

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

MEETING MINUTES

March 4, 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

An executive session was held on 2/27/24 at 4:30 p.m. to discuss personnel matters.

A. EXECUTIVE SESSION: Was held from 6:15-7:00 p.m. to discuss personnel matters.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON FEBRUARY 5, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS Meeting Minutes from FEBRUARY 5, 2024.

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

2) BOS WORKSHOP ON FEBRUARY 8, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the BOS WORKSHOP Minutes from FEBRUARY 8, 2024.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **NOTICE OF ROAD CLOSURE AND DETOUR ON HATCHERY ROAD(RESERVOIR RD) 3/1/24-11/1/24 (NO MOTION)**
- 2) **JIM THORPE AREA BAND BOOSTERS AND MARCHING BAND- THANK YOU LETTER AND CERTIFICATE OF APPRECIATION (NO MOTION)**
- 3) **THE SWORD TAG SOCIETY-LEHIGHTON- DONATION REQUEST**
MOTION made by Supervisor Holland, Second by Supervisor Lignore to politely decline.

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

D. TREASURER’S REPORT: JANUARY & FEBRUARY

JANUARY

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

Township General Fund:	\$ 2,980,895.16	State Liquid Fuels Fund:	\$ 288,390.37
Sanitation Fund:	\$ 495,430.17	Payroll:	\$ 6,888.12
Septic Fund:	\$ 350,385.36	Debit Card	\$ 4,759.66
SALDO:	\$ 61,661.45	Capital Reserve:	\$ 372,801.06
Rent :	\$ 5,318.30		
TOTAL:			\$4,566,529.65

(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: \$ 10,666,242.20

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

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

FEBUARY

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/29/2024)

Township General Fund:	\$ 2,342,695.37	State Liquid Fuels Fund:	\$ 1,390.37
Sanitation Fund:	\$ 475,626.76	Payroll:	\$ 9,670.63
Septic Fund:	\$ 335,521.57	Debit Card	\$ 4,180.22
SALDO:	\$ 57,819.20	Capital Reserve:	\$ 372,801.06
Rent :	\$ 6.42		
TOTAL:			\$3,599,711.60

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/29/2024)

Account Ending: #1841 -	\$ 3,760,580.51	(3 month CD)
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#5851 -	\$ 269,854.29 (6 month CD)
#1301 -	\$ 2,087,236.23 (13 month CD)
TOTAL:	\$ 6,117,671.03

TOTAL FUNDS ON DEPOSIT: \$ 9,717,382.63

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept Treasurer’s Report for FEBRUARY 2024 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR FEBRUARY 2024**

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

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

E. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) **ELECTRONIC RECYCLING EVENT- SCHEDULE THE DATE**

Secretary reserved Saturday’s 7/27/24 & 11/16/24, 2 trucks 9-1 or until trucks are full.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to schedule 7/27 & 11/16 for the Electronic Recycling Event’s at the Transfer Station.

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

2) **ORDINANCE NO. 1 OF 2024 - AMENDING SECTION 2 OF CHAPTER 226, (SECTION 226-2)- MAXIMUM SPEED LIMIT ON (OLD STAGE ROAD) & (SECTION 3, 226-3) POSTING SPEED LIMIT ON (OLD STAGE ROAD) OF THE CODE OF PFT.**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to **ADOPT** Ordinance No. 1 of 2024-Amending the Code of Penn Forest Township.

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

3) **RATIFY PAYMENT TO INNOVATIVE INDUSTRIAL SOLUTIONS- JOHN DEER BACKHOE BUCKET REPAIR-TOTAL COST \$428.00**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to **RATIFY** the payment to Innovative Industrial Solutions for the John Deere backhoe bucket repair, total cost \$428.00.

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

**4) PURCHASE ROAD SIGNS-TOWNSHIP & TURNPIKE
TOWNSHIP TOTAL \$2,581.50, TURNPIKE TOTAL \$704.00**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to PURCHASE Township Road Signs, total cost \$2,581.50.

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to PURCHASE Turnpike Road Signs, total cost \$1,704.00.

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

**5) PURCHASE LOCKER FOR THE MAINTENANCE BUILDING- 45X18X72
ULINE- STANDARD GRADE (3) \$1,605.00 PLUS SHIPPING \$97.08= \$1,702.08
ULINE- INDUSTRIAL GRADE (3) \$2,046.00 PLUS SHIPPING \$113.71= \$2,159.71**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to PURCHASE (9) industrial grade lockers, cost up to \$2,500.00.

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

6) TRANSITION TEMPORARY PART-TIME TRANSFER STATION EMPLOYEE MICHAEL PAPARUZZI TO PERMANENT PART-TIME

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to transition Michael Paparuzzi Transfer Station employee to permanent part-time.

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

7) TITAN TREE SERVICE CHANGE ORDER- WEILER ROAD- TOTAL COST \$22,330.00

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to ACCEPT the CHANGE ORDER from Titan Tree Service for trimming on Weiler Road, total cost \$22,330.00.

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

8) REPLACE WELL PUMP-MUNICIPAL BUILDING-CALCANO PLUMBING

MOTION made by Supervisor Meckes, Second by Supervisor Holland to authorize Calcano Plumbing to replace the well pump at the municipal building, cost up to \$1,500.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) QUOTES: WB ELECTRIC & CARDIO PARTNERS FOR AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AT THE PARK SOCCER SHED, CONCESSION STAND & SOFTBALL SHED

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT QUOTE from Cardio Partners for (3) AED's, total cost \$11,548.32.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **ACCEPT** QUOTE from WB Electric for (3) circuits for (3) new AEDs on Soccer Shed, Concession Stand and Softball Shed, total cost \$1,139.34.

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

2) PURCHASE SECOND CODE ENFORCEMENT VEHICLE UP TO \$14,000.00 AND REPLACE DRIVER'S SEAT IN CURRENT VEHICLE UP TO \$1,000.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **PURCHASE** a second Code Enforcement Vehicle, cost up to \$16,000.00.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **REPLACE** the driver's seat in the current Code Enforcement Vehicle, cost up to \$1,000.00.

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

3) REIMBURSE JTYS FOR 2024 FIELD PAINT- UP TO \$1,600.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to **REIMBURSE** Jim Thorpe Youth Soccer for field paint, cost up to \$1,600.00.

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

4) APPOINT GREG LOFTUS & JOSH KASE PFT ZONING OFFICERS

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to **APPOINT** Greg Loftus & Josh Kase as PFT Zoning Officers, effective immediately.

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

PATRICK HOLLAND, SUPERVISOR

**1) PENN FOREST TRAIL- RESOLUTION TO ESTABLISH A COMMITTEE
RESOLUTION NO. 4 OF 2024 - ESTABLISHING THE PFT ACTIVE TRANSPORTATION COMMITTEE.**

MOTION made by Supervisor Holland, Second by Supervisor Lignore to **ADOPT** Resolution No. 4 of 2024- Establishing the PFT Active Transportation Committee.

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

MOTION made by Supervisor Holland, Second by Supervisor Denier to **APPOINT** Dr. Patrick Holland, Talon Fogal, Christian Bartulovich, Walt Bevilaqua, Dr. Daniel Plavin, Chelsea Cosslett, Mark Zakutansky, as PFT Active Transportation Committee Members

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 – Resolution to amend the park ordinance, section 154-3(l) (Alcohol use)

MOTION made by Supervisor Meckes, Second by Supervisor Holland to allow the event without alcohol.

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

2) PURCHASE STORAGE SHED- JIM THORPE YOUTH SOCCER

Quotes from:

Lapp Structures- 8X8 \$3,301.00, 10X10 \$3,824.00

Green Acres Outdoor Living- 8X8 \$3,611.51, 10X10 \$4,503.90

Kramer Sheds - 8X8 \$2,500.00, 10X10 \$3,300.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to PURCHASE 10X10 storage shed from Kramer Sheds for JTYS, cost up to \$4,000.00.

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

3) SAFETY DAY AUGUST 17th, 2024 - BUDGET REQUEST UP TO \$2,500.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to AUTHORIZE the budget request for Safety Day, cost up to \$2,500.00.

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

4) POCONO MOUNTAIN SOCIETY- ROY DEVATT- ADULT SOFTBALL LEAGUE SUNDAYS 10-2 FROM APRIL-SEPTEMBER 2024- APPROVAL CONTINGENT UPON RECEIVING INSURANCE AND AGREEMENT TO MAINTAIN BASEBALL FIELD

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ALLOW Pocono Mountain Society for Adult Softball, Sunday's 10-2, April-September, contingent upon receiving insurance and agreement to maintain the baseball field.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR FEBRUARY 2024

Tree Trimming is still going on in the Township, they are doing a really good job. Hopefully, we are done with the winter weather. Everything else is going well.

TRANSFER STATION –

1) BULK AMOUNT for FEBRUARY 2024---\$369.00 Year to Date Total: \$1,389.00

2023 Pro-Rated Permit	(1)	20.16
2024 Pro-Rated Permit	(3)	417.60
2023 Residential Permit	(6)	771.43

2024 Commercial Permit	(2)	438.46
2024 Residential Permit	(65)	9,300.44
TOTAL DEPOSITS		<u>\$11,317.09</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 72 Responded: 72 Total Hours: 53.25 hrs.

Zoning & Septic Requests: Submitted: 61 Responded: 61

H. ZONING DEPARTMENT: – Phillip Prout submitted Zoning Report for February 2024. Phil Prout from BIA reviewed the Zoning Report.

ZOLOTARSKY – REVERSE SUBDIVISION – (NEW LOT 1314A) LOTS 1314 &1316 BISHOP CIRCLE, TOWAMENSING TRAILS

a) MOTION made by Supervisor Meckes, Second by Supervisor Lignore to **GRANT** SALDO waiver requests **210.16.C.31**(8'trees), **210.16.A** (plan scale), **210.16.C32** (proposed grading), as recommended by the Planning Commission.

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

b) MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to conditionally **APPROVE** the final **plan** subject to addressing the remaining comments from engineer's letter of 2/22/24 and the County letter of 2/20/24, 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**

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

James Mannix- questioned if there are fees for the Recycling Event and how to pay. Questioned about the Forest Street speed change to 25 mph.

Virginia Sevesther- Mt. Pocahontas- stated she came last year regarding the yearly billing for trash for individuals. She stated she is a senior citizen who only used 24 bags for 2022 and 12 for 2023. She is a single person who does not generate a lot of trash. I am requesting a person to buy a card for 50 bags of trash and once used to purchase another card. Supervisor Lignore, if you lived in town you would have to pay for water, sewer, and trash. Supervisor Holland, he has a family of 4 and only makes one bag of garbage a week. He does not like subsidizing people who are wasteful. Dan Wilusz from BIA stated down in Franklin Township they have a Senior citizen rate, one bag a week and its cheaper. Supervisor Meckes stated he does not have a problem with talking about it and figuring it out. Supervisor Bartulovich, there is more to it and a lot of moving pieces. Supervisor Holland suggested a low usage card. It's worth looking into.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:15 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, April 1st, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, March 20th, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 25th, at 6:00 p.m. (If needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS