

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

AGENDA

February 5, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: TO BE HELD AT 6:00 P.M. TO DISCUSS POTENTIAL LITIGATION.

B. MEETING MINUTES:

1) ANNUAL REORGANIZATION MEETING ON JANUARY 2, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the ANNUAL REORGANIZATION Meeting Minutes from JANUARY 2, 2024.

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

2) REGULAR BOS MEETING ON JANUARY 2, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from JANUARY 2, 2024.

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

3) BOS WORKSHOP ON JANUARY 11, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from JANUARY 11, 2024.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) M.C.S. CONSULTING AND IMPLEMENTATION-LAW ENFORCEMENT CONSULTING SERVICES (NO MOTION)

2) ROAD DRAINAGE ON FOREST STREET IN BELTZVILLE LAKE ESTATES

3) APPLICATION TO DEP TO RENEW NPDES PERMIT- (NO MOTION)

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2024)

Township General Fund:	\$ 3,014,643.56	State Liquid Fuels Fund:	\$ 287,336.57
Sanitation Fund:	\$ 220,533.14	Payroll:	\$ 27,893.83
Septic Fund:	\$ 346,027.86	Debit Card	\$ 4,862.47
SALDO:	\$ 273,653.51	Capital Reserve:	\$ 371,438.81
Rent :	\$ 113.57		
TOTAL:			\$4,546,503.32

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2024)

Account Ending: #1841 -	\$ 3,750,352.99	(3 month CD)
#5851 -	\$ 269,056.82	(6 month CD)
#1301 -	\$ 2,080,302.74	(13 month CD)
TOTAL:	\$ 6,099,712.55	

TOTAL FUNDS ON DEPOSIT: \$ 10,646,215.87

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for JANUARY 2024 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JANUARY 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JANUARY 2024.

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) ELIMINATION OF PER CAPITA TAX FOR 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to authorize Attorney Nanovic to move forward with the process of repealing the per capita tax by Ordinance enacted in 2024, effective January 1, 2025.

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

2) COMMUNITIES OF Beltzville Lake Estates, Indian Mountain Lakes & Towamensing Trails- Garbage Exemption

Letter and all required documents received requesting exemption for the 2024 garbage permit fees for residents of Beltzville Lake Estates, Indian Mountain Lakes & Towamensing Trails.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Beltzville Lake Estates, Indian Mountain Lakes & Towamensing Trails Exemption request for the 2024 Garbage Permit Fees .

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

3) RATIFY EMERGENCY SNOWPLOW SERVICES FOR TOWNSHIP ROADS

OIIS INNOVATIVE INDUSTRIAL SOLUTIONS- 1/6-1/7, \$85.00/hr. for one truck, 24.5 hrs. Plowed and treated designated township roads. Invoice total \$2,082.50.

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY Emergency Snowplow services from OIIS Innovative Industrial Solutions, total cost \$2,082.50.

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

4) AWENTZ SURVEYING - GREAT POCONO HOME - 90DAY EXTENSION - LOT CONSOLIDATION

MOTION made by Supervisor _____, Second by Supervisor _____ to _____the 90 day extension until May 6, 2024, for Great Pocono Homes lot consolidation plan.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) ADOPT 12 WEEK PARENTAL LEAVE POLICY

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

2) CARBON COUNTY COUNCIL OF GOVERNMENT(CCCOG) MEMBERSHIP

Appointing Representative's and Annual Membership dues, \$100.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to APPOINT a Delegate, _____; and Alternate, _____ Representative for the CCCOG.

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

MOTION made by Supervisor _____, Second by Supervisor _____ to _____the \$100.00 annual membership dues for CCCOG.

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

PATRICK HOLLAND, SUPERVISOR

1) PRESENTATION: TALON FOGAL- MULTI-USE TRAIL

MOTION made by Supervisor _____, Second by Supervisor _____ to begin forming an active transportation plan for Penn Forest Township, including feasibility research and grant applying.

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

F. PFT PARK AND RECREATION:

1) CARBON CHAMBER CORNHOLE TOURNAMENT-ORGANIZED BY JESSICA

KOHUTKA - Roughly 50 teams, spectators, food trucks & beer/wine vendors.

Event date July 25th.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

2) COLORRUN FESTIVAL- HARDSHIP HEROS

Event Run-June 23rd 11-4-Vendor setup at 9:00 a.m., Path, Pavilion, Vendor area

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2024

TRANSFER STATION -

1) BULK AMOUNT for JANUARY 2024---\$775.00 Year to Date Total: \$775.00

2024 Pro-Rated Permit	(3)	435.12
2023 Residential Permit	(7)	1,050.00
2024 Commercial Permit	(3)	900.00
2024 Residential Permit	(398)	59,431.41
TOTAL DEPOSITS		<u>\$62,591.53</u>

2) ADMINISTRATIVE REPORTS -

A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2024-

Administrative & Financial Requests: (See Attached List)

Submitted: 63 Responded: 63 Total Hours: 45.25 hrs.

Zoning & Septic Requests: Submitted: 60 Responded: 60

H. ZONING DEPARTMENT: – Phillip Prout submitted Zoning Report for January 2024.

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

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, March 4th, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, February 21st, at 6:30 p.m. at the Municipal Building.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 26th, at 6:00 p.m. (If needed).***
- 4) *The Township Office will be closed on Monday, February 19th in observance of the President’s Day Holiday. The Transfer Station will be CLOSED.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS