

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

MEETING MINUTES

April 1, 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 MARCH 4, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from MARCH 4, 2024.

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

2) BOS WORKSHOP ON MARCH 14, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS WORKSHOP Minutes from MARCH 14, 2024.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **PFT FIRE POLICE TRAFFIC CONTROL REQUEST- ST. MARKS & ST. JOHN'S EPISCOPAL CHURCH - RACE STREET RUN- SATURDAY, JUNE 29TH 8-10:30 a.m.**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ALLOW St. Mark's & St. John's Episcopal Church request for PFT Fire Police for traffic control at the Race Street Run on June 29th from 8-10:30 am.

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

- 2) **CARBON CONSERVATION DISTRICT- ROUTE 903 MUD RUN BRIDGE REPLACEMENT ADEQUACY REVIEW (NO MOTION)**
- 3) **PINE RUN CONSERVATION EASEMENT – DCNR GRANT APPLICATION (NO MOTION)**
- 4) **LEHIGHTON AMBULANCE ASSOCIATION-THANK YOU LETTER FOR DONATION (NO MOTION)**
- 5) **PSATS THANK YOU LETTER FOR MEMBERSHIP- (NO MOTION)**
- 6) **DEP LETTER-SURFACE MINING PERMIT CORRECTION-JAMICO MATERIALS SOUTH PIT OPERATION- (NO MOTION)**
- 7) **BCL RESIDENT REQUESTS FREE REPLACEMENT GARBAGE PERMIT**
MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to DECLINE their request.
ROLL CALL: RM=yes; CB=yes; SL=no; PH=yes; JD=yes **MOTION PASSED**
- 8) **LEADERSHIP CARBON - A CARBON CHAMBER & ECONOMIC DEVELOPMENT PROGRAM- DONATION REQUEST**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to DENY their request.
ROLL CALL: RM=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/28/2024)

Township General Fund:	\$ 2,382,629.21	State Liquid Fuels Fund:	\$ 276,174.80
Sanitation Fund:	\$ 467,050.23	Payroll:	\$ 12,086.62
Septic Fund:	\$ 342,638.57	Debit Card	\$ 3,661.95
SALDO:	\$ 58,082.45	Capital Reserve:	\$ 374,080.09
Rent :	\$ 19.18		
TOTAL:			\$3,916,423.10

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/28/2024)

Account Ending: #1841 -	\$ 3,770,175.12 (3 month CD)
#5851 -	\$ 270,602.66 (6 month CD)
#1301 -	\$ 2,093,744.02 (13 month CD)
TOTAL:	\$ 6,134,521.80

TOTAL FUNDS ON DEPOSIT: \$ 10,050,944.90

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to pay the bills for MARCH 2024.

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

D. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) **WB ELECTRIC QUOTE- LIGHT FIXTURES- PARK BATHROOMS**

Furnish & Install (3) 4' vapor tight LED linear fixtures, (1) for the Men's bathroom and (2) for the Women's. Total cost \$565.00.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT quote from WB Electric for Park Bathroom fixtures, total cost \$565.00.

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

2) **POTHOLE PATCHING ON TOWNSHIP ROADS- SHIFFER BITUMINOUS QUOTE \$2,500.00 PER LOAD**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to authorize Shiffer Bituminous to provide pothole patching, (2) loads at \$2,500 per load.

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

3) **ADD CAMERA TO UPPER PAVILLION FOR NEW SHED-CONTROL SECURITY QUOTE- \$362.25.**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT quote from Control Security to add a camera to the upper pavilion for the new shed, total cost \$362.25.

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

4) **RATIFY PAYMENT FOR F550 TRUCK REPAIR-TOTAL COST \$4,200.00**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ratify the payment of \$4,200.00 to All Points for the F550 truck repairs.

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

5) BASEMENT DOOR ACCESS CONTROL REPAIR- CONTROL SECURITY- COST UP TO \$500.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the basement door access control repair, cost up to \$500.00.

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

6) PENN FOREST TOWNSHIP AND MATT GABEL RELEASE

MOTION made by Supervisor Meckes, Second by Supervisor Denier to APPROVE/AUTHORIZE Tom Nanovic to send the release to Matt Gabel for approval/signature and then the township will proceed.

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

PATRICK HOLLAND, SUPERVISOR

1) BIA SUBMITTED A TRAIL FEASIBILITY STUDY

Supervisor Holland discussed the grant process and next steps.

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to TABLE for a month.

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

E. PFT PARK AND RECREATION:

Sport teams are picking up and the park is getting pretty busy.

F. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2024

Tree trimming is still going on, almost completed. Hopefully we are done with the bad weather. Not much else, odds & ends.

TRANSFER STATION –

1) BULK AMOUNT for MARCH 2024---\$396.00 Year to Date Total: \$1,785.00

2023 Pro-Rated Permit	(1)	126.72
2024 Pro-Rated Permit	(2)	259.20
2023 Residential Permit	(6)	792.86
2024 Commercial Permit	(0)	.00
2024 Residential Permit	(38)	5,100.00
TOTAL DEPOSITS		<u>\$6,674.78</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 61 Responded: 61 Total Hours: 50.5 hrs.

Zoning & Septic Requests: Submitted: 51 Responded: 51

G. ZONING DEPARTMENT: – Phillip Prout submitted Zoning Report for March 2024.
No Zoning Report this month.

**MCCLINTON REVERSE SUBDIVISION- PARCELS 22A-51-C1156 &C1157 (New Lot 1156A)
TOWAMENSING TRAILS- CONDITIONAL APPROVAL**

a) MOTION made by Supervisor Meckes, Second by Supervisor Denier to GRANT the waiver for **SALDO Section 210-16.C.31 (8”Trees)**; as recommended by 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 Denier to accept the **plan** as recommended by the Planning Commission, contingent upon engineer’s comments from the March 21, 2024, review letter and County review letter of March 19, 2024, be addressed and the final payment of any outstanding fees.

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

GETZ LAND DEVELOPMENT PLAN-(Getz Self Storage) 36-51-A8.33 STATE ROUTE 903

a) MOTION made by Supervisor Meckes, Second by Supervisor Denier to GRANT the waiver for **SALDO Sections: 210-7 & 210-9 (preliminary/final plan); 210.14A(scale 1-40); 210-14.D(22) (8” trees); 210-15.D(12) (accepting deed in lieu of opinion of title); 210-23.D(3)(b)(2) (allow 3-1 side slope)** as recommended by Planning Commission.

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

**TIGHE MECKES FROM KEYSTONE CONSULTING ENGINEERS, INC.- 90-DAY
EXTENSION REQUEST ON BEHALF OF APPLICANT RICHARD L. GETZ-
GETZ SELF STORAGE**

MOTION made by Supervisor Meckes, Second by Supervisor Denier to ACCEPT the 90-day extension for the Getz Self Storage Land Development plan review until July 01, 2024.

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

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

Bob Muscovich- St. Marks & St. John's Church- wanted to thank the Supervisors for approving his request for Township Fire Police during the 6/29 Race Street Run.

Bruce Foote- BLE- 25MPH speed limit signs- thank you for the approval of purchasing and the installation of the signs. He questioned about a property complaint and the owners outstanding tax money/dues. They are unable to contact him at the address on file. Attorney Nanovic will inquire with the Zoning Department.

David Michael III- Township EMC- Thanked the board for all their support and opportunity for being a part of the Fire Co. and EMC. He will be relocating at the beginning of May and resign from his position as Township EMC.

Jim Mannix-TT- questioned regarding the pothole paving date and roads being paved. Supervisor Meckes stated we do not have a designated date. The Township Staff is taking care of the deep holes.

Judy Knappenberger- questioned the purchase of the new soccer shed at the park. The Supervisor's mentioned the program is growing so we need more storage. Judy questioned the usage of Concession Stand usage. Supervisor Meckes mentioned we do not have much interest because there is not enough draw. Judy discussed the AED approvals in the past. Judy discussed the budget process of \$1,000 for tools etc. Supervisors mentioned the policy is up to \$1,500 with approval of 2 Supervisors and ratifying at the next meeting. Supervisor Lignore questioned Judy if she remembers when kids from the school downloaded files and took them home. The Township is missing files. She does not recall. She questioned if the employees get an evaluation for raises. Supervisors mentioned they cannot because of the Union.

Seth Isenberg- questioned the Berkheimer expense.

AMENDED TO ADD:

Reason: Just found out about the class on Saturday and the date they have available is April 9th which is before the next BOS meeting.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve a CPR Class for Township staff on April 9th at 9:00 a.m., total cost up to \$500.00.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve to amend the agenda for the CPR class.

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

Reason: Chainsaw is currently on sale, \$179.00 for 16inch-West End Rental.

MOTION made by Supervisor Meckes, Second by Supervisor Denier to purchase (2) chainsaws from West End Rental at \$179.00 each.

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve to amend the agenda to purchase (2) chainsaws.

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

Reason: Township Secretary received the Financial Report the afternoon of the meeting.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the draft 2023 Municipal Annual Audit and Financial Report.

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve to amend the agenda to approve the draft 2023 Municipal Annual Audit and Financial Report.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:53 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, May 6th, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, April 17th, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 22nd, at 6:00 p.m. (if needed).*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS