

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

**MEETING MINUTES**

**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 at 6:55 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 (absent)

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 Bartulovich, Second by Supervisor Meckes to approve the BOS PUBLIC HEARING Minutes from DECEMBER 2, 2024.

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS REGUALR MEETING Minutes from DECEMBER 2, 2024.

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

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

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

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

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

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

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

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to DENY the request for Girl Scouts in the heart of Pennsylvania.

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to DONATE \$10,000 to Penn Kidder Library.

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

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

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

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

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

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

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

**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 Meckes, Second by Supervisor Lignore to accept Treasurer's Report for DECEMBER 2024 (Subject to Audit).

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

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Holland to pay the bills for DECEMBER 2024.

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

**D. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

1) **RESOLUTION NO. 4 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 Meckes Second by Supervisor Bartulovich to ADOPT Resolution #4 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

2) **RESOLUTION NO. 5 OF 2025- APPOINT DELEGATE AND ALTERNATE FOR TCC**

**MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to ADOPT Resolution #5 of 2025 appointing a Delegate Patrick Holland and an Alternate Christian Bartulovich as representatives for the CC Tax Collection Committee.

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

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

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

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

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 Denier, Second by Supervisor Lignore, to APPROVE 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-abstain; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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 Bartulovich, Second by Supervisor Meckes, to schedule the public hearing for February 3, 2025 at 6:45 p.m.

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

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 Meckes, Second by Supervisor Lignore, to GRANT Beltzville Lake Estates exemption request for the 2025 garbage permit fees.

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

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

**MOTION** made by Supervisor Denier, Second by Supervisor Lignore, to TERMINATE that laborer.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore, to hire Jay York for the Code Enforcement Position, effective 1/13/25 at a rate of \$24.00 per hour.

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

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

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

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

**E. PFT PARK AND RECREATION**

**F. REPORTS:**

**ROGER MECKES, ROADMASTER**

**ROADMASTER REPORT FOR DECEMBER 2024**

Continue with snowstorm clean-up.

**TRANSFER STATION –**

**1) BULK AMOUNT for DECEMBER 2024---\$0.00 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:** – Greg Loftus submitted Zoning Report for DECEMBER 2024. Philip Prout reviewed the Building Report.

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

None

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

Was called at 7:30 p.m.

**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**

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:30 P.M.**

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

**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).**

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

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