

**PENN FOREST TOWNSHIP  
Board of Supervisors**

**ANNUAL REORGANIZATION MEETING**  
**JANUARY 6, 2025**

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 2025.

**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 2025.

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

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ (Dana Vitale) as the PFT Confidential Secretary/Assistant Treasurer for 2025 at a rate of \$28.83 an hour.

**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 \$25.67 an hour for 2025.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the Bonding for the Township Treasurer(10 million) and Assistant Treasurer; total cost for both \$23,518.00.

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

**RATIFY PENN FOREST TOWNSHIP TEMPORARY/PER DIEM TREASURER:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the PFT Temporary/Per Diem Treasurer at a rate of \$25.67 an hour for 2025.

**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 2025.

**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 2025. 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 2025. 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 2025.

**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 2025.

**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 2025; Rate of \$155.00 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 2025. 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 2025; **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**

**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, for 2025; 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 Engineer for 2025.

**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 2025; see attached fee schedule.

**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 2025.

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

**EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint \_\_\_\_\_ (Jesse Brennan) as PFT Emergency Management Coordinator for 2025.

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

**ASSISTANT EMERGENCY MANAGEMENT COORDINATOR**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint \_\_\_\_\_ (Mike Bourke) as PFT Assistant Emergency Management Coordinator for 2025.

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

**ADOPT RESOLUTION #4 OF 2025- AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT PLANNING COMMISSION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #4 of 2025, AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT PLANNING COMMISSION, at the rate of \$\_\_\_\_\_ per meeting.

**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 \$\_\_\_\_\_ per meeting.

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

WILLIAM MILLER	1/1/2026
CHRIS RAU	1/1/2029
DENNIS HABIG	1/1/2027
STACEY VENETOS	1/1/2027
JAMES DENIER	1/1/2029

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

**ADOPT RESOLUTION #5 OF 2025- AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT ZONING HEARING BOARD**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #5 of 2025, AUTHORIZING COMPENSATION OF THE MEMBERS OF THE ZONING HEARING BOARD, at the rate of \$\_\_\_\_\_ per hearing.

**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 \$ \_\_\_\_\_ per hearing.

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

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

- Audrey Wargo 1/1/2027
- Patrick Walsh 1/1/2028
- Paul Fogal 1/1/2027
- \*Alternate: Shawn Kresge

**PENN FOREST TOWNSHIP ELECTED AUDITORS:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to appoint the following Auditors until the next Municipal Election.

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

- Christine Fazio-----Appointed 2-year term (2026)
- James Walck----- Appointed 4-year term (2028)
- Rebecca Hassenbein----- Elected 6-year term (2030)

**Auditors will receive \$10.00 for meetings plus mileage reimbursement for 2025.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to pay the Township Auditors for annual meeting and mileage reimbursement for 2025.

**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 2025 until the term expires:

- Tammy Meckes (2028)
- Joanne Rice— (2027)
- Katie Edmonds—(2026)
- Holly Rivera-(2030)

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

**BOS MEETINGS FOR 2025:**

**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: 8:00a.m.–4:00p.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 \$8,499.96 for 2025; to be paid in 12 equal payments of \$708.33 a month; plus \$25.00 for each Driveway Permit reviewed; plus reimbursed for mileage at the 2025 Federal rate of .70 cents 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 2025 Federal rate of .70 cents 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 & Code Enforcement for 2025:

**Laborers:**

Gerry Enck	\$22.05 per hr.	Michael Papparuzzi	\$22.05 per hr.
Ron Nametko	\$22.05 per hr.	Ovel Mebs (p/t)	\$22.05 per hr.
Ricky Ahner	\$22.05 per hr.	Josh Kervick (p/t)	\$22.05 per hr.
(Working Forman)	\$27.56 per hr.	Willam Callen(per diem)	\$22.05 per hr.

**Code Enforcement:**

Gregory Loftus \$26.75 per hr.

**ADMINISTRATIVE ASSISTANTS:**

Shannon Meckes	\$23.71 per hr.	Julie Rossi	\$22.05 per hr.
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**ROLL CALL:** RM\_\_\_; CB\_\_\_; SL\_\_\_; PH \_\_\_; JD\_\_\_ **MOTION**\_\_\_\_\_

**RATIFY PENN FOREST TOWNSHIP TEMPORARY/PER DIEM ADMINISTRATIVE ASSISTANT:**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to appoint \_\_\_\_\_ as the PFT Temporary/Per Diem Administrative Assistant #1 at a rate of \$22.05 an hour for 2025.

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

**RATE FOR MILEAGE REIMBURSEMENT FOR 2025**

1) Mileage Reimbursement Rate for Travel .70 cents per mile (2025 Federal Rate).

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to set the mileage reimbursement rate for PFT at the federal rate of .70 cents per mile for 2025.

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

**ADOPT RESOLUTION #1 OF 2025---PFT TAX RATES FOR 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to adopt Resolution #1 of 2025. PFT Tax Rates for 2025 as listed:

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

**PENN FOREST TOWNSHIP TAX RATES FOR 2025**

Real Estate Taxes	0 Mills (Zero Mills)
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 2025 PSATS Conference in Hershey on May 4th thru May 7th; this includes lodging, mileage, and meal reimbursements.

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

**VOTING DELEGATE FOR THE 2025 PSATS CONFERENCE**

**MOTION** made by Supervisor \_\_\_\_ Second by Supervisor \_\_\_\_ to appoint \_\_\_\_\_ as the Township's Voting Delegate at the 2025 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**\_\_\_\_\_

\_\_\_\_\_  
**TOWNSHIP SECRETARY**  
**PENN FOREST TOWNSHIP**

\_\_\_\_\_  
**CHAIRMAN**  
**PENN FOREST TOWNSHIP**

