

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

**MEETING MINUTES**

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 7:10 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:** was held from 6:00-7:10 p.m. to discuss potential litigation.  
ZOOM software was not functioning.

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON OCTOBER 2, 2023**

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

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

**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 Meckes, Second by Supervisor Holland to RATIFY 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

**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
<b>TOTAL:</b>			<b>\$4,335,155.22</b>

**(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)
<b>TOTAL:</b>	<b>\$ 6,046,585.68</b>	

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

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to pay the bills for OCTOBER 2023.

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

**E. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

**1) OPEN SEALED BIDS FOR 2023/2024 WINTER SNOW REMOVAL**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept the Bid from Austin Logistics LLC item B. 2-2 ton Dump truck in the amount of \$180.00 p/hr. each, and the bid from Shiffer Bituminous Service item A. 1-8 Ton Dump truck \$200.00 p/hr. for the 2023/2024 Winter Snow Removal.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to ACCEPT the quote from AG-INDUSTRIAL for a STIHL Blower, total cost \$629.99.

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

**3) ADVERTISE TO HIRE PER-DIEM SNOWPLOW OPERATORS**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to advertise to hire Per-Diem Snowplow Operators, for both paper & online, rate \$19.00 p/hr.

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

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

Total cost \$923.84

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

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

**5) RATIFY EMERGENCY PIPE REPLACEMENT-SMITH ROAD**

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

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

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

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

**Route 903 & Danner Road**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to PURCHASE 140ft of 15in road pipe, total cost \$1,983.80.

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

**7) RATIFY SHIFFER BITUMINOUS- BLACKTOP PIPE CROSSING ON SMITH ROAD**  
**TOTAL COST \$750.00**

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

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to TABLE escrow request from Sunny Patel at Rital, LLC.

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

**9) PURCHASE TOWNSHIP VEHICLE- MIRACLE FORD QUOTE**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE 2024 Ford F350 Crew Cab, reading body with adding the western V plow, total cost of \$89,562.13

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to PURCHASE (1) Driveway Marker Set, total cost \$64.99.

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

**11)PURCHASE UNDERCARRIAGE PRESSURE WASHER**

**Total cost \$493.99**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE undercarriage pressure washer, total cost \$493.99.

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

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

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

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

**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 Meckes, Second by Supervisor Bartulovich to TABLE until we receive the quote.

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

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

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

**2) PENN FOREST TOWNSHIP PROPOSED 2024 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 Bartulovich, Second by Supervisor Lignore to advertise the Proposed 2024 Budget for NOVEMBER 8<sup>TH</sup>.

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to ADVERTISE for the Code Adoption at the December BOS meeting.

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

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

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

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to advertise the Monthly Zoning/SALDO workshops for 2<sup>nd</sup> Thursday of each Month at 3:00pm, starting on 12/14.

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

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

Once homes are licensed as a STR and homeowner occupies the property, the same rules apply.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to ACCEPT the proposal from EMPOWER to start up a 457(b) annual total cost \$2,000.00, \$500 to create.

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

**PATRICK HOLLAND, SUPERVISOR**

**1) UNDERCOATING PROTECTANT SPRAY FOR TOWNSHIP VEHICLES**

**New Hampshire Undercoating, \$150.00 per truck.**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to have (3) trucks, except for trade in vehicle, undercoated total cost \$450.00.

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

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

**Karen Lane**- discussed the cost and the nighttime pollution is terrible and is very concerned.

**Bob Ely**- questioned if the sign would be like Fire Co. #2 sign.

**Jim Mcelvany**- questioned what we would be using the sign for and if we would be using the sign for advertising. The BOS discussed this would be used for events and reminders. The BOS are looking into what is best for the Township.

**Cleo Fogal**- discussed that it is not a good idea, and it would bleed over the lake in BCL and it cost a lot of money. They discussed having the sign located at the Municipal Building.

**Mike Collins**- discussed it is a big waste of money. It is difficult to read at 55mph and it's going to be impossible to read.

**Pat Fosdick**- discussed property values, the lighting and distraction with accidents on 903. Taxpayers should be allowed to vote on this item.

**Charlie Somedel**- discussed the cost, and to provide the Taxpayers relevant information to the residents. When this comes down to approval the cost should be put out. Provide background information to the residents and the history of other LED signs.

**Elaine Carnellen**- discussed that you cannot see the sign, and this doesn't belong here in the mountain, it's a city thing. Put a visitor sign up and people visiting are here today and gone tomorrow. We live here and we care about here. Put some lighting in the park not the sign.

**Alex Vitti**- discussed what is the plan to put on the sign job openings and closings, not advertising. Supervisors discussed the sign would be used for job opening and closings.

**Talon Fogal**- not a fan of the sign because of light pollution.

**Paul Fogal**- discussed property values. Supervisors are unclear.

**Tim Bucci**- expressed his concern about the sign being passed. He discussed the distraction on 903 and the no passing zones. There is no need for it, we have other avenues for communication.

**Sandy Benedick**-BCL discussed concern regarding the large influx from town and elsewhere for the fireworks display and the parking and parking on 903 when we ran out of parking. Supervisor Bartulovich discussed we are trying to look into obtaining more property from the School District for more parking.

Supervisor Bartulovich- expressed the cost being too high, the proposal was not accepted. We are putting it out to bid, if the cost is too high it will not be accepted. Discussion regarding billboards on 903.

Supervisor Holland- expressed his dislike for the sign.

**Bob Leary**-IML- expressed the idea of putting the sign at the Municipal Building. The sign at PFT#2 sign does not bother him.

### **3) DISCUSSION: WALKWAY ALONG 903**

Supervisor Holland discussed the possibility of a walking crushed stone trail on 903 parking lot across the east side of 903. Supervisors discussed.

**F. PFT PARK AND RECREATION**

**1) PURCHASE FIRE PIT FROM TRACTOR SUPPLY**

Cost \$299.99, estimated shipping \$149.99.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to PURCHASE fire pit from Tractor Supply, total cost \$299.99.

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

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR OCTOBER 2023**

Park mowing is wrapping up. Snow removal is gearing up. Tree Trimming is in effect for the next several months.

Discussion with Tom Nanovic and Supervisors regarding the left over wood on private property. Attorney Nanovic will review the contract and provide an answer.

**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>
<b>TOTAL DEPOSITS</b>		<b><u>\$2,846.36</u></b>

**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**

Dan Wilusz Township Engineer reviewed the Zoning Report for Philip Prout could not participate because Zoom was not operational.

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

A Realtor discussed a buyer is interested in purchasing the land on Stony Mountain for Solar Panels. He wanted to know if the Township was against. Attorney Nanovic discussed whatever the Zoning Ordinance allows. Supervisors discussed Zoning is Residential.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:06 P.M.**

**MOTION** to adjourn meeting by Supervisor Bartulovich, Second by Supervisor Lignore

**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, December 4<sup>th</sup> at 7:00 p.m.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, November 15<sup>th</sup> at 6:30 p.m. at the Municipal Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, November 27<sup>th</sup> at 6:00 p.m. (If needed)***
- 4) Electronic Recycling will take place at the Transfer Station on Saturday, November 18<sup>th</sup> 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 23<sup>rd</sup> & Friday, November 24<sup>th</sup> in observance of Thanksgiving Holiday.***

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**DANA VITALE**  
**TOWNSHIP SECRETARY**

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