

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

**MEETING MINUTES**

**October 2, 2023**

**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) REGULAR BOS MEETING ON SEPTEMBER 5, 2023**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS Meeting Minutes from SEPTEMBER 5, 2023.

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

**2) SPECIAL BOS MEETING ON SEPTEMBER 26, 2023**

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to approve the SPECIAL BOS Meeting Minutes from SEPTEMBER 26, 2023.

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

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

- 1) FRANKLIN TOWNSHIP THANK YOU LETTER- USE OF FLAIL MOWER (no motion)

**C. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2023)**

Township General Fund:	\$2,894,650.64	State Liquid Fuels Fund:	\$283,215.33
Sanitation Fund:	214,206.13	Payroll:	1,727.34
Septic Fund:	356,312.76	Debit Card	4,977.21
SALDO:	234,609.13	Fire Escrow:	0.00
Capital Reserve	437,319.76	Rent	56.56
		American Rescue	0.00
<b>TOTAL:</b>			<b>\$4,427,074.86</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2023)**

Account Ending: #1841 -	\$ 3,710,259.00	(3 month CD)
#5851 -	\$ 265,932.11	(6 month CD)
#1301 -	\$ 2,053,169.62	(13 month CD)
<b>TOTAL:</b>	<b>\$ 6,029,360.73</b>	

**TOTAL FUNDS ON DEPOSIT: \$ 10,456,435.59**

- 1) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept Treasurer's Report for SEPTEMBER 2023 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR SEPTEMBER 2023**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to pay the bills for SEPTEMBER 2023.

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

**D. OLD BUSINESS:**

**ROGER MECKES, CHAIRMAN**

- 1) **5 STAR QUOTE- BACKHOE BROOM BRISSE ATTACHMENT**

**Total cost \$1,527.46**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to PURCHASE Backhoe Broom Brissle Attachment from 5 Star, total cost \$1,527.46.

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

## **E. NEW BUSINESS:**

### **ROGER MECKES, CHAIRMAN**

#### **1) OPEN SEALED BIDS FOR THE 2023 TREE TRIMMING PROJECT**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to accept the Bid from Titan Tree Services Inc. in the amount of **\$405,270.00** for the 2023 TREE TRIMMING PROJECT subject to Attorney Nanovic's review.

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

#### **2) OPEN SEALED BIDS FOR 2023/2024 WINTER SNOW REMOVAL**

**NO BIDS RECEIVED.** Attorney Nanovic discussed the process when no bids are received. He thought the law stated we would have to rebid it. Supervisor Meckes discussed the Snow Plowing process.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to approve if the law that Attorney Nanovic stated to re-bid is in effect, then put out to bid and open at the November Meeting.

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

#### **3) RATIFY THE PURCHASE – TRANSFER STATION - (5) KEY PADS**

TOTAL COST \$310.00

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to RATIFY the purchase of (5) keypads for the Transfer Station Garage doors, total cost of \$310.00.

**ROLL CALL:** RM-yes; CB-no; SL-absent; PH-yes; JD-yes **MOTION PASSED**

#### **4) MAZZELLA ENTERPRISES(1404 STATE ROUTE 903)-DEVELOPMENT AGREEMENT**

For a new garage/storage building and additional parking for an existing commercial business. Attorney Nanovic prepared the Agreement months ago.

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to APPROVE the Mazzella Enterprises Development agreement contingent upon Performance Guarantee & Escrow funds are received.

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

#### **5) H&K GROUP- 2023 ROAD IMPROVEMENT PROJECT- CHANGE ORDER #1**

ADDITIONAL BASE REPAIR \$17,746.79.

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to APPROVE H&K Group Change Order #1, \$17,746.79 for additional base repair.

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

**6) PURCHASE DEF FLUID FOR TOWNSHIP VEHICLES\EQUIPMENT**

NAPA SALE PRICE, \$259.00 FOR A 55 GALLON DRUM.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to purchase ( 2 ) 55 gallon drums of DEF Fluid from NAPA, total cost of \$518.00.

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

**7) TRANSFER STATION RAMP & RETAINING WALL PROJECT - PAYMENT APPLICATION #2 FOR RAMP RAILINGS \$69,247.38**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to RELEASE Payment application #2 for Transfer Station Ramp Railings \$69,247.38.

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

**8) ALL POINTS INSTALL NEW WIRING FOR THE F600 TAILGATE LIGHTS**

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to APPROVE the new wiring for the F600 tailgate lights, cost up to \$350.00.

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

**9) PURCHASE TARPS FOR TRANSFER STATION SALT SHED**

(1) 20X30 (2) 20X20, total cost \$155.43.

**MOTION** made by Supervisor Meckes , Second by Supervisor to Holland to PURCHASE (1) 20x30 & (2) 20X20 Tarps, total cost \$155.43.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) AUTHORIZE TOWNSHIP SECRETARY TO ATTEND PSATS HUMAN RESOURCES & LABOR MANAGEMENT INSTITUTE – 11/9/23 IN ALLENTOWN, TOTAL COST \$125.00 plus mileage.**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to AUTHORIZE Township Secretary to attend the PSATS Human Resources & Labor Management Institute on 11/9/23 in Allentown, total cost \$125.00 plus mileage.

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

**F. PFT PARK AND RECREATION**

**1) DISCUSSION: MOTOR RUN POWER KITES**

Brandon Bell presented to the BOS regarding his Motor Power Kite, taking off and landing at the park. Todd Fox from the Park Committee mentioned this was raised as a concern by residents and suggested he communicate with the Park Committee. Bill Miller expressed his concern for safety. Attorney Nanovic suggested reaching out to Township Insurance. Supervisor Meckes expressed his safety concerns and the insurance requirements. Supervisor Holland suggested being added to the park calendar.

Tabled for additional information.

**2) DISCUSSION: PHAROAH'S CAR CLUB - CLASSIC CAR SHOW**

Pharoah's is looking for a place for the Car Club to meet regularly. Supervisor Bartulovich, insurance would need to be submitted. No action- Todd Fox from the Park Committee will inform Pharoah's Car Club of the insurance requirements.

**3) DISCUSSION: MINTY MILER (1 HOUR TIMED RACE)- CHELSEY COSSLETTS**

Chelsey Cossletts explained the 1 hour race is a run or walk as far as you can. Proceeds go to the Scouts Troop.

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to APPROVE the Minty Miler 1 hour Timed Race on 12/9/23 at the park.

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

**AMENDED TO ADD:**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to ADD to the Agenda the approval of the 24hr Ultra Marathon on 6/8-6/9 at the park.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to APPROVE the Ultra Marathon 24 hour timed race at the park on 6/8/24 & 6/9/24 from 9am to 9am provided all insurance requirements are submitted to the Township.

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

**4) DISCUSSION: FIRE PIT SUGGESTIONS**

Todd Fox explained the Park Committee is interested in a mobile fire pit, a metal bowl for special events like movies at the park. Attorney Nanovic suggested reaching out to the Township Insurance Company. Todd fox will figure out what product to purchase.

Tabled for more information from Todd Fox and Township Insurance.

**5) DISCUSSION: PARKING LOT LIGHTING**

Township Engineer discussed the budget amount and process for lighting in the parking lot.  
Tabled

**6) PURCHASE FERTILIZER FOR PARK**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to APPROVE to take samples to Penn State Extension for soil analysis, cost up to \$300.00.

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

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR SEPTEMBER 2023**

Line painters will be in Township tomorrow stripping the roads. Road trenches are getting paved tomorrow. Truck that was out for repair is back and running. Salt & Ice skid was delivered and ready to go. Paving done and line stripping was fixed. Still mowing and everything is going well.

**TRANSFER STATION -**

**1) BULK AMOUNT for SEPTEMBER 2023---\$709.00 Year to Date Total: \$6,794.00**

2021-2022 Residential Permit	(2)	300.00
2023 Commercial Permit	( )	.00
2023 Pro-rated Permit	(7)	345.50
2023 Residential Permit	(5)	<u>621.43</u>
	<b>TOTAL DEPOSITS</b>	<b><u>\$1,975.93</u></b>

**2) ADMINISTRATIVE REPORTS -**

**A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2023-  
Administrative & Financial Requests: (See Attached List)**

**Submitted: 51 Responded: 51 Total Hours: 38 hrs.**

**Zoning & Septic Requests: Submitted: 50 Responded: 50**

**H. ZONING DEPARTMENT** – Phillip Prout, BIA submitted Zoning Report for SEPTEMBER 2023  
Amanda Heist from BIA reviewed the Zoning Report.

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

**Keith & Audrey Fox**- Hatchery Road Penn Dot Bridge Replacement- They discussed their concern with the road closure from March-November. Emergency Services will not be able to reach them. They will be cut off from everything, fire services, etc. The Detour is like 60 miles from everything and is a financial burden. They would like to have one lane open or put a stop light installed instead of closing the road. Supervisors stated this is a State Road and they are willing to participate in a meeting to help assist and support the residents.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:33 P.M.**

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

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

**REMINDERS:**

- 1) ***The Next Regular Board of Supervisors Meeting will be held Monday, November 6<sup>th</sup> at 7:00 p.m.***
- 2) ***The Park and Recreation will hold their monthly meeting on Wednesday, October 18<sup>th</sup> at 6:30 p.m. at the Municipal Building.***
- 3) ***The Planning Commission will hold their monthly meeting on Monday, October 23<sup>rd</sup> at 6:00 p.m. (If needed)***
- 4) ***The Municipal Building will be closed on Monday, October 9<sup>th</sup> in observance of Columbus Day. The Transfer Station will be CLOSED.***

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**DANA VITALE  
TOWNSHIP SECRETARY**

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**ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS**