

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

AMENDED
AGENDA

February 3, 2025

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 immediately following the Public Hearing at 6:45 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

Executive session was held on 1/23/25 from 7:00-9:10 p.m. to discuss personnel and potential litigation.

A. EXECUTIVE SESSION: TO BE HELD AT 6:15 P.M. TO DISCUSS PERSONNEL & POTENTIAL LITIGATION.

B. MEETING MINUTES:

1) BOS REORGANIZATION MEETING ON JANUARY 6, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REORGANIZATION MEETING Minutes from January 6, 2025.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

2) BOS REGULAR MEETING ON JANUARY 6, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from January 6, 2025.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2025)

Township General Fund:	\$ 2,859,725.06	State Liquid Fuels Fund:	\$ 3,480.20
Sanitation Fund:	\$ 638,194.76	Payroll:	\$ 5,237.41
Septic Fund:	\$ 282,796.59	Debit Card	\$ 2,190.28
SALDO:	\$ 62,224.90	Capital Reserve:	\$ 374,149.14
Rent :	\$ 5,377.84	Fire Escrow	\$ 0.00
TOTAL:			\$4,233,376.18

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2025)

Account Ending: #1841 -	\$ 3,870,444.20 (3 month CD)
#5851 -	\$ 278,639.74 (6 month CD)
#1301 -	\$ 2,146,792.06 (13 month CD)
TOTAL:	\$ 6,295,876.00

TOTAL FUNDS ON DEPOSIT: \$ 10,529,252.18

1) MOTION made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for JANUARY 2025 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JANUARY 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JANUARY 2025.

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) RATIFY FORCE AMERICA QUOTE FOR F-550 PARTS-TOTAL COST \$510.42

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from FORCE AMERICA, total cost \$ 510.42.

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

- 2) RATIFY FORCE AMERICA QUOTE- AUGER REPLACEMENT MOTOR -F550 TRUCK - TOTAL COST \$248.06**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from Force America for the Auger Replacement Motor for the F550 Truck, total cost \$ 248.06.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 3) COMMUNITY OF TOWAMENSING TRAILS- GARBAGE EXEMPTION**
 Letter and all required documents received requesting exemption for the 2025 garbage permit fees for residents of Towamensing Trails.
MOTION made by Supervisor _____, Second by Supervisor _____, to _____ Towamensing Trails exemption request for the 2025 garbage permit fees.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 4) KUHARCHIK CONSTRUCTION INC. PROPOSAL - MUNICIPAL TRAFFIC SIGNAL- ROUTE 903 AT THE TURNPIKE- RESPONSE AND PREVENTATIVE MAINTENANCE (SEE ATTACHED)**
MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the proposal from Kuharchik Construction for Response & Preventative Maintenance for the traffic signal located at route 903/turnpike.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 5) 2025 ELECTRONIC RECYCLING EVENT- SCHEDULE THE DATE**
 Secretary reserved Saturday's 7/19/25 & 11/22/25, 2 trucks 9-1 or until trucks are full.
MOTION made by Supervisor _____, Second by Supervisor _____, to schedule _____ for the Electronic Recycling Event's at the Transfer Station.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 6) RATIFY ADVERTISE TO HIRE- PART-TIME/PER DIEM SNOWPLOW OPERATOR**
MOTION made by Supervisor _____, Second by Supervisor _____, to ADVERTISE to hire a P/T Per Diem Snowplow Operator, rate \$21.05 per hour.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 7) RATIFY THE PURCHASE 2 LOADS OF ANTI-SKID FROM EUREKA STONE QUARRY**
MOTION made by Supervisor _____, Second by Supervisor _____, to purchase 2 loads of Anti-Skid from Eureka Stone Quarry, total cost \$ _____
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____
- 8) RESOLUTION NO. 7 OF 2025 - GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION**
 Authorizing Signatures for all accounts at MCT: Deleting Laura Matz
MOTION made by Supervisor _____, Second by Supervisor _____ to adopt Resolution No. 7 of 2025 – MCT Authorized Signatures, deleting Laura Matz.
ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

9) TRANSFER STATION COMPACTOR MAINTENANCE

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) PSATS ZONING ACADEMY-2/12 & 2/13 - NEW ZONING OFFICER JAY YORK

MOTION made by Supervisor _____, Second by Supervisor _____, to authorize Jay York to attend the PSATS Zoning Academy 2/12 & 2/13, total cost \$249.00 plus mileage, hotel room & meals.

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

2) CARBON COUNTY COUNCIL OF GOVERNMENT(CCCOG) MEMBERSHIP

Appointing Representative's and Annual Membership dues, \$100.00.

MOTION made by Supervisor _____, Second by Supervisor _____ to APPOINT a Delegate, _____; and Alternate, _____ Representative for the CCCOG.

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

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the \$100.00 annual membership dues for CCCOG.

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

F. PFT PARK AND RECREATION

1) TOUCH A TRUCK EVENT - JUNE 7TH 10:00 A.M. - 2:00 P.M.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the Touch A Truck Event for June 7th; 10 am-2 pm.

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

2) FALL FEST- SEPTEMBER 13TH - 9:00 A.M. - 2:00 P.M. (RAIN DATE SEPTEMBER 14TH)

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the Fall Fest for September 13th; 9am- 2pm (rain date 9/14)

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

3) TRUNK OR TREAT - OCTOBER 26TH - 1:00 - 3:00 P.M.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ Trunk or Treat for October 26th; 1-3 pm.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR JANUARY 2025

TRANSFER STATION –

1) BULK AMOUNT for JANUARY 2025---\$1,728.00 Year to Date Total: \$1,728.00

2023 Residential Permit	(3)	317.14
2024 Pro-Rated Permit	(2)	279.60
2024 Residential Permit	(10)	1,403.86
2024 Commercial Permit	(2)	461.54
2025 Residential Permit	(771)	<u>115,494.69</u>
TOTAL DEPOSITS		<u>\$119,684.83</u>

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2025-

Administrative & Financial Requests: (See Attached List)

Submitted: 2 Responded: 2

Zoning & Septic Requests:

44 Submitted: Responded: 44

Total Hours: 32.50 hrs.

H. ZONING DEPARTMENT: – Greg Loftus submitted the Zoning Report for JANUARY 2025.

MAZZELLA ENTERPRISE’S STORAGE UNITS- SUBDIVISION & LAND DEVELOPMENT PLAN- WAIVING THE TIME REQUIRMENTS - EXTENSION UNTIL APRIL 7, 2025

MOTION made by Supervisor _____, Second by Supervisor_____, to _____ Mazzella Enterprise Storage Units Subdivision & Land Development Plan extension until April 7, 2025, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

GETZ PRELIMINARY/FINAL LAND DEVELOPMENT PLAN - CONDITIONAL APPROVAL- SELF STORAGE FACILITY WITH PARKING, EAST SIDE OF STATE ROUTE 903

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section 210-23.B(2) (written consent from downstream landowner)** the Planning Commission does not recommend granting this waiver.

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, based on Engineer's comments from the January 10, 2025, review letter and County review letter of December 19, 2023, be addressed and the final payment of any outstanding fees.

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

EGGERT/FARNELL 3 LOT SUBDIVISION - CONDITIONAL APPROVAL - INTERSECTION OF WEILER ROAD (T-512) & STATE ROUTE 903

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Sections 210-14.D.22 (8"Trees); 210-14.F.2.b.3 (Stormwater Management District boundaries); 210-16A (Drawing Scate)** 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 based on Engineer's comments from the January 10, 2025, review letter and County review letter of March 19, 2024, be addressed and the final payment of any outstanding fees.

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

LECHNER REVERSE SUBDIVISION - CONDITIONAL APPROVAL- LOTS 634 & 643 SPENCER LANE & THOMAS LANE- TOWAMENSING TRAILS

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Sections 210-16.C.(15)(Not Showing Contours); 210-16-C (31)(8" Trees); 210-16.D (8) (Provide Opinion of Title)** 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 based on Engineer's comments from the January 13, 2025, review letter and County review letter of November 19, 2024, be addressed and the final payment of any outstanding fees.

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

AMEND THE AGENDA TO ADD:

MOTION made by Supervisor Denier, Second by Supervisor Holland to add to the agenda to HIRE Holly Rivera as Part-time Treasurer.

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

MOTION made by Supervisor Denier, Second by Supervisor Holland to HIRE Holly Rivera as Part-time Treasurer, rate of \$25.67 per hour.

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

REASON: SNOW IS EXPECTED THIS WEEK.

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to add to the agenda to authorize up to \$6,000.00 for the purchase of Anti-Skid from a company for the remainder of the season.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to authorize up to \$6,000.00 for the purchase of Anti-Skid from a company for the remainder of the season.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to GRANT the time extension for Richard Getz, Getz Land Development until March 10, 2025.

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

I. 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 Monday, March 3rd, at 7:00 p.m.**
- 2) Park and Recreation will hold their monthly meeting on Wednesday, February 19th, at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, February 24th, at 6:00 p.m. (If needed).**
- 4) The Township Office will be closed on Monday, February 17th in observance of the President's Day Holiday. The Transfer Station will be CLOSED.**

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**