

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

MEETING MINTUES

October 7, 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 6:00-6:30 p.m. to discuss personnel. The Public Hearing was held from 6:30-7:00 p.m.

B. MEETING MINUTES:

1) REGULAR BOS MEETING ON SEPTEMBER 3, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from SEPTEMBER 3, 2024.

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

2) BOS WORKSHOP ON SEPTEMBER 12, 2024

Cancelled for lack of quorum.

3) BOS SPECIAL MEETING ON SEPTEMBER 12, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the BOS Meeting Minutes from SEPTEMBER 12, 2024.

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

4) BOS WORKSHOP ON SEPTEMBER 23, 2024

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS WORKSHOP Minutes from SEPTEMBER 23, 2024.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) FIRE POLICE REQUEST - JIM THORPE LIONS CLUB 29th ANNUAL HALLOWEEN PARADE

MOTION made by Supervisor Meckes, Second by Supervisor Denier to APPROVE Penn Forest Township Fire Police #1 & #2 to provide traffic control for the Saturday, October 26th (rain date 10/27) Halloween Parade to begin at 2:00 p.m., contingent upon Borough request.

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

2) DELINQUENT GARBAGE ACCOUNT- PAYMENT PLAN REQUEST- 12A-51-MV2296

Balance owed \$350.00; payment plan request \$75.00 per month.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the payment plan request for \$75.00 per month with a \$5.00 Administrative Fee per payment.

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

3) DEP LETTER- PREPARATION OF THE CLASS A STREAM REDESIGNATION PROPOSED RULEMAKING

4) LEHIGHTON AMBULANCE - PFT 2025 BUDGET CONSIDERATION FOR FINANCIAL SUPPORT

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2024)

Township General Fund:	\$ 3,073,137.57	State Liquid Fuels Fund:	\$ 282,241.45
Sanitation Fund:	\$ 314,252.84	Payroll:	\$ 25,281.37
Septic Fund:	\$ 323,519.30	Debit Card	\$ 4,409.01
SALDO:	\$ 62,107.15	Capital Reserve:	\$ 369,334.95
Rent :	\$ 37.76	Fire Escrow	\$ 0.00
TOTAL:			\$4,454,321.40

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2024)

Account Ending: #1841 - \$ 3,821,311.11 (3 month CD)

#5851 -	\$ 274,587.49 (6 month CD)
#1301 -	\$ 2,135,506.44 (13 month CD)
TOTAL:	\$ 6,213,405.05

TOTAL FUNDS ON DEPOSIT: \$ 10,685,726.44

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for SEPTEMBER 2024 (Subject to Audit).

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

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

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

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

E. OLD BUSINESS:

ROGER MECKES, CHAIRMAN

1) **CONTROL SECURITY QUOTE - MUNICIPAL BUILDING LOWER LEVEL CAMERAS**
TOTAL COST \$2,000.00

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to ACCEPT the quote from Control Security for cameras on the lower level in the Municipal Building; total cost \$2,000.00.

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

F. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **OPEN SEALED BIDS FOR 2024/2025 WINTER SNOW REMOVAL**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the Bid from Innovative Industrial Solutions in the amount of \$85.00 p/hr. (2) 2 Ton Dump Truck and Salt Spreader for the 2024/2025 Winter Snow Removal.

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

2) **OPEN SEALED BIDS FOR THE 2024 LINE PAINTING OF TOWNSHIP ROADS**

MOTION made by Supervisor Meckes, Second by Supervisor Denier to accept the Bid from Road Safe Traffic Systems in the amount of \$55,545.60 for the 2024 Line Painting Project.

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

3) PURCHASE ROAD SIGNS- (6) 18"x 24"CHEVRON & (9) 35 MPH SPEED LIMIT CHEVRON \$35.00 EACH=\$210.00, SPEED LIMIT \$56.00 EACH=\$504.00 , \$25.00 DELIVERY TOTAL \$739.00

MOTION made by Supervisor Meckes, Second by Supervisor Holland to PURCHASE road signs total cost \$739.00.

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

4) SNYDER TIRE COMPANY QUOTE- (1) FOR THE GREY 350 COST \$221.40 & (2) FOR THE BACKHOE COST \$1,199.00-TOTAL COST \$1,420.40

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**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT the quote from Snyder Tire for (2) tires, total cost \$ 1,199.00.

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

5) PENN FOREST GARAGE- GRAY F350 FRONT END SERVICE-(see attached)

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**

6) 5 STAR EQUIPMENT QUOTE - SERVICE BACKHOE (see attached)

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT the quote from 5 Star Equipment for Backhoe Service, total cost \$1,995.81.

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

7) ADVERTISE FOR TRANSFER STATION CONTRACT

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to authorize Tom Nanovic to advertise for the Transfer Station Contract to be awarded at the November 4th meeting.

