

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

AGENDA

April 7, 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 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

A. MEETING MINUTES:

1) BOS REGULAR MEETING ON MARCH 3, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from March 3, 2025.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) JIM THORPE ROTARY 29TH ANNUAL SUMMER RECREATION PROGRAM DONATION REQUEST

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ \$ _____ to the Jim Thorpe Rotary 29th Annual Summer Recreation Program.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) DIMMICK MEMORIAL LIBRARY-THANK YOU LETTER-TOWNSHIP DONATION

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2025)

Township General Fund:	\$ 2,944,544.26	State Liquid Fuels Fund:	\$ 279,720.41
Sanitation Fund:	\$ 610,086.84	Payroll:	\$ 4,324.12
Septic Fund:	\$ 272,446.08	Debit Card	\$ 3,262.39
SALDO:	\$ 31,960.13	Capital Reserve:	\$ 377,232.25
Rent :	\$ 112.32	Fire Escrow	\$ 0.00
TOTAL:			\$4,523,688.80

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2025)

Account Ending: #1841 -	\$ 3,889,047.75 (3 month CD)
#5851 -	\$ 280,155.14 (6 month CD)
#1301 -	\$ 2,173,054.53 (13 month CD)
TOTAL:	\$ 6,342,257.42

TOTAL FUNDS ON DEPOSIT: \$ 10,865,946.22

- 1) **MOTION** made by Supervisor____, Second by Supervisor____ to accept Treasurer's Report for MARCH 2025 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR MARCH 2025

MOTION made by Supervisor____, Second by Supervisor____ to pay the bills for MARCH 2025.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) ACCEPT RESIGNATION AND ADVERTISE FOR ADMINISTRATIVE ASSISTANT #1 POSITION – JULIE ROSSI SUBMITTED HER RESIGNATION, EFFECTIVE IMMEDIATELY

MOTION made by Supervisor____, Second by Supervisor____ to ACCEPT the resignation from Julie Rossi, Administrative Assistant #1 and advertise to fill the position.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) DISCUSSION: TEAMSTER LOCAL 773 & PFT CBA NEGOTIATIONS

MOTION made by Supervisor____, Second by Supervisor____ to_____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

3) DISCUSSION: ADVANCE TRANSFER STATION EMPLOYEE OVEL MEBS FROM PART-TIME TO FULL-TIME

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

4) HIGHWAY EQUIPMENT QUOTE- BROOM BRISSE-TOTAL COST \$852.18

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

5) TRANSFER STATION- TRASH EXEMPTION COMMUNITIES DISPOSAL OF TIRES

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

E. PFT PARK AND RECREATION

1) RATIFY THE PURCHASE FROM JIM THORPE LITTLE LEAGUE- KUHN INFIELD MIX- 22 TONS, \$40-TON, LOAD & DELIVERY \$150.00

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase of Infield Mix from Jim Thorpe Little League, cost up to \$1,100.00.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) CONCESSION STAND- REPAIR LIGHT SWITCH & FIXTURE

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

F. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MARCH 2025

TRANSFER STATION –

1) BULK AMOUNT for MARCH 2025---\$444.00 Year to Date Total: \$2,746.00

2024 Pro-Rated Permit	(4)	172.80
2024 Residential Permit	(1)	150.00
2025 Pro-Rated Residential Permit	(9)	1,085.76
2025 Residential Permit	(35)	5,228.57
2026 Residential Permit (duplicate payments)	(1)	<u>150.00</u>

TOTAL DEPOSITS \$7,231.13

2) ADMINISTRATIVE REPORTS –

A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2025-

Administrative & Financial Requests: (See Attached List)

Submitted: 4 Responded: 4

Zoning & Septic Requests:

58 Submitted: Responded: 58

Total Hours: 33.25 hrs.

G. ZONING DEPARTMENT: – Greg Loftus submitted the Zoning Report for MARCH 2025.

GETZ PRELIMINARY/FINAL LAND DEVELOPMENT PLAN - CONDITIONAL APPROVAL- SELF STORAGE FACILITY WITH PARKING, EAST SIDE OF STATE ROUTE 903

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission, based on Engineer's comments from the January 10, 2025, review letter and County review letter of December 19, 2023, be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

MAZZELLA ENTERPRISES STORAGE- REVERSE SUBDIVISION AND LAND DEVELOPMENT- 51-51-A8.03 & A8.04 - RT. 903 & RESERVOIR ROAD- EXTENSION LETTER UNTIL DECEMBER 30, 2025

a) **MOTION** made by Supervisor _____, Second by Supervisor_____, to _____ Mazzella Enterprise Storage Units Subdivision & Land Development Plan extension until December 30, 2025, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

FIERRO REVERSE SUBDIVISION - CONDITIONAL APPROVAL – 12A-51-MV2463 & MV2465-MT. POCAHONTAS

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Sections: 210-16.D(8) (opinion of title); 210-16.A (allow drawing scale)** as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the March 4, 2025, review letter and County review letter of January 21, 2025, be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

BLACKWOOD REVERSE SUBDIVISION - CONDITIONAL APPROVAL – PLEASANT VALLEY WEST (SECTION F) - 49A-51-F641 & F642

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section: 210-16.C.31(significant natural features)** as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the March 20, 2025, review letter and County review letter of March 18, 2025, be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

STOLZER/STRAUSSER PRELIMINARY/FINAL REVERSE SUBDIVISION - CONDITIONAL APPROVAL – TOWAMENSING TRAILS- 22A-51-EV1428 & EV1429

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Sections: 210-4.D(3)2 (show trees of eight inches or greater); 210-16.D (opinion of title)** as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

b) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission, just signatures required and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

H. 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, May 5th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, April 16th, at 6:30 p.m. at the Municipal Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, April 28th, at 6:00 p.m. (If needed).***

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**