

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

Meeting Minutes

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 6:48 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 Meckes, Second by Supervisor Denier to approve the BOS Meeting Minutes from DECEMBER 4, 2023.

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

2) BOS WORKSHOP ON DECEMBER 14, 2023

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

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

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 Meckes, Second by Supervisor Bartulovich to accept Treasurer's Report for DECEMBER 2023 (Subject to Audit).

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

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

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

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

D. OLD BUSINESS:

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to have Attorney Nanovic work with Township Engineer Dan Wilusz, to draft an Ordinance to change the speed limit on all of Forest Street within PFT to 25 mph.

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

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 Bartulovich, Second by Supervisor Meckes 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

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

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

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

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

F. PFT PARK AND RECREATION

Not much is going on right now. Supervisor Meckes discussed leaving the bathrooms operational for the winter months.

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2023

Titan Tree Services is doing a good job and it has been going well. We are ready for snow with supplies. Trash pickup is going steady.

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 \$116,366.97

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.

Philip Prout, BIA, reviewed the Zoning Report.

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

AUDREY & KEITH FOX- HATCHERY BRIDGE PROJECT

Audrey & Keith Fox discussed their serious concerns with PennDot's Bridge Replacement Project on Hatchery Road.

Harry ??- discussed the burden on the few residents living on Hatchery Road with the bridge closure. They discussed the potential meeting with PennDot in February at the Municipal Building.

Eileen Rugh- discussed posting the public meeting.

AMENDED TO ADD:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to purchase a pallet of Calcium Chloride, total cost \$932.00.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to accept the quote from 5 Star for repairs to the backhoe, total cost \$2,027.71.

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to hire Joshua Kervick per diem Snowplow Operator, rate of \$20.00 p/hr; pending interview and background/drug screening.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:44 P.M.

MOTION to adjourn meeting by Supervisor Meckes, 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, 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