

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

AGENDA

December 2, 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. MEETING MINUTES:

1) BOS REGULAR MEETING ON NOVEMBER 4, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from NOVEMBER 4, 2024.

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

2) BOS SPECIAL MEETING ON NOVEMBER 14, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS SPECIAL MEETING Minutes from NOVEMBER 14, 2024.

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

3) BOS ZONING WORKSHOP ON NOVEMBER 14, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from NOVEMBER 14, 2024.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

C. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/25/2024)

Township General Fund:	\$ 2,821,400.81	State Liquid Fuels Fund:	\$ 3,458.80
Sanitation Fund:	\$ 261,452.56	Payroll:	\$ 6,625.39
Septic Fund:	\$ 302,733.19	Debit Card	\$ 2,659.07
SALDO:	\$ 62,224.90	Capital Reserve:	\$ 371,848.16
Rent :	\$ 5,349.07	Fire Escrow	\$ 0.00
TOTAL:			\$3,837,751.95

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/25/2024)

Account Ending: #1841 -	\$ 3,841,613.96 (3 month CD)
#5851 -	\$ 276,195.99 (6 month CD)
#1301 -	\$ 2,148,087.54 (13 month CD)
TOTAL:	\$ 6,265,897.49

TOTAL FUNDS ON DEPOSIT: _____ **\$ 10,103,649.44**

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

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2024

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

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) ADOPT ORDINANCE NO. 3 OF 2024 – AMENDING THE DEFINITION OF “HOUSEHOLD UNIT” SECTION 2, CHAPTER 197 (SOLID WASTE)

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT ORDINANCE NO. 3 OF 2024- Amending the Definition of “Household Unit”.

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

2) RATIFY PURCHASE FROM WEST END EQUIPMENT-NEW UTILITY TRUCK -REAR SPREADER- WORK LIGHT KIT & STROBE LIGHT KIT- TOTAL COST \$466.00

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase from West End Equipment for Work Light Kits, total cost \$466.00.

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

3) COMMUNITY OF INDIAN MOUNTAIN LAKES EXEMPTION

Letter and all required documents received requesting exemption for the 2025 garbage permit fees for residents of Indian Mountain Lakes.

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

4) RESOLUTION NO. 6 OF 2024- ESTABLISH TRANSFER STATION PERMIT FEES

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Resolution No. 6 of 2024-Establish Transfer Station Permit Fees.

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

5) MURPHY’S LUMBER QUOTE-LUMBER FOR THE TRAILER DECK- TOTAL COST \$245.82

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from Murphy’s Lumber, total cost \$245.82.

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

CHRISTIAN BARTULOVICH, VICE-CHAIRMAN

1) ADOPT THE PROPOSED 2025 BUDGET

<u>General</u>	Revenue-	\$3,112,479.96
	Expenditures-	\$3,112,479.96
Est- 2025 Begin Balance		\$3,083,760.70
<u>Sanitation</u>	Revenue-	\$499,839.00
	Expenditures-	\$499,839.00
Est- 2025 Begin Balance		\$500,000.00
<u>State Liquid Fuels</u>	Revenue-	\$272,911.49
	Expenditures-	\$272,911.49
Est- 2025 Begin Balance		\$272,911.49

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT the 2025 proposed Budget as the final budget for 2025.

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

E. PFT PARK AND RECREATION

1) RESIGNATION LETTER RECEIVED FROM PARK COMMITTEE MEMBER JYL VENDITTI

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the resignation from Park Committee Member Jyl Venditti.

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

F. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2024

TRANSFER STATION –

1) BULK AMOUNT for NOVEMBER 2024---\$314.00 Year to Date Total: \$9,244.00

2023 Residential Permit	(8)	1,097.15
2024 Pro-Rated Permit	(5)	115.56
2024 Residential Permit	(9)	1,350.00
2025 Residential Permit	(317)	<u>47,550.00</u>
	TOTAL DEPOSITS	<u>\$50,426.71</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 1 Responded: 1 Total Hours: 15 hrs.

Zoning & Septic Requests: 20 Submitted: Responded: 20

G. ZONING DEPARTMENT: – Philip Prout submitted Zoning Report for November 2024.

GEORGE FETCH LETTER -MATTI SUBDIVISION TIME EXTENSION TO MARCH 4, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the time extension for Matti Subdivision until March 4, 2025.

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

H. 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 Reorganization Meeting will be held on Monday, January 6th at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.***
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, December 18th, at 6:30 p.m. at the Municipal Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, December 23rd, at 6:00 p.m. (If needed).***
- 4) The Municipal Building will be closed on December 24th & 25th for the Christmas Holiday. The Transfer Station will be closed on December 25th.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS