

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

**Amended**  
**AGENDA**

January 6, 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 Reorganization Meeting, 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 Monday, 12/30 at 8:00 a.m. to discuss personnel related issues.

**A. MEETING MINUTES:**

**1) BOS PUBLIC HEARING MEETING ON DECEMBER 2, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS PUBLIC HEARING Minutes from DECEMBER 2, 2024.

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

**2) BOS REGULAR MEETING ON DECEMBER 2, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS SPECIAL MEETING Minutes from DECEMBER 2, 2024.

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

**3) BOS ZONING WORKSHOP ON DECEMBER 12, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS WORKSHOP Minutes from DECEMBER 12, 2024.

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

**4) BOS SPECIAL MEETING ON DECEMBER 12, 2024**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS SPECIAL MEETING Minutes from DECEMBER 12, 2024.

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

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) GIRL SCOUTS IN THE HEART OF PENNSYLVANIA - DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the request for Girl Scouts in the heart of Pennsylvania.

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

**2) PENN KIDDER LIBRARY- DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_ to Penn Kidder Library.

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

**3) OLYMPIAN BOOSTER CLUB - DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ \$2,500 to the Olympian Booster Club.

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

**4) JIM THORPE YOUTH SOCCER - DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ \$2,500 to Jim Thorpe Youth Soccer.

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

**C. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2024)**

Township General Fund:	\$ 2,936,811.03	State Liquid Fuels Fund:	\$ 3,480.20
Sanitation Fund:	\$ 543,060.20	Payroll:	\$ 5,475.93
Septic Fund:	\$ 296,273.78	Debit Card	\$ 1,343.77
SALDO:	\$ 62,224.90	Capital Reserve:	\$ 374,149.14
Rent :	\$ 15,102.84	Fire Escrow	\$ 0.00
<b>TOTAL:</b>			<b>\$4,237,921.79</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2024)**

Account Ending: #1841 -	\$ 3,860,705.70 (3 month CD)
#5851 -	\$ 277,813.91 (6 month CD)
#1301 -	\$ 2,154,302.28 (13 month CD)
<b>TOTAL:</b>	<b>\$ 6,292,821.89</b>

**TOTAL FUNDS ON DEPOSIT: \$ 10,530,743.68**

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

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

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

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

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

**D. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

1) **RESOLUTION NO. 2 OF 2025- APPOINT A CERTIFIED PUBLIC ACCOUNTANT**

To appoint Zelenkofske Axelrod LLC. to make an examination of all the account funds of Penn Forest Township for the fiscal year 2024.

**MOTION** made by Supervisor \_\_\_\_\_ Second by Supervisor \_\_\_\_\_ to ADOPT Resolution #2 of 2025 to appoint Zelenkofske Axelrod LLC to make an examination of all the account funds of PFT for the fiscal year 2024.

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

2) **RESOLUTION NO. 3 OF 2025- APPOINT DELEGATE AND ALTERNATE FOR TCC**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ADOPT Resolution #3 of 2025 appointing a Delegate \_\_\_\_\_ and an Alternate \_\_\_\_\_ as representatives for the CC Tax Collection Committee.

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

3) **WEST END EQUIPMENT QUOTE- PLOW PISTONS - TOTAL COST \$743.95**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the quote from West End Equipment for Plow Pistons, total cost \$743.95.

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

4) **VOLUNTEER TAX CREDIT PROGRAM**

PFT Volunteer Fire Co. #1 & #2 submitted their notarized list and Volunteer Credit Applications for the 2024 tax year and free garbage permit.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ the applications from PFT Volunteer Fire Co. #1 & #2 for refund of Municipal Earned Income Tax & free garbage permit for 2024 tax year.

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

**5) SCHEDULE PUBLIC HEARING- INTERMUNICIPAL TRANSFER OF LIQUOR LICENSE R20745 FROM 632 RTE. 940 LIMITED LIABILITY COMPANY TO 1295 STATE ROUTE 534**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to schedule the public hearing for February 3, 2024 at 6:45 p.m.

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

**6) COMMUNITY OF BELTZVILLE LAKE ESTATES- GARBAGE EXEMPTION**

Letter and all required documents received requesting exemption for the 2025 garbage permit fees for residents of Beltzville Lake Estate.

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ Beltzville Lake Estates exemption request for the 2025 garbage permit fees.

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

**7) DISCUSSION: STATUS OF TOWNSHIP LABORER**

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

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) HIRE JAY YORK TOWNSHIP LABORER FOR THE CODE ENFORCEMENT POSITION**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to hire Jay York for the Code Enforcement Position, effective \_\_\_\_\_ at a rate of \$\_\_\_\_\_ per hour.

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

**2) INTERNATIONAL CODE COUNCIL- RENEWAL OF MEMBERSHIP- 3 YEARS \$405.00 SAVINGS OF \$105 OVER 3 YEARS**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ the membership with International Code Council for 3years, total cost \$405.00.

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

**E. PFT PARK AND RECREATION**

**F. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR DECEMBER 2024**

**TRANSFER STATION –**

**1) BULK AMOUNT for DECEMBER 2024---\$.00 Year to Date Total: \$9,244.00**

2023 Residential Permit	(4)	458.57
2024 Pro-Rated Permit	(5)	66.24
2024 Residential Permit	(11)	1,538.57
2024 Commercial Permit	(2)	600.00
2025 Residential Permit	(1,465)	<u>219,610.00</u>
<b>TOTAL DEPOSITS</b>		<b><u>\$222,273.38</u></b>

**2) ADMINISTRATIVE REPORTS –**

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

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

**Submitted: 1 Responded: 1**

**Zoning & Septic Requests:**

**40 Submitted: Responded: 40**

**Total Hours: 35.75 hrs.**

**G. ZONING DEPARTMENT: – Philip Prout submitted Zoning Report for DECEMBER 2024.**

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

**I. EXECUTIVE SESSION: To discuss pending litigation and personnel matters.**

**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**\_\_\_\_\_

**Amended to add:**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to advertise to fill Jays Spot.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to hire a Working Forman at a rate of \$23.05 p/hr.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland, to advertise to hire a Working Forman at a rate of \$23.05 p/hr.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore, to hire a Township Laborer at a rate of \$21.05 p/hr.

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to advertise to hire a Township Laborer at a rate of \$21.05 p/hr.

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

**REMINDERS:**

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, February 3<sup>rd</sup> , at 7:00 p.m.**
- 2) Park and Recreation will hold their monthly meeting on Wednesday, January 15<sup>th</sup>, at 6:30 p.m. at the Municipal Building.**
- 3) The Planning Commission will hold their monthly meeting on Monday, January 27<sup>th</sup>, at 6:00 p.m. (If needed).**

---

**DANA VITALE  
TOWNSHIP SECRETARY**

---

**ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS**