTION made by Supervisor _____, Second by Supervisor _____ the PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees' hours: 8:00a.m.–4:00p.m.

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

SALARY FOR THE ROADMASTER:

MOTION made by Supervisor _____, Second by Supervisor _____ to recommend to the Twp Auditors; yearly salary of \$7,700.00 for 2024; to be paid in 12 equal payments of \$641.00 a month; plus \$25.00 for each Driveway Permit reviewed; plus reimbursed for mileage at the 2024 Federal rate of .67 cents per mile.

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

SALARY FOR THE ASSISTANT ROAD MASTER:

MOTION made by Supervisor _____, Second by Supervisor _____ to recommend to the Twp. Auditors an hourly rate of \$25.00; plus mileage reimbursement at the 2024 Federal rate of .67 cents per mile.

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

SALARIES FOR THE BOARD OF SUPERVISORS:

MOTION made by Supervisor _____, Second by Supervisor _____ to set the Supervisor's annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2nd Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: Roger Meckes, Christian Bartulovich, Scott Lignore, Patrick Holland, James Denier.

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

PFT LABORERS, ADMINISTRATIVE & CODE ENFORCEMENT SALARIES:

MOTION made by Supervisor _____, Second by Supervisor _____ to set the following hourly rates for Township Laborers, Administrative Assistants & Code Enforcement for 2024:

Laborers:

Gerry Enck	\$21.00 per hr.	Ricky Ahner	\$21.00 per hr.
Richard Beers	\$21.00 per hr.	Shannon Meckes	\$21.00 per hr.
Ron Nametko	\$21.00 per hr.	Ovel Mebs (p/t))	\$21.00 per hr.
Jay York (Forman)	\$26.25 per hr.	Michael Paparuzzi(p/t)	\$20.00 per hr.
		Willam Callen (p/t)	\$21.00 per hr.

Code Enforcement:

Gregory Loftus	\$25.48 per hr.
Josh Kase	\$23.10 per hr.

ADMINISTRATIVE ASSISTANTS:

Cheyenne Calvo Roberts	\$21.53 per hr.	Julie Rossi	\$21.00 per hr.
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ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

RATE FOR MILEAGE REIMBURSEMENT FOR 2024

1) Mileage Reimbursement Rate for Travel .67 cents per mile (2024 Federal Rate).

MOTION made by Supervisor _____, Second by Supervisor _____ to set the mileage reimbursement rate for PFT at the federal rate of .67 cents per mile for 2024.

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

ADOPT RESOLUTION #1 OF 2024---PFT TAX RATES FOR 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution #1 of 2024. PFT Tax Rates for 2024 as listed:

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

PENN FOREST TOWNSHIP TAX RATES FOR 2024

Real Estate Taxes	0 Mills (Zero Mills)
Per Capita Tax	\$5.00
Transfer Tax	½ of 1% split with JTASD
Earned Income Tax	½ of 1% split with JTASD
Amusement Tax	2 ½ %

ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS

MOTION made by Supervisor _____, Second by Supervisor _____ to authorize the Supervisors'; Township Secretary and Treasurer to attend the 2024 PSATS Conference in Hershey on April 14th thru April 17th; this includes lodging, mileage, and meal reimbursements.

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

VOTING DELEGATE FOR THE 2024 PSATS CONFERENCE

MOTION made by Supervisor ____ Second by Supervisor ____ to appoint _____ as the Township's Voting Delegate at the 2024 PSATS Conference in Hershey.

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

MOTION made by Supervisor _____, Second by Supervisor _____ to adjourn the meeting at _____.

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

**TOWNSHIP SECRETARY
PENN FOREST TOWNSHIP**

**CHAIRMAN
PENN FOREST TOWNSHIP**