

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

Meeting Minutes

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

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

A. EXECUTIVE SESSION: Was held from 6:00-7:00 p.m. to discuss personnel and potential litigation.

B. MEETING MINUTES:

1) ANNUAL REORGANIZATION MEETING ON JANUARY 2, 2024

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

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

2) REGULAR BOS MEETING ON JANUARY 2, 2024

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

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

3) BOS WORKSHOP ON JANUARY 11, 2024

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

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

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

Supervisor Meckes with get together with Township Engineer.

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 Meckes, Second by Supervisor Lignore to TABLE Treasurer's Report for JANUARY 2024 until next month (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JANUARY 2024

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

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) ELIMINATION OF PER CAPITA TAX FOR 2025

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

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 Meckes, Second by Supervisor Bartulovich to APPROVE Beltzville Lake Estates, Indian Mountain Lakes & Towamensing Trails Exemption request for the 2024 Garbage Permit Fees .

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to utilize Innovative Industrial Solutions when needed at the rate of \$85.00 p/hr.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to grant the 90 day extension until May 6, 2024, for Great Pocono Homes lot consolidation plan.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) ADOPT 12 WEEK PARENTAL LEAVE POLICY

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to adopt a 6 week full pay parental leave policy.

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

2) CARBON COUNTY COUNCIL OF GOVERNMENT(CCCOG) MEMBERSHIP

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to APPOINT a Delegate, Christian Bartulovich and Alternate, Scott Lignore Representative for the CCCOG.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to APPROVE the \$100.00 annual membership dues for CCCOG.

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

PATRICK HOLLAND, SUPERVISOR

Talon Fogal, BCL resident and Supervisor, Patrick Holland presented to the board and residents their pitch to making a fresh gravel multi-use trail connecting Jim Thorpe to Penn Kidder.

1) PRESENTATION: TALON FOGAL- MULTI-USE TRAIL

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

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

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, Thursday evening 4p.m. to dusk. Brightpath Brewery will provide the beer.

MOTION made by Supervisor Holland, Second by Supervisor Lignore to table until next month.

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

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 Bartulovich, Second by Supervisor Lignore to APPROVE contingent upon food truck vendors have their own licenses.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2024

Tree Trimming is still going well in the Township. We had a fire at the Transfer Station please spread the word to not throw anything hot in the containers. Keep an eye out for the Roadcrew when on the roads in bad weather.

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) | <u>59,431.41</u> |
| 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.

Amanda Heist reviewed the Zoning Report.

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

None.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:39 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, 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**