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

8) HANOVER ENGINEERING LETTER OF REQUEST TO APPOINT ADDITIONAL SEO FOR PFT- NADIA EINFALT

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPOINT Nadia Einfalt as an additional SEO for PFT.

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

9) WEST END EQUIPMENT QUOTE- CUTTING EDGER FOR SNOW PLOWING (SEE ATTACHED)

MOTION made by Supervisor Meckes, Second by Supervisor Holland to purchase cutting edges from West End Equipment, total cost \$5,820.00.

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

10) CELEBRATION FIREWORKS QUOTE- JULY 5, 2025 - TOTAL COST \$14,000.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ACCEPT the quote from Celebration Fireworks for July 5, 2025, event; total cost \$14,000.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) 2024 PAAZO FALL SEMINAR- VARIETY OF ZONING TOPICS-11/7/24 9:00 a.m.- 3:30p.m. COST \$125.00 EACH, PLUS MILEAGE

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to send Zoning Officials; Greg Loftus & Josh Kase to the 2024 PAAZO Fall Seminar on 11/7/24, total cost \$125.00 each plus mileage.

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

2) ADP PAYROLL SERVICE (SEE ATTACHED)

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve contracting with ADP for Payroll & Timekeeping based off quoted pricing.

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

3) PENN FOREST GARAGE QUOTE-TIRES & INSTALLATION FOR THE 2018 FORD INTERCEPTOR (CODE ENFORCEMENT) TOTAL \$1,001.11

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT the quote from Penn Forest Garage for the 2018 Ford Interceptor Tires & Installation, total cost \$1,001.11.

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

JAMES DENIER, SUPERVISOR

1) AT&T FLEET COMPLETE- DASHCAM- NEW CODE ENFORCEMENT VEHICLE MONTHLY FEE \$52.25, UPFRONT FEES \$60.00.

MOTION made by Supervisor Denier, Second by Supervisor Lignore to PURCHASE the DASHCAM for the new Code Enforcement Vehicle, monthly fee \$52.25, upfront fee \$60.00.

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

PATRICK HOLLAND, SUPERVISOR

1) TRAFFIC CONGESTION AT MAURY ROAD & ROUTE 903

Discussion regarding traffic control for Fall Foliage in Jim Thorpe.

G. PFT PARK AND RECREATION

1) PARK ADVISORY BOARD MEMBER - LETTER OF INTEREST RECEIVED FROM JOANNE RICE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to APPOINT Joanne Rice to the Park Advisory Board.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2024

Mowing still going on, pavement all done, line painting coming up, patching on Forest Street complete. ATV did some damage in the park.

TRANSFER STATION –

1) BULK AMOUNT for SEPTEMBER 2024---\$514.00 Year to Date Total: \$8,120.00

2024 Pro-Rated Permit	(9)	515.52
2024 Residential Permit	(8)	<u>1,200.00</u>
	TOTAL DEPOSITS	<u>\$2,229.52</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)
Submitted: 6 Responded: 6 Total Hours: 40 hrs.

Zoning & Septic Requests: 42 Submitted: Responded: 42

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

MAZZELLA ENTERPRISE’S STORAGE UNITS- HATCHERY ROAD 51-51-A8, A8.03 & A8.04-WAIVE SALDO TIME REQUIREMENTS-DEANNA SCHMOYER SUBMITTED TIME EXTENSION REQUEST UNTIL JANUARY 6, 2025.

MOTION made by Supervisor Meckes, Second by Supervisor Denier to ACCEPT the SALDO time requirement for the Mazzella Enterprise’s Storage Units Land Development until January 6, 2025.

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

POUPARD REVERSE SUBDIVISION-LOTS 1769 & 1770 MCKUEN WAY-TOWAMENSING TRAILS

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich 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 Meckes to accept the **plan** as recommended by the Planning Commission, contingent upon engineer's comments from the September 13, 2024, review letter and County review letter of September 17, 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**

GARGIULO REVERSE SUBDIVISION-LOTS 224 & 225 DELAWARE AVENUE-PLEASANT VALLEY WEST

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to GRANT the waiver for **SALDO Section 210.16.C.31 (8"Trees)**; as recommended by the Planning Commission.

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to accept the **plan** as recommended by the Planning Commission, contingent upon engineer's comments from the September 13, 2024, review letter and County review letter of September 17, 2024, be addressed and the final payment of any outstanding fees.

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

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

Judy Knappenberger- questioned if Trunk or Treat will be held at the park this year? Holly from the Park Committee mentioned that it has not been well attended and they decided not to hold the event this year.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:48 P.M.

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

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 on Monday, November 4th, at 7:00 p.m.**
- 2) The Park and Recreation will hold their monthly meeting on Wednesday, October 16th, at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, October 28th, at 6:00 p.m. (If needed).**
- 4) The Municipal Building will be closed on Monday, October 14th for Columbus Day Holiday. The Transfer Station will be CLOSED.**

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**