

**PENN FOREST TOWNSHIP
Board of Supervisors**

ANNUAL REORGANIZATION MEETING

MINUTES

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 (absent)**

APPOINTMENT OF TEMPORARY CHAIRMAN:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Supervisor Bartulovich as the Temporary Chairman for the Reorganization meeting.

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

APPOINTMENT OF TEMPORARY SECRETARY:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Dana Vitale as the Temporary Secretary for the Reorganization Meeting.

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

ELECTION OF OFFICERS:

CHAIRMAN:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland nominating Supervisor Meckes as the Chairman of the Board for 2025.

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

VICE- CHAIRMAN:

MOTION made by Supervisor Meckes, Second by Supervisor Denier nominating Supervisor Bartulovich as the Vice-Chairman of the Board for 2025.

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

PENN FOREST TOWNSHIP SECRETARY/ASSISTANT TREASURER:

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

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

PENN FOREST TOWNSHIP TREASURER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to table the appointment of the PFT Treasurer at a rate of \$25.67 an hour for 2025.

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

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

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

RATIFY PENN FOREST TOWNSHIP TEMPORARY/PER DIEM TREASURER:

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Supervisor Denier as the Personnel Liaison and Human Resource duties for all office employees of the Township for 2025.

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

PFT ROADMASTER:

MOTION made by Supervisor Lignore, Second by Supervisor Bartulovich to appoint Supervisor Meckes as the Road Master for the Township for 2025. Duties include work assignments for all Township Laborers.

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

PFT ASSISTANT ROADMASTER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to appoint Supervisor Holland as the Assistant Road Master for the Township for 2025. Duties include work assignments for all Township Laborers.

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

PFT REPRESENTATIVE and ALTERNATE FOR CARBON COUNTY TAX COLLECTION COMMITTEE

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Supervisor Holland to represent PFT on the Tax Collection Committee for Carbon County for 2025.

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Supervisor Bartulovich as an alternate representative for PFT on the Tax Collection Committee for Carbon County for 2025.

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

TOWNSHIP SOLICITOR:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland 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-yes ; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

DEPOSITORY:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore 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-yes ; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

SECRETARY FOR PLANNING COMMISSION MEETINGS

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Shannon Meckes as the PFT Planning Commission Secretary for 2025; **AS NEEDED** for Meetings.

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

PFT BUILDING CODE OFFICIAL; BUILDING INSPECTOR; COMMERCIAL BUILDING INSPECTOR; THIRD PARTY BUILDING INSPECTOR

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes 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-yes ; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

MOTION TO ADD made by Supervisor Bartulovich, Second by Supervisor Lignore to appoint Greg Loftus & Jay York as Zoning Officer & Assistant Zoning Officer for 2025.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to appoint Greg Loftus & Jay York as Zoning Officer & Assistant Zoning Officer for 2025.

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

PFT TOWNSHIP ENGINEER:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Barry Isett and Associates, Inc. as the Township's Engineer and the Planning Commission Engineer for 2025.

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

PFT SEWAGE OFFICER; WATER ENFORCEMENT OFFICER

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to appoint Hanover Engineering Associates as the Sewage Officer and Water Enforcement Officer for 2025; see attached fee schedule.

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

VACANCY BOARD:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore, to appoint Carl Fazio as member of the Vacancy Board for 2025.

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

EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to appoint Jesse Brennan as PFT Emergency Management Coordinator for 2025.

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

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to appoint Mike Bourke as PFT Assistant Emergency Management Coordinator for 2025.

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

ADOPT RESOLUTION #1 OF 2025- AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT PLANNING COMMISSION

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to adopt Resolution #1 of 2025, AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT PLANNING COMMISSION, at the rate of \$10.00 per meeting.

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

PFT PLANNING COMMISSION MEMBERS (4 YEAR TERM) MEETINGS HELD ON THE 4TH MONDAY

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore, 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 1/1/2026

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

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

ADOPT RESOLUTION #2 OF 2025- AUTHORIZING COMPENSATION OF THE MEMBERS OF THE PFT ZONING HEARING BOARD

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to adopt Resolution #2 of 2025, AUTHORIZING COMPENSATION OF THE MEMBERS OF THE ZONING HEARING BOARD, at the rate of \$10.00 per hearing.

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

ZONING HEARING BOARD MEMBERS (3 YEAR TERM) MEETINGS HELD ON THE 1ST THURSDAY

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, 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=yes ; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

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 Meckes, Second by Supervisor Lignore, to appoint the following Auditors until the next Municipal Election.

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

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 Bartulovich, Second by Supervisor Holland, to pay the Township Auditors for annual meeting and mileage reimbursement for 2025.

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

PARK RECREATION BOARD MEMBERS:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore 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=yes ; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

BOS MEETINGS FOR 2025:

MOTION made by Supervisor Meckes, Second by Supervisor Denier 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=yes ; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

MUNICIPAL BUILDING OFFICE HOURS:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich 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=yes ; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

SALARY FOR THE ROADMASTER:

MOTION made by Supervisor Denier, Second by Supervisor Holland 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-abstain; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

SALARY FOR THE ASSISTANT ROAD MASTER:

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier 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=yes ; CB=yes; SL=yes; PH-abstain; JD=yes **MOTION PASSED**

SALARIES FOR THE BOARD OF SUPERVISORS:

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to set the Supervisor's annual salary at \$2,500 as established by Ordinance #1 of 2011 and listed in the 2nd 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=yes ; CB=yes; SL=yes; PH=yes; JD=yes **MOTION PASSED**

PFT LABORERS, ADMINISTRATIVE & CODE ENFORCEMENT SALARIES:

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to set the following hourly rates for Township Laborers, Administrative Assistants & Code Enforcement for 2025:

Laborers:

Gerry Enck	\$22.05 per hr.	Michael Paparuzzi	\$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)	\$23.05 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-yes ; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

AMEND THE MOTION made by Supervisor Meckes, Second by Supervisor Holland to lower the Working Forman hourly rate to \$23.05.

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

RATIFY PENN FOREST TOWNSHIP TEMPORARY/PER DIEM ADMINISTRATIVE ASSISTANT:

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to table appointment of the PFT Temporary/Per Diem Administrative Assistant #1 at a rate of \$22.05 an hour for 2025.

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

RATE FOR MILEAGE REIMBURSEMENT FOR 2025

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

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

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

ADOPT RESOLUTION #3 OF 2025---PFT TAX RATES FOR 2025

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to adopt Resolution #3 of 2025. PFT Tax Rates for 2025 as listed:

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

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 Meckes, Second by Supervisor Bartulovich 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-yes ; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

VOTING DELEGATE FOR THE 2025 PSATS CONFERENCE

MOTION made by Supervisor Bartulovich Second by Supervisor Lignore to table the appointment for the Township's Voting Delegate at the 2025 PSATS Conference in Hershey.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to adjourn the meeting at 6:52 p.m.

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

**TOWNSHIP SECRETARY
PENN FOREST TOWNSHIP**

**CHAIRMAN
PENN FOREST TOWNSHIP**