

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

AGENDA

November 4, 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 potential litigation.

B. MEETING MINUTES:

1) BOS PUBLIC HEARING ON OCTOBER 7, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS PUBLIC HEARING Minutes from OCTOBER 7, 2024.

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

2) BOS REGULAR MEETING ON OCTOBER 7, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS Meeting Minutes from OCTOBER 7, 2024.

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

3) BOS ZONING WORKSHOP ON OCTOBER 10, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from OCTOBER 10, 2024.

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

4) BOS SPECIAL MEETING ON OCTOBER 22, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS SPECIAL MEETING Minutes from OCTOBER 22, 2024.

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

5) BOS BUDGET WORKSHOP ON OCTOBER 22, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from OCTOBER 22, 2024.

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

6) BOS BUDGET WORKSHOP ON OCTOBER 29, 2024

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS WORKSHOP Minutes from OCTOBER 29, 2024.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) ADVANCED CODE CONSULTANTS, LLC. LETTER OF INTEREST\PROPOSAL

2) ACELA ARCHITECTS & ENGINEERS LETER OF INTEREST\PROPOSAL

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2024)

Township General Fund:	\$ 2,668,274.36	State Liquid Fuels Fund:	\$ 3,243.18
Sanitation Fund:	\$ 274,939.58	Payroll:	\$ 10,941.39
Septic Fund:	\$ 320,610.54	Debit Card	\$ 3,846.79
SALDO:	\$ 62,224.90	Capital Reserve:	\$ 370,645.79
Rent :	\$ 43.00	Fire Escrow	\$ 0.00
TOTAL:			\$3,714,769.53

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2024)

Account Ending: #1841 -	\$ 3,841,613.96 (3 month CD)
#5851 -	\$ 276,195.99 (6 month CD)
#1301 -	\$ 2,141,684.78 (13 month CD)
TOTAL:	\$ 6,259,494.73

TOTAL FUNDS ON DEPOSIT: \$ 9,974,264.26

- 1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for OCTOBER 2024 (Subject to Audit).

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

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

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

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

E. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) **2020 FORD F350 TIRE QUOTES- PENN FOREST GARAGE (2) \$733.84; ALIGNMENT \$127.15=\$860.99 /SNYDER TIRE (2) 543.22; ALIGNMENT \$106.25=\$649.47**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ QUOTE from _____ Total Cost \$ _____

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

F. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **DISCUSSION: WELL ISOLATION WAIVER REQUEST- 100' ISOLATION DISTANCE 10 DEER FOOT LANE (IML)- REVIEWED/APPROVED BY TOWNSHIP SEO**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Well Isolation Waiver Request for 10 Deer Foot Lane in IML.

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

2) **DISCUSSION: BLUE RIDGE COMMUNICATIONS CABLE FRANCHISE AGREEMENT**

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

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

3) **SHIFFER BITUMINOUS PAVING QUOTE (see attached) DRAKES CREEK PIPE CROSSING \$2,400, MECKESVILLE DIP REPAIR \$2,400 OPTIONAL: MECKESVILLE DIP REPAIR NEAR BRIDGE \$2,400**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from Shiffer Bituminous for _____, total cost \$ _____

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

4) OPEN SEALED BIDS FOR COLLECTION AND DISPOSAL OF SOLID WASTE

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the bid from _____ for the amount of \$ _____ for collection and disposal of solid waste from the Township Transfer Station.

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

5) TRANSFER STATION- ADMINISTRATIVE FEE- PAYMENT PLAN REQUESTS

Approval of the \$5.00 Administrative Fee for payment plan requests.

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

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

6) TRANSFER STATION - ESTABLISH PERMIT FEES

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

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

7) DISCUSSION: STATE ROUTE 903 PENNDOT PROJECT- SNOW REMOVAL REQUEST- 26/27, 27/28 & 28/29 WINTER SEASONS

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

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

8) AMENDMENT TO THE GARBAGE ORDINANCE -DEFINITION OF ‘HOUSEHOLD UNIT’

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Attorney Nanovic to advertise for it to be enacted at the December meeting.

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

CHRISTIAN BARTULOVICH, VICE-CHAIRMAN

1) PENN FOREST TOWNSHIP 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 advertise the 2025 Proposed Budget for NOVEMBER 8TH.

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

- 2) **UNDERDOG QUOTE – MUNICIPAL OFFICE NEW SERVER - TOTAL COST \$9,791.89**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from Underdog for a new server for the Municipal Office, total cost \$9,791.89.

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

G. PFT PARK AND RECREATION

- 1) **PARK ADVISORY BOARD MEMBER**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Kati Edmonds to the Park Advisory Board.

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

- 2) **TREE LIGHTING FUNDS**

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

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2024

TRANSFER STATION –

- 1) **BULK AMOUNT for OCTOBER 2024---\$810.00 Year to Date Total: \$8,930.00**

2023 Residential Permit	(8)	977.14
2024 Pro-Rated Permit	(5)	192.96
2024 Residential Permit	(6)	<u>771.43</u>
TOTAL DEPOSITS		<u>\$2,751.53</u>

- 2) **ADMINISTRATIVE REPORTS –**

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

Administrative & Financial Requests: (See Attached List)
 Submitted: 2 Responded: 2 Total Hours: 23.75 hrs.

Zoning & Septic Requests: 33 Submitted: Responded: 33

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

TAPTICH REVERSE SUBDIVISION - LOTS EV1347 & EV1348 LIPO WAY - TOWAMENSING TRAILS

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 210.16.C.31 (8"Trees)**; 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 October 1, 2024, review letter and County review letter of September 17, 2024, be addressed and the final payment of any outstanding fees.

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 on Monday, December 2nd , at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, November 20th , at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, November 25th , at 6:00 p.m. (If needed).*
- 4) *Electronic Recycling will take place at the Transfer Station on Saturday, November 16th from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.*
- 5) *The Municipal Building will be closed on November 28th & 29th for Thanksgiving Holiday.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS