

**PENN FOREST TOWNSHIP  
Board of Supervisors**

**ANNUAL REORGANIZATION MEETING  
JANUARY 3, 2023**

The Annual Reorganization Meeting of the Penn Forest Township Board of Supervisors is being held at the Penn Forest Township Municipal Building, State Route 903, Jim Thorpe, PA.

**PLEDGE OF ALLEGIANCE:**

Supervisor Roger Meckes asked that all in attendance stand and recite the "Pledge of Allegiance".

**CALL TO ORDER:**

Supervisor Roger Meckes called the Reorganization Meeting to order at 6:00 p.m. with Roll Call by the Secretary:

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

**Office Staff:**               **Dana Vitale**  
**Solicitor**                   **Thomas S. Nanovic**

**APPOINTMENT OF TEMPORARY CHAIRMAN:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the Temporary Chairman for the Reorganization meeting.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**APPOINTMENT OF TEMPORARY SECRETARY:**

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the Temporary Secretary for the Reorganization Meeting.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**ELECTION OF OFFICERS:**

**CHAIRMAN:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ nominating Supervisor \_\_\_\_\_ as the Chairman of the Board for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**VICE- CHAIRMAN:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ nominating Supervisor \_\_\_\_\_ as the Vice-Chairman of the Board for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the PFT Confidential Secretary/Assistant Treasurer for 2023 at a rate of \$ \_\_\_\_\_ an hr.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PENN FOREST TOWNSHIP TREASURER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the PFT Treasurer at a rate of \$ \_\_\_\_\_ an hour as per the union contract for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Bonding for the Township Treasurer and Assistant Treasurer at 9 million dollars each; total cost of \$10,640.00/each.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PERSONNEL LIAISON ON BEHALF OF THE BOS FOR ALL TOWNSHIP OFFICE EMPLOYEES:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the Personnel Liaison and Human Resource duties for all office employees of the township for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PFT ROADMASTER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the Road Master for the Township for 2023. Duties include work assignments for all township Laborers.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PFT ASSISTANT ROADMASTER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the Assistant Road Master for the Township for 2023. Duties include work assignments for all township Laborers.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ to represent PFT on the Tax Collection Committee for Carbon County for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2023.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**TOWNSHIP SOLICITOR:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint Attorney \_\_\_\_\_ (Tom Nanovic) to represent the BOS for 2023; Rate of \$145.00 per hr.; Para-Legal fees of \$55.00 per hr.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**DEPOSITORY:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve **Mauch Chunk Trust Co.**, as the Depository for the Township Funds for 2023. Deposits are to be done as needed during bank hours.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**SECRETARY FOR PLANNING COMMISSION MEETINGS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ (Julie Rossi) as the PFT Planning Commission Secretary for 2023; **AS NEEDED** for Meetings.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR; ZONING OFFICER; ASSISTANT ZONING OFFICER; CODE ENFORCEMENT OFFICER;**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ (Barry Isett and Associates, Inc.) as the Third Party Building Code Official, Building Inspector, Commercial Building Inspector, Zoning Officer, Assistant Zoning Officer, Code Enforcement Officer for 2023; see attached fee schedule.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**PFT SEWAGE OFFICER; WATER ENFORCEMENT OFFICER**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ (Hanover Engineering Associates) as the Sewage Officer and Water Enforcement Officer for 2023; see attached fee schedule.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**PFT TOWNSHIP ENGINEER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ (Barry Isett and Associates, Inc.) as the Township's Engineer and the Planning Commission's Engineer for 2023.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**VACANCY BOARD:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint \_\_\_\_\_ (Carl Fazio) as member of the Vacancy Board for 2023.

**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint \_\_\_\_\_ (David Michael III) as PFT Emergency Management Coordinator for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint \_\_\_\_\_ (Jesse Brennan) as PFT Assistant Emergency Management Coordinator for 2023;

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4<sup>TH</sup> MONDAY**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint the following Planning Commission members to serve on the Planning Commission until the term expires. PC members will receive \$10.00 per meeting.

**Term dates for Planning Commission Members are as follows:**

WILLIAM MILLER	1/1/2027
CHRIS RAU	1/1/2025
DENNIS HABIG	1/1/2027
STACEY VENETOS	1/1/2027

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1<sup>ST</sup> THURSDAY**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint the following Zoning Hearing Board Members to serve on the ZHB until the term expires. ZHB members will receive \$10.00 per hearing.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**Term dates for Zoning Hearing Board Members are as follows:**

Audrey Wargo	1/1/2024
Patrick Walsh	1/1/2025
Paul Fogal	1/1/2024

\*Alternate: Shawn Kresge

**PENN FOREST TOWNSHIP ELECTED AUDITORS:**

- Brandon Bell----- Elected 2 year term (2024)
- James Walck----- Elected 4 year term (2024)
- Rebecca Hassenbein----- Elected 6 year term (2028)

**Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to pay the township auditors for annual meeting and mileage reimbursement for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PARK RECREATION BOARD MEMBERS:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint the following Members to the Park Recreation Board for 2023 until the term expires:

**Todd Fox—5 yr term (2023-2028)**

**Robin McGeehan—5 yr. term (2021-2026)**

**Jennifer Bevilacqua—5 yr. term (2022-2027)**

**Jyl Venditti— (2023-2025)**

**Holly Rivera— (2023-2025)**

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**BOS MEETINGS FOR 2023:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to hold the BOS meetings on the **first Monday (unless it is a holiday; meeting will be on Tuesday)** of each month at **7:00PM** at the Penn Forest Township Municipal Building.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**MUNICIPAL BUILDING OFFICE HOURS:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ the PFT Municipal Building Office hours will be 8:00 a.m. to 4:00 p.m., Monday thru Friday (excluding holidays) with employees' hours: 8:00 – 4:00 p.m.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**SALARY FOR THE ROADMASTER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to recommend to the Twp Auditors; yearly salary of \$7,700.00 for 2023; to be paid in 12 equal payments of \$641.00 a month; plus \$25.00 for each Driveway Permit reviewed; plus reimbursed for mileage at the 2023 Federal rate of \$62.5 per mile.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**SALARY FOR THE ASSISTANT ROAD MASTER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to recommend to the Twp Auditors an hourly rate of \$25.00; plus mileage reimbursement at the 2023 Federal rate of \$62.5 per mile.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**SALARIES FOR THE BOARD OF SUPERVISORS:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to set the Supervisor's annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2<sup>nd</sup> Class Twp Code book. This is to be paid in twelve (12) payments for all Supervisors: Roger Meckes, Christian Bartulovich, Scott Lignore, Patrick Holland James Denier.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PFT LABORERS, ADMINISTRATIVE & CODE ENFORCEMENT SALARIES:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to set the following hourly rates for Township Laborers/Administrative Assistants as per the Union Contract for 2023:

**Laborers:**

Gerry Enck	\$ per hr.	Ricky Ahner	\$ per hr.
Don Fisher	\$ per hr.	Shannon Meckes	\$ per hr.
Ron Nametko	\$ per hr.	Bobby Sloss	\$ per hr.
Jay York	\$ per hr.	Gregory Loftus	\$ per hr.
William Callen PT	\$ per hr.		

**ADMINISTRATIVE ASSISTANTS:**

Heather Saba	\$ per hr.	Julie Rossi	\$ per hr.
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**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**RATE FOR MILEAGE REIMBURSEMENT FOR 2023**

1) Mileage Reimbursement Rate for Travel **\$62.5** cents per mile (2023 Federal Rate)

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to set the mileage reimbursement rate for PFT at the federal rate of **\$62.5** cents for 2023.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**ADOPT RESOLUTION #1 OF 2023---PFT TAX RATES FOR 2023**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #1 of 2023; PFT Tax Rates for 2023 as listed:

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**PENN FOREST TOWNSHIP TAX RATES FOR 2023**

Real Estate Taxes	0 Mills (Zero Mills)
Per Capita Tax	\$5.00
Transfer Tax	½ of 1% split with JTASD
Earned Income Tax	½ of 1% split with JTASD
Amusement Tax	2 ½ %

**ATTENDING THE PSATS CONFERENCE FOR SUPERVISORS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to authorize the supervisors'; township secretary and treasurer to attend the 2023 PSATS Conference in Hershey on April 23<sup>rd</sup> thru April 26<sup>th</sup> This includes lodging, mileage and meal reimbursements.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**VOTING DELEGATE FOR THE 2023 PSATS CONFERENCE**

**MOTION** made by Supervisor \_\_\_\_ Second by Supervisor \_\_\_\_ to appoint \_\_\_\_\_ as the Township's Voting Delegate at the 2023 PSATS Conference in Hershey.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

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**TOWNSHIP SECRETARY  
PENN FOREST TOWNSHIP**

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**CHAIRMAN  
PENN FOREST TOWNSHIP**