

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

**AGENDA**

March 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 7:00 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

*An executive session was held on 2/27/24 at 4:30 p.m. to discuss personnel matters.*

**A. EXECUTIVE SESSION:** To be held at 6:15 p.m. to discuss personnel matters.

**B. MEETING MINUTES:**

**1) REGULAR BOS MEETING ON FEBRUARY 5, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS Meeting Minutes from FEBRUARY 5, 2024.

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

**2) BOS WORKSHOP ON FEBRUARY 8, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS WORKSHOP Minutes from FEBRUARY 8, 2024.

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

**C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

- 1) **NOTICE OF ROAD CLOSURE AND DETOUR ON HATCHERY ROAD(RESERVOIR RD) 3/1/24-11/1/24 (NO MOTION)**
- 2) **JIM THORPE AREA BAND BOOSTERS AND MARCHING BAND- THANK YOU LETTER AND CERTIFICATE OF APPRECIATION (NO MOTION)**
- 3) **THE SWORD TAG SOCIETY-LEHIGHTON- DONATION REQUEST**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**D. TREASURER’S REPORT: JANUARY & FEBRUARY**

**JANUARY**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/31/2024)**

Township General Fund:	\$ 2,980,895.16	State Liquid Fuels Fund:	\$ 288,390.37
Sanitation Fund:	\$ 495,430.17	Payroll:	\$ 6,888.12
Septic Fund:	\$ 350,385.36	Debit Card	\$ 4,759.66
SALDO:	\$ 61,661.45	Capital Reserve:	\$ 372,801.06
Rent :	\$ 5,318.30		
<b>TOTAL:</b>			<b>\$4,566,529.65</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/31/2024)**

Account Ending: #1841 -	\$ 3,750,352.99	(3 month CD)
#5851 -	\$ 269,056.82	(6 month CD)
#1301 -	\$ 2,080,302.74	(13 month CD)
<b>TOTAL:</b>	<b>\$ 6,099,712.55</b>	

**TOTAL FUNDS ON DEPOSIT:** **\$ 10,666,242.20**

- 1) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for JANUARY 2024 (Subject to Audit).

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

**FEBRUARY**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/29/2024)**

Township General Fund:	\$ 2,342,695.37	State Liquid Fuels Fund:	\$ 1,390.37
Sanitation Fund:	\$ 475,626.76	Payroll:	\$ 9,670.63
Septic Fund:	\$ 335,521.57	Debit Card	\$ 4,180.22
SALDO:	\$ 57,819.20	Capital Reserve:	\$ 372,801.06
Rent :	\$ 6.42		
<b>TOTAL:</b>			<b>\$3,599,711.60</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/29/2024)**

Account Ending: #1841 -	\$ 3,760,580.51 (3 month CD)
#5851 -	\$ 269,854.29 (6 month CD)
#1301 -	\$ 2,087,236.23 (13 month CD)
<b>TOTAL:</b>	<b>\$ 6,117,671.03</b>

**TOTAL FUNDS ON DEPOSIT: \$ 9,717,382.63**

1) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer’s Report for FEBRUARY 2024 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR FEBRUARY 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for FEBRUARY 2024.

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

**E. NEW BUSINESS:**

**ROGER MECKES, CHAIRMAN**

1) **ELECTRONIC RECYCLING EVENT- SCHEDULE THE DATE**

Secretary reserved Saturday’s 7/27/24 & 11/16/24, 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**\_\_\_\_\_

2) **ORDINANCE NO. 1 OF 2024 - AMENDING SECTION 2 OF CHAPTER 226, (SECTION 226-2)- MAXIMUM SPEED LIMIT ON (OLD STAGE ROAD) & (SECTION 3, 226-3) POSTING SPEED LIMIT ON (OLD STAGE ROAD) OF THE CODE OF PFT.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to **ADOPT** Ordinance No. 1 of 2024-Amending the Code of Penn Forest Township.

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

3) **RATIFY PAYMENT TO INNOVATIVE INDUSTRIAL SOLUTIONS- JOHN DEER BACKHOE BUCKET REPAIR-TOTAL COST \$428.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to **RATIFY** the payment to Innovative Industrial Solutions for the John Deere backhoe bucket repair, total cost \$428.00.

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

**4) PURCHASE ROAD SIGNS-TOWNSHIP & TURNPIKE  
TOWNSHIP TOTAL \$2,581.50, TURNPIKE TOTAL \$704.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**5) PURCHASE LOCKER FOR THE MAINTENANCE BUILDING- 45X18X72  
ULINE- STANDARD GRADE (3) \$1,605.00 PLUS SHIPPING \$97.08= \$1,702.08  
ULINE- INDUSTRIAL GRADE (3) \$2,046.00 PLUS SHIPPING \$113.71= \$2,159.71**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**6) TRANSITION TEMPORARY PART-TIME TRANSFER STATION EMPLOYEE MICHAEL PAPARUZZI TO PERMANENT PART-TIME**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to transition Michael Paparuzzi, Transfer Station employee to permanent part-time.

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

**7) TITAN TREE SERVICE CHANGE ORDER- WEILER ROAD- TOTAL COST \$22,330.00  
**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the **CHANGE ORDER****

from Titan Tree Service for trimming on Weiler Road, total cost \$22,330.00.

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

**8) REPLACE WELL PUMP-MUNICIPAL BUILDING-CALCANO PLUMBING**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to authorize Calcano Plumbing to replace the well pump at the municipal building, cost up to \$1,500.00.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) QUOTES: WB ELECTRIC & CARDIO PARTNERS FOR AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AT THE PARK SOCCER SHED, CONCESSION STAND & SOFTBALL SHED**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **QUOTE** from Cardio Partners for (3) AED's, total cost \$11,548.32.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ **QUOTE** from WB Electric for (3) circuits for (3) new AEDs on Soccer Shed, Concession Stand and Softball Shed, total cost \$1,139.34.

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

**2) PURCHASE SECOND CODE ENFORCEMENT VEHICLE UP TO \$14,000.00 AND REPLACE DRIVER'S SEAT IN CURRENT VEHICLE UP TO \$1,000.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **PURCHASE** a second Code Enforcement Vehicle, cost up to \$14,000.00.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **REPLACE** the driver's seat in the current Code Enforcement Vehicle, cost up to \$1,000.00.

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

**3) REIMBURSE JTYS FOR 2024 FIELD PAINT- UP TO \$1,600.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **REIMBURSE** Jim Thorpe Youth Soccer for field paint, cost up to \$1,600.00.

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

**4) APPOINT GREG LOFTUS & JOSH KASE PFT ZONING OFFICERS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **APPOINT** Greg Loftus & Josh Kase as PFT Zoning Officers.

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

**PATRICK HOLLAND, SUPERVISOR**

**1) PENN FOREST TRAIL- RESOLUTION TO ESTABLISH A COMMITTEE  
**RESOLUTION NO. 4 OF 2024 - ESTABLISHING THE PFT ACTIVE TRANSPORTATION COMMITTEE.****

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **ADOPT** Resolution No. 4 of 2024- Establishing the PFT Active Transportation Committee.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to **APPOINT** Dr. Patrick Holland, Talon Fogal, Christian Bartulovich, Walt Bevilaqua, Dr. Daniel Plavin, Chelsea Cosslett, Mark Zakutansky, as PFT Active Transportation Committee Members

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

**F. PFT PARK AND RECREATION:**

- 1) **CARBON CHAMBER CORNHOLE TOURNAMENT ORGANIZED BY JESSICA KOHUTKA** – Resolution to amend the park ordinance, section 154-3(l) (Alcohol use)  
**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

- 2) **PURCHASE STORAGE SHED- JIM THORPE YOUTH SOCCER**  
**Quotes from:**  
**Lapp Structures- 8X8 \$3,301.00, 10X10 \$3,824.00**  
**Green Acres Outdoor Living- 8X8 \$3,611.51, 10X10 \$4,503.90**  
**Kramer Sheds- 8X8 \$2,500.00, 10X10 \$3,300.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

- 3) **SAFETY DAY AUGUST 17<sup>th</sup>, 2024 - BUDGET REQUEST UP TO \$2,500.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

- 4) **POCONO MOUNTAIN SOCIETY- ROY DEVATT- ADULT SOFTBALL LEAGUE SUNDAYS 10-2 FROM APRIL-SEPTEMBER 2024- APPROVAL CONTINGENT UPON RECEIVING INSURANCE AND AGREEMENT TO MAINTAIN BASEBALL FIELD**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

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

**G. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR FEBRUARY 2024**

**TRANSFER STATION –**

- 1) **BULK AMOUNT for FEBRUARY 2024---\$369.00 Year to Date Total: \$1,389.00**

2023 Pro-Rated Permit	(1)	20.16
2024 Pro-Rated Permit	(3)	417.60
2023 Residential Permit	(6)	771.43
2024 Commercial Permit	(2)	438.46
2024 Residential Permit	(65)	9,300.44
<b>TOTAL DEPOSITS</b>		<b><u>\$11,317.09</u></b>

**2) ADMINISTRATIVE REPORTS –**

**A) RIGHT-TO-KNOW REQUESTS FOR FEBRUARY 2024-**

**Administrative & Financial Requests: (See Attached List)**

**Submitted: 72 Responded: 72 Total Hours: 53.25 hrs.**

**Zoning & Septic Requests: Submitted: 61 Responded: 61**

**H. ZONING DEPARTMENT:** – Phillip Prout submitted Zoning Report for February 2024.

**ZOLOTARSKY – REVERSE SUBDIVISION – (NEW LOT 1314A) LOTS 1314 &1316  
BISHOP CIRCLE, TOWAMENSING TRAILS**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ SALDO waiver requests **210.16.C.31**(8'trees), **210.16.A** (plan scale), **210.16.C32** (proposed grading).

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

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to conditionally\_\_\_\_\_ the final **plan** subject to addressing the remaining comments from engineer's letter of 2/22/24 and the County letter of 2/20/24, as recommended by the Planning Commission and the final payment of any outstanding fees.

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

**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, April 1<sup>st</sup>, at 7:00 p.m.*
- 2) *The Park and Recreation will hold their monthly meeting on Wednesday, March 20<sup>th</sup>, at 6:30 p.m. at the Municipal Building.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, March 25<sup>th</sup>, at 6:00 p.m. (If needed).*

---

**DANA VITALE**  
**TOWNSHIP SECRETARY**

---

**ROGER MECKES**  
**CHAIRMAN, BOARD OF SUPERVISORS**