

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

MEETING MINUTES

March 3, 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 (absent)

Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. MEETING MINUTES:

1) BOS PUBLIC HEARING ON FEBRUARY 3, 2025

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the BOS PUBLIC HEARING Minutes from February 3, 2025.

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

2) BOS REGULAR MEETING ON FEBRUARY 3, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the BOS REGULAR MEETING Minutes from February 3, 2025.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) CARBON COUNTY PLANNING & DEVELOPMENT- OPEN SPACE GRANT PROGRAM
- 2) RAVEN POINT SECURITY SOLUTIONS- INTRODUCTORY LETTER
- 3) VACATION OF A PORTION OF OLD FOREST STREET (T-419) - HEARING INFORMATION
- 4) NOTICE OF PAYMENT- LIQUID FUELS MARCH 3, 2025, \$275,482.66
- 5) CARBON COUNTY PLANNING COMMISSION- REVIEW OF THE PROPOSED SALDO/ZONING ORDINANCE AMENDMENTS
- 6) PENNDOT-TRAFFIC COUNTING ON MUNICIPALLY OWNED ROADS

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 2/28/2025)

Township General Fund:	\$ 2,902,842.46	State Liquid Fuels Fund:	\$ 3,490.07
Sanitation Fund:	\$ 655,252.90	Payroll:	\$ 4,775.50
Septic Fund:	\$ 274,061.15	Debit Card	\$ 2,103.68
SALDO:	\$ 67,474.90	Capital Reserve:	\$ 375,209.88
Rent :	\$ 10,685.26	Fire Escrow	\$ 0.00
TOTAL:			\$4,295,895.80

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 2/28/2025)

Account Ending: #1841 -	\$ 3,880,207.26 (3 month CD)
#5851 -	\$ 278,639.74 (6 month CD)
#1301 -	\$ 2,167,202.49 (13 month CD)
TOTAL:	\$ 6,326,049.49

TOTAL FUNDS ON DEPOSIT: \$ 10,621,945.29

- 1) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept Treasurer's Report for FEBRUARY 2025 (Subject to Audit).

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

- 2) **PAYMENT OF THE BILLS FOR FEBRUARY 2025**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for FEBRUARY 2025.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) RATIFY ROAD SAFE LINE PAINTING- EXTRA WORK AUTHORIZATION - ADDITIONAL CHARGE OF \$1,321.80

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE the additional charge of \$1,321.80 for Line Painting from Road Safe Traffic Systems.

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

2) HIRE FULL-TIME GENERAL LABORER

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to HIRE Ray Adams as a Full-Time General Laborer, rate \$21.05, pending Drug, Driving and Background screening.

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

3) RESOLUTION NO. 8 OF 2025 - GOVERNMENT / MUNICIPAL / PUBLIC FUNDS BANKING RESOLUTION- Authorizing Signatures for all accounts at MCT: Adding Holly Rivera

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to adopt Resolution No. 8 of 2025 – MCT Authorized Signatures, adding Holly Rivera.

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

4) RATIFY NEW WHEEL PURCHASE- 2024 FORD F350 VEHICLE- REMOUNT & BALANCE, TOTAL COST \$1,000.54 FROM PENN FOREST GARAGE

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to RATIFY the wheel purchase, remount & balance for the 2024 F350 vehicle, total cost \$1,000.54.

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

5) GARBAGE EXEMPTION REQUEST- 9 SWEET BRIAR LANE- COMMERCIAL BUSINESS OWNED BY TWO BROTHERS HAS A DUMPSTER

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to DENY the garbage exemption request for 9 Sweet Briar Lane.

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

6) GARBAGE PERMIT REPLACEMENT- NEVER RECEIVED PERMIT IN THE MAIL 54 BEARVIEW DRIVE (PHILADELPHIA MAILING ADDRESS)

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to DENY the request for permit replacement, 54 Bearview Drive.

ROLL CALL: RM-Yes; CB-Yes; SL-No; PH-Yes; JD-Absent **MOTION PASSED**

7) DISCUSSION: SALDO & ZONING ORDINANCE AMENDMENTS

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to AUTHORIZE Nanci Sarcinello to make the changes as suggested.

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

8) PURCHASE NEW CUTTING TORCH, COST UP TO \$200.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to APPROVE new Cutting Torch, cost up to \$200.00.

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

9) PURCHASE DEWALT 20 VOLT CORDLESS IMPACT GUN WITH A SET OF IMPACT SOCKETS

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to PURCHASE Dewalt 20 volt Cordless Impact Gun with a set of Impact Sockets, total cost up to \$550.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) CODE ENFORCEMENT ACADEMY- 6/17/25 (9:00 A.M.- 4:00 P.M.) ALLENTOWN

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland, to AUTHORIZE the Code Enforcement Department, Greg Loftus & Jay York to attend the class on 6/17, total cost \$250.00 plus mileage.

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

E. PFT PARK AND RECREATION

1) FUND REQUEST - EASTER EGG HUNT- SUNDAY, APRIL 13TH AT NOON

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to APPROVE the request for \$1,200.00 for the Easter Egg Hunt on Sunday, April 13th.

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

F. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR FEBRUARY 2025

The ice is melting, snow hopefully is over. Trucks are fixed and running.

TRANSFER STATION –

1) BULK AMOUNT for FEBRUARY 2025---\$574.00 Year to Date Total: \$2,302.00

2024 Pro-Rated Permit	(6)	777.60
2025 Pro-Rated Commercial	(1)	176.72
2025 Residential Permit	(1)	150.00
2026 Residential Permit (duplicate payments)	(3)	565.00

TOTAL DEPOSITS \$2,243.32

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 3 Responded: 3

Zoning & Septic Requests:

36 Submitted: Responded: 36

Total Hours: 28.75 hrs.

- G. ZONING DEPARTMENT:** – Greg Loftus submitted the Zoning Report for FEBRUARY 2025. Philip Prout reviewed the Building Code Report for February.

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to GRANT the time extension request until April 14, 2025.

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

LEVAN REVERSE SUBDIVISION - CONDITIONAL APPROVAL – 66B-51-A105 & A106- BROAD MOUNTAIN VIEW DRIVE- DEERVUE

a) **MOTION** made by Supervisor Holland, Second by Supervisor Lignore to GRANT the waiver for **SALDO Sections: 210-16.A (Allow drawing scale); 210-16.C(31) (Trees larger than 8 inches)** as recommended by the Planning Commission.

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the February 20, 2025, review letter and County review letter of November 19, 2024, be addressed and the final payment of any outstanding fees.

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

**HILL LOT CONSOLIDATION PLAN - CONDITIONAL APPROVAL – 22A-51-C968 & C969-
WHITMAN LANE- TOWAMENSING TRAILS**

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to GRANT the waiver for **SALDO Sections: 210-16.C(31) (Trees larger than 8 inches); 210-16.D.8 (Opinion of title)** as recommended by the Planning Commission.

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the January 31, 2025, review letter and County review letter of January 21, 2025, be addressed and the final payment of any outstanding fees.

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

**MATTI LOT CONSOLIDATION - CONDITIONAL APPROVAL – 36-51-A8.16 (Developed) &
36-51-A8.16(Undeveloped)- STATE ROUTE 903**

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to GRANT the waiver for **SALDO Sections: 210-16.C15 (Contour Lines); 210-16.C(31) (Trees larger than 8 inches); 210-16.A.1(Plan Scale); 210-16.C.13 (Show man-made features); 210-16.C.17 (Elevation on boundary line)** as recommended by the Planning Commission.

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

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the February 13, 2025, review letter and County review letter of August 20, 2024, be addressed and the final payment of any outstanding fees. This includes the HOP permit.

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

**KRAHN REVERSE SUBDIVISION PLAN - CONDITIONAL APPROVAL – 22A-51-A96 &
A97-SPENCER LANE- TOWAMENSING TRAILS**

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to GRANT the waiver for **SALDO Section: 210-16.C31 (Significant Natural Features);** as recommended by the Planning Commission.

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

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore to accept the **plan** as recommended by the Planning Commission based on Engineer's comments from the February 21, 2025, review letter and County review letter of February 18, 2025 , be addressed and the final payment of any outstanding fees.

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

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

Tom Lynd- President, PFT Volunteer Fire Co. #1 - approached the Board to schedule a meeting regarding the Fire Companies Financial Struggles. They are asking for additional funding. The Supervisors will schedule a meeting to discuss.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:01 P.M.

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

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

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, April 7th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, March 19th, at 6:30 p.m. at the Municipal Building.***
- 3) The Planning Commission will hold their monthly meeting on Monday, March 24th, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS