

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

AGENDA

May 6, 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

Executive sessions were held on 4/4 & 4/9 at 3:00 p.m. to discuss pending litigation.

A. EXECUTIVE SESSION: To be held at 6:30 p.m. to discuss potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON APRIL 1, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from APRIL 1, 2024.

ROLL CALL: RM___; CB___; SL___; PH ___; JD___ **MOTION** _____

2) BOS WORKSHOP ON APRIL 11, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Workshop Minutes from APRIL 11, 2024.

ROLL CALL: RM___; CB___; SL___; PH ___; JD___ **MOTION** _____

3) BOS SPECIAL MEETING ON MAY 2, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Special Meeting Minutes from May 2, 2024.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) GIRL SCOUTS IN THE HEART OF PENNSYLVANIA-DONATION REQUEST

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

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

2) RESIGNATION LETTER FROM DAVID MICHAEL III – PFT EMC POSITION

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ resignation letter from David Michael III from his position as PFT Emergency Management Coordinator, effective 4/30/24.

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

3) LETTER OF INTEREST FOR VACANT EMC POSITION-JESSE BRENNAN-PFT FIRE CO. #2

MOTION made by Supervisor _____, Second by Supervisor _____ to APPOINT Jesse Brennan as PFT Emergency Management Coordinator, effective 4/30/24.

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

4) LETTER OF INTEREST FOR ASST. EMC POSITION- MIKE BOURKE

MOTION made by Supervisor _____, Second by Supervisor _____ to APPOINT Mike Bourke as PFT Assistant Emergency Management Coordinator, effective 4/30/24.

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

5) PPL ELECTRIC UTILITES CORPORATION LETTER OF NOTIFICATION

6) THE MCGOWAN COMPANIES- ANY INTEREST IN RECEIVING INSURANCE QUOTE

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

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

7) JIM THORPE ROTARY-28TH ANNUAL SUMMER RECREATION PROGRAM-DONATION REQUEST

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

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

8) DISCUSSION: SALE & TRANSFER OF 874 STATE ROUTE 903 LIQUOR LICENSE TO NEW RESTAURANT/BAR AT 874 STATE ROUTE 903-TENTATIVE OWNER NARSUN PROPERTIES

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

9) BLUERIDGE LETTER- FRANCHISE AGREEMENT RENEWAL

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

10) KCE CONSULTING ENGINEER FOR CAMP POCONO- 79 ACT LANE- REQUESTING RELIEF OF THE REQUIREMENT TO PREPARE LAND DEVELOPMENT PLANS

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 4/30/2024)

Township General Fund:	\$ 2,317,530.06	State Liquid Fuels Fund:	\$ 277,187.67
Sanitation Fund:	\$ 434,551.03	Payroll:	\$ 24,080.00
Septic Fund:	\$ 335,235.65	Debit Card	\$ 4,810.52
SALDO:	\$ 56,961.45	Capital Reserve:	\$ 375,452.02
Rent :	\$ 35.14		

TOTAL: **\$3,825,843.54**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 4/30/2024)

Account Ending: #1841 -	\$ 3,780,457.61	(3 month CD)
#5851 -	\$ 271,404.86	(6 month CD)
#1301 -	\$ 2,100,722.31	(13 month CD)

TOTAL: **\$ 6,152,584.78**

TOTAL FUNDS ON DEPOSIT: **\$ 9,978,428.32**

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

2) PAYMENT OF THE BILLS FOR APRIL 2024

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

E. OLD BUSINESS:

PATRICK HOLLAND, SUPERVISOR

1) BIA SUBMITTED A TRAIL FEASIBILITY STUDY

MOTION made by Supervisor _____, Second by Supervisor _____

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) FOREST STREET 25MPH SIGNS - PURCHASE 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**_____

2) PURCHASE BASEBALL FIELD TURFACE

Extech Building/Materials-pallet \$698.06.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ 2 PALLETS of Turface from Extech Building/Materials, total cost \$1,396.12.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

3) PURCHASE BASEBALL FIELD LINE CHALK

Extech Building/Materials -pallet \$403.79.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ 1 PALLET Line Chalk from Extech Building/Materials, total cost \$403.79.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

4) ADOPT ORDINANCE NO. 2 OF 2024- REPEALING ANY AND ALL ORDINANCES IMPOSING AN ANNUAL PER CAPITA TAX ON RESIDENTS AND INHABITANTS OF PENN FOREST TOWNSHIP

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Ordinance No. 2 of 2024-repealing any and all Ordinances imposing an annual per capita tax on residents and inhabitants of PFT.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

5) PURCHASE WEED EDGER ATTACHMENT

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

**6) PURCHASE INFIELD MIX- MARTIN STONE QUARRIES QUOTE
48 TONS, TOTAL COST \$2,736.00**

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

7) INSTALL DRIVEWAY PIPE-BEHRENS ROAD-COST UP TO \$500.00

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

8) INSTALL PIPE- OLD STATE ROAD

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

**1) CODE ENFORCEMENT/ ZONING- PSATS ZONING ACADEMY- 5/21-5/22-
EAST STROUDSBURG, cost \$249.00/each**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Greg Loftus & Josh Kase to attend the PSATS Zoning Academy on 5/21-5/22, cost \$249.00 each, plus meals.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

G. PFT PARK AND RECREATION:

**1) CARBON AMATEUR RADIO CLUB EVENT(FIELD DAY)- PAVILLION USE- WEEKEND
OF JUNE 22-23 Eric Bott is replacing Larry Dusablon.**

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

**2) FIRE DEPARTMENT #1 FUNDRAISER EVENT- SELL SOFT DRINKS & SNACKS
(SEE ATTACHED PROPOSAL)**

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

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ MOTION_____

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR APRIL 2024

TRANSFER STATION –

1) BULK AMOUNT for APRIL 2024---\$610.00 Year to Date Total: \$2,395.00

2023 Pro-Rated Permit	(2)	207.36
2024 Pro-Rated Permit	(8)	937.62
2023 Residential Permit	(2)	300.00
2024 Commercial Permit	(0)	.00
2024 Residential Permit	(25)	3,557.14
TOTAL DEPOSITS		<u>\$5,612.12</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 58 Responded: 58 Total Hours: 45 hrs.

Zoning & Septic Requests: Submitted: 53 Responded: 53

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

GREAT POCONO HOMES LOT CONSOLIDATION- PARCELS 50-51-A15.36 & 50-51-A17 LOTS 1779 & 1787(New Lot 1787A) STATE ROUTE 903- 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 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 April 9 , 2024, review letter and County review letter of February 20, 2024, be addressed and the final payment of any outstanding fees.

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

**KRZYWICKI LOT LINE REVERSE - PARCELS 22A-51-D1887 & 22A-51-D1888
(NEW LOT 1888A)- 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) & 210-16.C.15 (Contours)** 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 April 14 , 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**_____

**DISCUSSION RESUBMISSION: MCCLINTON REVERSE SUBDIVISON - NEW PLAN AND
ADDITIONAL WAIVER REQUESTS- TOWAMENSING TRAILS LOTS 1156 & 1157(NEW
LOT 1156A)-SEE ENGINEERS 4/23/24 REVIEW LETTER**

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

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

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

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, June 3rd, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, May 15th, at 6:30 p.m. at the park.**
- 3) The Planning Commission will hold their monthly meeting on TUESDAY, May 28th, at 6:00 p.m. (If needed).**
- 4) The Township Building will be closed on Monday, May 27th, in observance of Memorial Day Holiday. The Transfer Station will be closed.**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS