

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

MEETING MINUTES

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: Was held from 6:30-7:00 p.m. to discuss personnel matters.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON NOVEMBER 6, 2023

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from NOVEMBER 6, 2023.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

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

Keith & Audrey Fox discussed their ongoing concern with the detour for this bridge project. The concern for school buses, the long distance detour for the mail, the transfer station, emergency

services and the potential danger of having one way in or out. The Board does not disagree and will do whatever they can to assist.

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

Frank Gola member of the board for BLE presented to the Board regarding the request to change the one mile section of Forest Road from unposted 35mph to a posted 15mph. Tabled, Township Engineer will provide a quote.

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:	219,709.31	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 Meckes, Second by Supervisor Bartulovich to accept Treasurer's Report for NOVEMBER 2023 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2023

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

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

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 Meckes, Second by Supervisor Bartulovich to ACCEPT QUOTE from WB Electric for Park Concession Stand Lighting, total cost \$400.00.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to RELEASE escrow balance of \$34,549.01 to Sunny Patel at Rital, LLC.

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 Bartulovich, Second by Supervisor Lignore to ACCEPT 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) 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 Bartulovich, Second by Supervisor Lignore to **ADOPT** the 2024 proposed Budget as the final budget for 2024.

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

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 Meckes, Second by Supervisor Holland to RATIFY the purchase from Miracle Ford for 2024 F-350 chassis, reading body, total cost \$92,316.13.

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

- 2) **MIRACLE FORD QUOTE-LIGHTING UPGRADE – TOTAL COST \$2,175.51**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT quote from Miracle Fore for lighting upgrade, total cost \$2,175.51.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 3) **BUZZETTA (DOM N ALI) DEVELOPMENT AGREEMENT**
MOTION made by Supervisor Meckes, Second by Supervisor Denier to APPROVE the BUZZETTA (DOM N ALI) Development Agreement.
ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 4) **WEST END EQUIPMENT QUOTE- REWORK PLOW TO ELECTRIC OVER HYDRAULIC & ADD ADDITIONAL ELECTRIC, TOTAL COST \$3,500.00. 550 Truck**
MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to ACCEPT quote from West End Equipment for Plow Rework to electric, total cost \$3,500.00.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 5) **AN ORDINANCE TO APPROVE, ADOPT AND ENACT AN ORDINANCE CODIFICATION FOR THE TOWNSHIP - NO. 1 OF 2023**
MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore **ADOPT** ORDINANCE NO. 1 OF 2023- APPROVE, ADOPT AND ENACT ORDINANCE CODIFICATION FOR THE TOWNSHIP.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 6) **DISCUSSION- TOWNSHIP ID'S**
MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to authorize Fire Co. #2 to create Township IDs for Township Employees.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 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 Meckes, Second by Supervisor Lignore, to APPROVE 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 8) **WB ELECTRIC QUOTE-FURNISH/INSTALL RECEPTACLES (2) GARGAE DOOR OPENERS TOTAL COST \$328.54**
MOTION made by Supervisor Meckes, Second by Supervisor Denier to ACCEPT quote from WB Electric to furnish & install 2 receptacles for transfer station garage door openers, total cost \$328.54.
ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to OPEN the Transfer Station on 12/26/23, hours 8:00am-4:00pm.

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

G. PFT PARK AND RECREATION

Tree lighting with Santa went very well. Best attendance, nice event. Both Fire Companies were in attendance.

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2023

Tree trimming will be in the Township for a few more weeks.

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
Philip Prout, BIA reviewed the Zoning Report.**

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

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

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to conditionally APPROVE 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-abstain; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

FARINELLI – REVERSE SUBDIVISION – TOWAMENSING TRAILS
22A-51-609 & 608 (NEW LOT 609A)

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT SALDO waiver request 333.31 (8' trees).

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Meckes to conditionally APPROVE 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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**

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

Judy Knappenberger- question if a gazebo could be placed by the playground. BOS stated anything is possible. Also, questioned if a Christmas party was going to be held for the employees and if there was going to be a year end meeting. The Board stated only the Reorganization Meeting.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:00 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 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