

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

MEETING MINUTES

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 7:15 p.m., Roll Call by Township Secretary.

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|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Members: | Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

A. EXECUTIVE SESSION: To be held at 6:15-7:15 p.m. to discuss potential Litigation and Personnel.

B. MEETING MINUTES:

1) BOS PUBLIC HEARING ON OCTOBER 7, 2024

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

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

2) BOS REGULAR MEETING ON OCTOBER 7, 2024

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

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

3) BOS ZONING WORKSHOP ON OCTOBER 10, 2024

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

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

4) BOS SPECIAL MEETING ON OCTOBER 22, 2024

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

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

5) BOS BUDGET WORKSHOP ON OCTOBER 22, 2024

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

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

6) BOS BUDGET WORKSHOP ON OCTOBER 29, 2024

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

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

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 Bartulovich, Second by Supervisor Holland to accept Treasurer's Report for OCTOBER 2024 (Subject to Audit).

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

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

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

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

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 Meckes, Second by Supervisor Holland to ACCEPT quote from Snyder Tire; Total Cost \$649.47

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

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 Meckes, Second by Supervisor Bartulovich to APPROVE the Well Isolation Waiver Request for 10 Deer Foot Lane in IML. Attorney Nanovic will draft the Indemnification Agreement.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to AUTHORIZE Attorney Nanovic to advertise for the Hearing at 6:45 p.m. before the December meeting regarding the Franchise Agreement.

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

- 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 Bartulovich, Second by Supervisor Denier to APPROVE the quote from Shiffer Bituminous for ALL REPAIR, total cost \$7,200.00.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the bid from **Waste Management** for a 5 year contract for the amount of **\$836,108.23** for collection and disposal of solid waste from the Township Transfer Station.

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

5) TRANSFER STATION - ADMINISTRATIVE FEE- PAYMENT PLAN REQUESTS

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to DENY the Transfer Station Administrative Fee/Payment Plans.

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

6) TRANSFER STATION - ESTABLISH PERMIT FEES

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to establish the Transfer Station Permit Fees at the current rate of \$150.00.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to DECLINE the request.

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

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

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

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

CHRISTIAN BARTULOVICH, VICE-CHAIRMAN

1) PENN FOREST TOWNSHIP PROPOSED 2025 BUDGET

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to advertise the 2025 Proposed Budget for NOVEMBER 8TH.

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

2) UNDERDOG QUOTE – MUNICIPAL OFFICE NEW SERVER - TOTAL COST \$9,791.89

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to APPROVE the quote from Underdog for a new server for the Municipal Office, total cost \$9,791.89.

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

G. PFT PARK AND RECREATION

1) PARK ADVISORY BOARD MEMBER

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to APPOINT Kati Edmonds to the Park Advisory Board.

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

2) TREE LIGHTING FUNDS

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE up to \$1,250 for the Santa Tree Lighting Event.

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

H. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2024

The Hatchery Bridge is open as of Friday. Roads are all good, we are getting some patch work done on Meckesville and Drakes Creek this coming month. Still doing clean up at the park and the roads.

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. Philip Prout reviewed the Zoning Report.

TAPTICH REVERSE SUBDIVISON - LOTS EV1347 & EV1348 LIPO 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 Meckes, Second by Supervisor Bartulovich 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

Joe Laschenski- Towamensing Trails was made aware of a Tractor Trailer operation at 64 Pasternak Lane. A complaint was submitted. Code Enforcement has been contacted. The owner is supposed to be selling the Trailers and Code Enforcement will follow up.

Judy Knappenberger- questioned why the Township created an Ordinance that does not allow Solar Field on private property and people put cell towers on their property with compensation. She doesn’t have to cut any trees. Supervisors stated the rules are in place to protect the Township and Residents to prevent large scale solar farms. She questioned the policy for retaining the BOS Meeting Minutes Audio. The Attorney stated they are kept until after the meeting Minutes are approved at the following BOS Meeting then they are destroyed.

Vince Pinketiti- discussed his delinquent account that he does not use the Transfer Station. Supervisors stated it’s a Township Ordinance every resident is required to purchase a garbage permit unless you live in an exempt community or provide proof of private hauler.

AMEND AGENDA TO ADD: Hosting the Carbon County Comprehensive Plan Committee Meeting.

REASON: Just received the email request today.

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to Host the Carbon County Comprehensive Committee meeting here at the Municipal Building the third Thursday of the month for the next 4 months at 1:00 p.m.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the request to Host the Carbon County Comprehensive Committee meeting here at the Municipal Building the third Thursday of the month for the next 4 months at 1:00 p.m.

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

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:15 P.M.

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

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, 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