

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

MEETING MINUTES

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: Was held from 6:30-7:00 p.m. to discuss personnel & potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON APRIL 1, 2024

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

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

2) BOS WORKSHOP ON APRIL 11, 2024

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

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

3) BOS SPECIAL MEETING ON MAY 2, 2024

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

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to DENY the donation request from Girl Scouts in the heart of Pennsylvania.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT with regret the resignation letter from David Michael III from his position as PFT Emergency Management Coordinator, effective 4/30/24.

Thank you for all your help!!

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

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

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to APPOINT Mike Bourke as PFT Assistant Emergency Management Coordinator, effective 4/30/24, with Jesse Brennan's recommendation.

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

5) PPL ELECTRIC UTILITES CORPORATION LETTER OF NOTIFICATION

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the interest in receiving an insurance quote from The McGowan Companies.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to donate \$1,000.00 to Jim Thorpe Rotary Annual Summer Recreation Program.

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

- 8) DISCUSSION: SALE & TRANSFER OF 874 STATE ROUTE 903 LIQUOR LICENSE TO NEW RESTAURANT/BAR AT 874 STATE ROUTE 903-TENTATIVE OWNER NARSUN PROPERTIES
TABLED
- 9) BLUERIDGE LETTER- FRANCHISE AGREEMENT RENEWAL
TABLED
- 10) KCE CONSULTING ENGINEER FOR CAMP POCONO- 79 ACT LANE- REQUESTING RELIEF OF THE REQUIREMENT TO PREPARE LAND DEVELOPMENT PLANS
NO ACTION

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 Meckes, Second by Supervisor Holland to accept Treasurer’s Report for APRIL 2024 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR APRIL 2024**

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

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

E. OLD BUSINESS:

PATRICK HOLLAND, SUPERVISOR

- 1) **BIA SUBMITTED A TRAIL FEASIBILITY STUDY**

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to table this item.

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

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 Meckes, Second by Supervisor Bartulovich to table until next month.

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

2) PURCHASE BASEBALL FIELD TURFACE

Extech Building/Materials-pallet \$698.06.

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

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

3) PURCHASE BASEBALL FIELD LINE CHALK

Extech Building/Materials -pallet \$403.79.

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

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

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

5) PURCHASE WEED EDGER ATTACHMENT

MOTION made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE Weed Edger Attachment, cost up to \$250.00.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to PURCHASE 2 loads of Infield Mix from Martin Stone Quarries.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to table.

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

8) INSTALL PIPE- OLD STATE ROAD

MOTION made by Supervisor Meckes, Second by Supervisor Denier to INSTALL pipe on Old Stage, cost up to \$1,000.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRM

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

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

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

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 Meckes, Second by Supervisor Holland to APPROVE the Carbon Amateur Radio Club Event on 6/22-6/23 to use the upper pavilion.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE Fire Co. #1 fundraiser event to sell soft drinks & snacks at the park.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR APRIL 2024

Tree trimming is about over. Mowing at the park weekly. Pipe Crossings on Smith Road. Stacy Venetos mentioned the Tree Trimming Company left a mess on Stony Mountain Road. The Supervisors stated the brush was supposed to be cleaned up and the logs to remain for the homeowners.

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.

Philip Prout reviewed the Zoning Report.

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 Bartulovich, Second by Supervisor Lignore to GRANT 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=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

b) MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the **plan** as recommended by the Planning Commission, contingent upon the final payment of any outstanding fees.

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

KRZYWICKI LOT LINE REVERSE - PARCELS 22A-51-D1887 & 22A-51-D1888 (NEW LOT 1888A)- CONDITIONAL APPROVAL

a) MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to GRANT 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=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 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=yes; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

DISCUSSION RESUBMISSION: MCCLINTON REVERSE SUBDIVISION - 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 Meckes, Second by Supervisor Lignore to CONDITIONALLY accept the plan contingent on the final payment of any outstanding fees.

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

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

Eileen Rugh- questioned the feasibility study and how to get information pertaining to the potential Trail. Supervisor Holland stated there is a Facebook group and the Trail Committee will meet at the Municipal Building on the first Monday of the month at 5:00 p.m. The first productive meeting will be in July.

AMEND THE AGENDA- Reason: baseball team has a game on 5/13, needed ASAP.

MOTION made by Supervisor Lignore, Second by Supervisor Meckes to purchase paint, line wheel and a case of paint for baseball field, total cost \$300.00.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:49 P.M.

MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Holland

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, 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