

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

AGENDA

June 3, 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 personnel & potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MAY 6, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from MAY 6, 2024.

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

2) BOS WORKSHOP ON MAY 9, 2024

The workshop was not held due to insufficient quorum.

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) 2023 ANNUAL AUDIT AND FINANCIAL REPORT FROM ZELENKOFKSKE AXELROD

The Township Secretary received the 2023 Audit and Financial Report from Zelenkofske Axelrod LLC. The condensed Financial Statement was published in the local newspaper on May 21, 2024.

2) KEYSTONE CONSULTING ENGINEERS- POCONO CAMP AND GLAMP

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/31/2024)

Township General Fund:	\$ 2,588,445.14	State Liquid Fuels Fund:	\$ 278,171.46
Sanitation Fund:	\$ 404,857.86	Payroll:	\$ 5,762.00
Septic Fund:	\$ 306,643.68	Debit Card	\$ 4,707.07
SALDO:	\$ 54,207.95	Capital Reserve:	\$ 363,996.99
Rent :	\$ 4.25	Fire Escrow	\$ 80,000.00
TOTAL:			\$4,086,796.40

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/31/2024)

Account Ending: #1841 -	\$ 3,790,463.79	(3 month CD)
#5851 -	\$ 272,183.48	(6 month CD)
#1301 -	\$ 2,107,498.00	(13 month CD)
TOTAL:	\$ 6,170,145.27	

TOTAL FUNDS ON DEPOSIT: \$ 10,256,941.67

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

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

2) PAYMENT OF THE BILLS FOR MAY 2024

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

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

E. OLD BUSINESS:

1) BLUERIDGE FRANCHISE AGREEMENT RENEWAL

MOTION made by Supervisor _____, Second by Supervisor _____ to_____

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

2) FOREST STREET 25MPH SIGNS - PURCHASE (4) AND INSTALL

25mph sign -\$75.00, 10ft post \$40.00, 8ft post \$35.00, 3ft base \$15.95, lap splice kit \$15.00, bolts \$2.70 (set), delivery \$25.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to_____

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) AWARD BID: 2024 ROAD IMPROVEMENTS PROJECT

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the BID from _____ in the amount of \$ _____ for the 2024 Road Improvements Project.

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

2) FRONTLINE GRAPHIX QUOTE – LOGO FOR NEW F350 TRUCK

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

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

3) DISCUSSION: ROAD PATCHING FLAGGERS

RECEIVED 2 QUOTES: FLAGGER FORCE & ALL STATE TRAFFIC CONTROL

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

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

4) SHIFFER BITUMINOUS PAVING REPAIR QUOTE-

BEHRENS DRIVEWAY & FOREST STREET- TOTAL COST \$6,000.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from Shiffer Bituminous for paving repair, total cost \$6,000.00.

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

5) CONTROL SECURITY QUOTE- ADD MONITOR TO THE ZONING OFFICE

To view cameras in municipal office. Total cost \$450.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ quote from Control Security to add a monitor to the Zoning office, total cost \$450.00.

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

6) LENDE INDEMNIFICATION AGREEMENT- 4 VEGA MEWS, ALBRIGHTSVILLE

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Lendle Indemnification Agreement for 4 Vega Mews, Albrightsville.

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

G. PFT PARK AND RECREATION:

1) FIREWORKS EVENT- ADDITIONAL PORTA POTTIES

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

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

2) FIREWORKS EVENT- ADDITIONAL FUNDS REQUEST \$1,500.00

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

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

3) COLOR RUN JUNE 23- ADDITIONAL PORTA POTTIES

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

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

4) SOCCER 30 YEAR BASH 1-5 P.M.- GAMES & BBQ

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

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

5) DISCUSSION: PORTA POTTIES FOR EVENTS NOT SPONSORED BY THE TOWNSHIP

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

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

6) DISCUSSION- HANDLING OF GARBAGE FOR EVENTS NOT SPONSORED BY THE TOWNSHIP AND LARGER EVENTS

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

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

7) SAWYER MECKES EAGLE SCOUT PROJECT-BICYCLE RACK AND REPAIR STATION

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

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

8) MEET & GREET- JULY 29TH - 4 SQUAD CARS & HELICOPTER - 3HR EVENING EVENT-TROOPER ANTHONY PETROSKI III, PA STATE POLICE-HAZLETON

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Meet & Greet July 29th Event for PA State Police, Hazleton.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2024

TRANSFER STATION –

1) BULK AMOUNT for MAY 2024---\$557.00 Year to Date Total: \$2,952.00

2024 Pro-Rated Permit	(1)	95.04
2024 Residential Permit	(7)	921.43
TOTAL DEPOSITS		<u>\$1,573.47</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)
Submitted: 44 Responded: 44 Total Hours: 34.5hrs.

Zoning & Septic Requests: Submitted: 37 Responded: 37

I. ZONING DEPARTMENT: – Philip Prout submitted Zoning Report for May 2024.

CAROL LYNN HARVEY- LOT JOINDER OF LANDS - 2 LOT REVERSE SUBDIVISION LOT 308 & 309 DEER FOOT LANE- CONDITIONAL APPROVAL

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 210-16.C.31 (8”Trees)**; as recommended by the Planning Commission.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon engineer’s comments from the May 13 , 2024 review letter and County review letter of March 19, 2024, be addressed and the final payment of any outstanding fees.

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

BEHRENS MINOR SUBDIVISION - 2 LOT SUBDIVISION- BEHRENS ROAD (T 506) & MOUNTAIN VIEW DRIVE - CONDITIONAL APPROVAL

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 210-16.C.31 (8”Trees); 210-16.A (Plan Scale)** as recommended by Planning Commission.

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

b) MOTION made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon engineer’s comments from the May 13 , 2024 review letter and County review letter of April 16, 2024, be addressed and the final payment of any outstanding fees.

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

J. 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, July 1st, at 7:00 p.m.***
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, June 19th, at 6:30 p.m. at the park.***
- 9) *The Planning Commission will hold their monthly meeting on Monday, June 24th, at 6:00 p.m. (if needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS