

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

MEETING MINUTES

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 (absent)
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 Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from NOVEMBER 4, 2024.

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

2) BOS SPECIAL MEETING ON NOVEMBER 14, 2024

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

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

3) BOS ZONING WORKSHOP ON NOVEMBER 14, 2024

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

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

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

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

2) PAYMENT OF THE BILLS FOR NOVEMBER 2024

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

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

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

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

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

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

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.

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept IML exemption request for the 2025 garbage permit fees.

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

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

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to ACCEPT the quote from Murphy's Lumber, total cost \$245.82.

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

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

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

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

E. PFT PARK AND RECREATION

1) RESIGNATION LETTER RECEIVED FROM PARK COMMITTEE MEMBER JYL VENDITTI

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

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

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 Meckes, Second by Supervisor Bartulovich to GRANT the time extension for Matti Subdivision until March 4, 2025.

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

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

William Miller- is requesting an increase from \$10.00 to \$35.00 payment for the Planning Commission Members. Attorney Nanovic will investigate and report back.

Judy Knappenberger- stated Kidder Township pays their members \$30 or \$35 and they incorporate that fee into the price of the plan review. When help was needed in the past for sending out garbage cards the person in charge of the building would help in the office.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:18 P.M.

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

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

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 not hold a meeting in December.***
- 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.***

Executive session to follow at 7:19 p.m.

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS