

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

**AMENDED**  
**AGENDA**

July 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. EXECUTIVE SESSION: TO BE HELD AT 6:15 P.M. TO DISCUSS PERSONNEL & POTENTIAL LITIGATION, REGULAR MEETING TO FOLLOW.**

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON JUNE 3, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from JUNE 3, 2024.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**2) BOS WORKSHOP ON JUNE 13, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Workshop Meeting Minutes from JUNE 13, 2024.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) 90 DAY EXTENSION- GETZ SELF STORAGE LAND DEVELOPMENT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the 90 day extension of time for the Getz Self Storage Land Development until 10/01/24.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**2) CAMP EVERGREEN DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**3) RILEY AND COMPANY ACCOUNTING FIRM- LETTER TO INTRODUCE**

**4) CARBON COUNTY LION LIONESS FAIR ASSOCIATION-FIRE POLICE COVERAGE DURING THE WEEK OF THE CARBON COUNTY FAIR- AUG. 5-10**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Fire Police coverage for the Carbon County Fair during the week of August 5-10.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**5) BRIDGE INSPECTION NOTIFICATION - DRAKES CREEK**

**6) PPL LETTER OF NOTIFICATION- FILED FOR APPROVAL TO REBUILD LINES**

**7) SPARNON WETLAND SERVICES- ACT 14 NOTIFICATION -TOWAMENSING TRAILS PROPSD DOCK INSTALLATIONS**

**D. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/28/2024)**

Township General Fund:	\$ 2,615,303.08	State Liquid Fuels Fund:	\$ 279,191.65
Sanitation Fund:	\$ 376,142.13	Payroll:	\$ 4,107.70
Septic Fund:	\$ 341,393.68	Debit Card	\$ 4,116.65
SALDO:	\$ 65,304.95	Capital Reserve:	\$ 365,344.05
Rent :	\$ 5.45	Fire Escrow	\$ 80,000.00
<b>TOTAL:</b>			<b>\$4,130,909.34</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/28/2024)**

Account Ending: #1841 -	\$ 3,800,829.93 (3 month CD)
#5851 -	\$ 272,183.48 (6 month CD)
#1301 -	\$ 2,114,522.13 (13 month CD)
<b>TOTAL:</b>	<b>\$ 6,187,535.54</b>

**TOTAL FUNDS ON DEPOSIT: \$ 10,318,444.88**

- 1) **MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to accept Treasurer's Report for JUNE 2024 (Subject to Audit).

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JUNE 2024.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**E. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **FRONTLINE GRAPHIX QUOTE – LOGO FOR THE (3) TOWNSHIP VEHICLES**

**TOTAL COST \$475.00 EACH**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

2) **ALTEK EQUIPMENT PROPOSAL FOR THE UPGRADE OF THE LARGE PRINTER**  
**Due to the age of the printer the parts are being discontinued.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

3) **RESIGNATION LETTER RECEIVED FROM CHEYENNE CALVO ROBERTS-  
ADMINISTRATIVE ASSISTANT #2 POSITION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_ the resignation letter from Cheyenne Calvo Roberts, Administrative Assistant #2, effective July 5, 2024.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

4) **ADVERTISE FOR VACANT FULL-TIME ADMINISTRATIVE ASSISTANT #2 POSITON**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_ for vacant Full-Time Administrative #2 Position, rate \$20.53 p\hr.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

5) **PURCHASE CELLULAR TRAIL CAMERAS (see attached)**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to\_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**6) PURCHASE TOOLS FOR THE NEW F350 TRUCK**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ MOTION \_\_\_\_\_

**7) DISCUSSION: EXPAND ALARM SYSTEM -TRANSFER STATION MAINTENANCE SHOP BAYS**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ MOTION \_\_\_\_\_

**F. PFT PARK AND RECREATION:**

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR JUNE 2024**

**TRANSFER STATION –**

**1) BULK AMOUNT for JUNE 2024---\$1,393.00 Year to Date Total: \$4,345.00**

2024 Pro-Rated Permit	(1)	100.80
2024 Residential Permit	(17)	<u>2,271.43</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$3,765.23</u></b>

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR June 2024-**

**Administrative & Financial Requests: (See Attached List)**  
Submitted: 52 Responded: 52 Total Hours: 40 hrs.

**Zoning & Septic Requests: Submitted: 41 Responded: 41**

**H. ZONING DEPARTMENT: – Philip Prout submitted Zoning Report for June 2024.**

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

**AMEND AGENDA:** REASON – CUT DOWN ON LEAD TIME IN HIRING SOMEONE.

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, if we do not have any interest within the Union then advertise the F/T Transfer Station position.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to execute the addition to the agenda.

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

**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, August 5<sup>th</sup>, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, July 17<sup>th</sup>, at 6:30 p.m. at the park.**
- 3) The Planning Commission will hold their monthly meeting on Monday, July 22<sup>nd</sup>, at 6:00 p.m. (If needed).**
- 4) Penn Forest Township Municipal Building will be closed on Thursday, July 4<sup>th</sup> for the holiday. Transfer Station is closed.**
- 5) Electronic Recycling will take place at the Transfer Station on Saturday, July 27<sup>th</sup> from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.**

\_\_\_\_\_  
**DANA VITALE**  
**TOWNSHIP SECRETARY**

\_\_\_\_\_  
**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**