

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

MEETING MINTUES

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

Office Staff: Dana Vitale, Secretary
Solicitor: Thomas S. Nanovic

A. EXECUTIVE SESSION: Was held from 6:00-7:10 p.m. to discuss personnel & potential litigation.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON MAY 6, 2024

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

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

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

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

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

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

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

E. OLD BUSINESS:

- 1) **BLUERIDGE FRANCHISE AGREEMENT RENEWAL**
NO ACTION

- 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 Meckes, Second by Supervisor Holland to purchase (4) 25mph signs, 8ft posts, 3ft base, lap splice kit, bolts, plus delivery.

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

F. NEW BUSINESS:

ROGER MECKES, CHAIRMAN

1) AWARD BID: 2024 ROAD IMPROVEMENTS PROJECT

MOTION made by Supervisor Meckes , Second by Supervisor Holland to accept the BID from H&K Group in the amount of \$624,758.00 for the 2024 Road Improvements Project.

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

2) FRONTLINE GRAPHIX QUOTE – LOGO FOR NEW F350 TRUCK

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to accept quote from Frontline Graphix for the logo for the new F350 truck, total cost \$475.00.

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

3) DISCUSSION: ROAD PATCHING FLAGGERS

RECEIVED 2 QUOTES: FLAGGER FORCE & ALL STATE TRAFFIC CONTROL

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to accept the quote from All State Traffic Control for (3) Flagger, \$50.00 p/hr. each, total cost \$1,200.00.

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

4) SHIFFER BITUMINOUS PAVING REPAIR QUOTE-

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

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

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

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

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

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

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

6) LENDLE INDEMNIFICATION AGREEMENT- 4 VEGA MEWS, ALBRIGHTSVILLE

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

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

G. PFT PARK AND RECREATION:

1) FIREWORKS EVENT- ADDITIONAL PORTA POTTIES

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to purchase (3) additional porta potties for fireworks event on 7/6/24.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the request for additional funds of \$1,500.00 for fireworks event on 7/6/24.

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

3) COLOR RUN JUNE 23- ADDITIONAL PORTA POTTIES

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to approve the additional Porta Potties, up-to (3) for Color Run Event on 6/23/24.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the Soccer 30yr bash on 6/22/24 from 1-5 pm.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to draft a policy regarding private events and Porta Potties.

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

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

MOTION made by Supervisor Lignore, Second by Supervisor Holland to draw up a tiered fee schedule for larger non-township sponsored event.

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

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

STATION Sawyer Meckes presented to the BOS for approval.

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to approve Sawyer Meckes request to build a bicycle rack and repair station for the park.

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

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

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

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2024

The new truck is being delivered tomorrow and the Chevy truck is being traded in. We have been mowing at the park every week. We have some drainage work coming up on Old Stage Road.

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. Philip Prout reviewed the Building and Zoning Report.

CAROL LYNN HARVEY- LOT JOINDER OF LANDS - 2 LOT REVERSE SUBDIVISION LOT 308 & 309 DEER FOOT LANE- 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)**; 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 Bartulovich, Second by Supervisor Holland 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

BEHRENS MINOR SUBDIVISION - 2 LOT SUBDIVISION- BEHRENS ROAD (T 506) & MOUNTAIN VIEW DRIVE - 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 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 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

c) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to approve the Sewage Facilities Planning Module for Behrens Minor Subdivision.

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

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

Mary Fox- Camp Evergreen Girl Scout Camp- thanked the BOS for their generous donation and presented them with a signed, framed picture of the camp attendees and staff.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:33 P.M.

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

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, 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.**
- 3) 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