

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

**AMENDED
AGENDA**

January 2, 2024

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. MEETING MINUTES:

1) REGULAR BOS MEETING ON DECEMBER 4, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from DECEMBER 4, 2023.

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

2) BOS WORKSHOP ON DECEMBER 14, 2023

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from DECEMBER 14, 2023.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) DEP CORRECTED PERMIT- JAMICO MATERIALS (NO MOTION)

2) DIMMICK MEMORIAL LIBRARY DONATION REQUEST

3) DEPARTMENT OF REVENUE LETTER-STR's SALES, USE & HOTEL OCCUPANCY TAX LICENSE- The Department will no longer issue letters to short term rental owners reiterating the policy of not requiring a PA Sales, Use, & Hotel Occupancy Tax License.

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/20/2023)

Township General Fund:	\$ 3,140,944.39	State Liquid Fuels Fund:	\$ 286,283.75
Sanitation Fund:	\$ 349,899.77	Payroll:	\$ 22,252.07
Septic Fund:	\$ 359,087.43	Debit Card	\$ 3,821.92
SALDO:	\$ 99,425.01	Capital Reserve:	\$ 370,077.84
Rent :	\$ 103.53		
TOTAL:			\$4,631,895.71

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/20/2023)

Account Ending: #1841 -	\$ 3,730,252.13	(3 month CD)
#5851 -	\$ 267,489.90	(6 month CD)
#1301 -	\$ 2,073,378.28	(13 month CD)
TOTAL:	\$ 6,071,120.31	

TOTAL FUNDS ON DEPOSIT: \$ 10,703,016.02

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

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

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

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

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

D. OLD BUSINESS:

1) **BELTZVILLE LAKE ESTATES SPEED LIMIT CHANGE-ENGINEER COMMENTS**

MOTION made by Supervisor _____, Second by Supervisor _____ to

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) RESOLUTION NO. 2 OF 2024 TO APPOINT CERTIFIED PUBLIC ACCOUNTANT

To appoint Zelenkofske Axelrod LLC. to make an examination of all of the account funds of Penn Forest Township for the fiscal year 2023.

MOTION made by Supervisor _____ Second by Supervisor _____ to ADOPT Resolution #2 of 2024 to appoint Zelenkofske Axelrod LLC to make an examination of all account funds of the Township for the fiscal year 2023.

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

2) RESOLUTION NO. 3 OF 2024—APPOINTED DELEGATE AND ALTERNATE FOR TCC

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Resolution #3 of 2024 appointing a Delegate _____ and an Alternate _____ as representatives for the CC Tax Collection Committee.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) CODE ENFORCEMENT: FROM START TO FINISH - PSATS VIRTUAL CLASS

2/22/24 1-3 p.m., total cost \$35.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Greg Loftus & Josh Kase to attend the START TO FINISH virtual class on 2/22/24, cost \$35.00/each.

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

F. PFT PARK AND RECREATION

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2023

TRANSFER STATION -

1) BULK AMOUNT for DECEMBER 2023---\$274.00 Year to Date Total: \$8,979.00

2023 Pro-Rated Permit	(1)	14.40
2023 Residential Permit	(7)	1,028.57
2024 Commercial Permit	(3)	900.00
2024 Residential Permit	(761)	<u>114,150.00</u>
TOTAL DEPOSITS		<u>\$116,366.97</u>

2) ADMINISTRATIVE REPORTS –

**A) RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2023-
Administrative & Financial Requests: (See Attached List)**

Submitted: 37 Responded: 37 Total Hours: 31 hrs.

Zoning & Septic Requests: Submitted: 32 Responded: 32

H. ZONING DEPARTMENT – Phillip Prout submitted Zoning Report for DECEMBER 2023.

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

1) AUDREY & KEITH FOX- HATCHERY BRIDGE PROJECT

AMENDED TO ADD:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to AMEND the agenda to add the following:

- Purchase Calcium Chloride Pallet.
- Accept 5 Star quote for parts & labor for backhoe repairs, total cost \$2,027.71.
- Hire Per Diem Snowplow Operator subject to interview and background screening.

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 Next Regular Board of Supervisors Meeting will be held Monday, February 5th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, January 17th, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, January 22nd, at 6:00 p.m. (If needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS