

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

**AGENDA**

**July 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.

<b>Members:</b>	<b>Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor</b>
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<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. MEETING MINUTES:**

**1) BOS REGULAR MEETING ON JUNE 2, 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS REGULAR MEETING Minutes from JUNE 2, 2025.

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

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) ZONING ORDINANCE AMENDMENTS - CARBON COUNTY PLANNING COMMISSION REVIEW LETTER**

**2) DONATION REQUEST-THE CAMELOT COMMUNITY SUMMER CAMP FOR CHILDREN WITH MEDICAL COMPLEXITIES**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ \$ \_\_\_\_\_ to Camp Camelot.

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

**C. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/30/2025)**

Township General Fund:	\$ 3,431,529.08	State Liquid Fuels Fund:	\$ 281,162.09
Sanitation Fund:	\$ 538,652.66	Payroll:	\$ 2,434.30
Septic Fund:	\$ 304,963.67	Debit Card	\$ 2,972.42
SALDO:	\$ 30,212.93	Capital Reserve:	\$ 379,176.52
Rent :	\$ 97.11	Fire Escrow	\$ 0.00
<b>TOTAL:</b>			<b>\$4,971,200.78</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/30/2025)**

Account Ending: #1841 -	\$ 3,918,233.97 ( 3 month CD)
#5851 -	\$ 282,534.49 ( 6 month CD)
#1301 -	\$ 2,192,391.65 (12 month CD)
<b>TOTAL:</b>	<b>\$ 6,393,160.11</b>

**TOTAL FUNDS ON DEPOSIT:** **\$ 11,364,360.89**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for JUNE 2025 (Subject to Audit).

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

**2) PAYMENT OF THE BILLS FOR JUNE 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for JUNE 2025.

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

**D. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

**1) RATIFY AUTHORIZING FIRE POLICE TO ASSIST WITH TRAFFIC CONTROL FOR THE MOUNTAIN MEMORIAL RIDE HELD ON JUNE 21, 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY authorizing Fire Police to assist with traffic control for the Mountain Memorial Ride that was held on June 21, 2025.

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

**2) SCHEDULE PUBLIC HEARING- ZONING & SALDO PROPOSED AMENDMENTS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to schedule the Zoning & SALDO Public Hearing for \_\_\_\_\_.

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

**3) AWARD BID: 2025 ROAD IMPROVEMENT & DRAINAGE IMPROVEMENT PROJECTS**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the BID from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the 2025 Road Improvement Project.

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the BID from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the 2025 Drainage Improvement Project.

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

**4) DISCUSSION: ANTHONY & KRISTINE GOOD- LICENSE AGREEMENT ADJUSTMENTS**

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

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

**5) RATIFY FIRE POLICE REQUEST- BOROUGH OF LEHIGHTON JULY 4<sup>TH</sup> EVENT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY to approve the request from Borough of Leighton for Fire Police assistance on July 4th.

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

**6) JASON KELLER - APPLICATION FOR REFUND OF PENN FOREST TOWNSHIP'S SHARE OF TRANSFER TAX- \$1,839.82.**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Transfer Tax refund request for the amount of \$1,839.82 to Jason Keller.

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

**7) DISCUSSION: DEER CROSSING SIGNS- STONY MOUNTAIN ROAD- 30X30 SIGN \$72.00 EACH; 10 FT. U-CHANNEL POLE \$36.00 EACH; 3FT U BASE \$18.00 EACH; LAP SPLICE KIT \$12.00 EACH. TOTAL FOR 2 OF EACH \$276.00.**

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

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

**8) TRANSFER STATION RAMP & RETAINING WALL PROJECT-PAY APP #4-\$18,573.75**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Pay Application #4 \$18,573.75 for the Transfer Station Ramp & Retaining Wall Project.

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

## **PATRICK HOLLAND, SUPERVISOR**

### **1) RATIFY BOOM MOWER DECK & ARM REPAIR- INNOVATIVE INDUSTRIAL SOLUTIONS- TOTAL COST \$928.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY the repair of the Boom Mower, total cost \$928.00.

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

### **2) INNOVATIVE INDUSTRIAL SOLUTIONS ESTIMATE- BOOM MOWER - HYDRAULIC LINE PIVOT POINT REPAIR -TOTAL COST \$1,686.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Estimate from Innovative Industrial Solutions for repair of the Boom Mower, total cost \$1,686.00.

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

### **3) RATIFY THE PURCHASE AND INSTALLATION OF TIRES FOR F350 SUPER DUTY PICKUP-HENISE TIRE SERVICE \$435.10, PENN FOREST GARAGE \$80.00=\$515.10**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY the purchase and installation of tires for the F350 Super Duty Pickup, total cost \$515.10.

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

### **4) TORCO SUPPLY QUOTE -(1) WELDING HELMET \$99.99 & (1) PAIR GLOVES \$22.00**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the quote from Torco Supply for Welding Helmet & Gloves, total cost \$122.00.

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

### **5) AG-INDUSTRIAL QUOTE- BATTERY HAND-HELD BLOWER WITH EXTRA BATTERY TOTAL COST \$413.98**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the quote from AG-INDUSTRIAL for a battery hand-held Blower with extra battery, total cost \$413.98.

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

## **JIM DENIER, SUPERVISOR**

### **1) HIRE AIMEE PAPAROZZI - ADMINISTRATIVE ASSISTANT #1 POSITION**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to HIRE Aimee Paparozzi for the Administrative Assistant #1 Position, rate of \$21.05, start date July 9, 2025.

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

### **2) PURCHASE DESKS FOR MUNICIPAL OFFICE- MADISON LIQUIDATORS (See attached) 10 desks total cost \$10,024.50**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Municipal Office Desks from Madison Liquidators, total cost \$10,024.50.

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

## **E. PFT PARK AND RECREATION**

### **1) DISCUSSION: PURCHASE A REPLACEMENT MICROWAVE FOR THE CONCESSION STAND, COST UP-TO \$150.00**

**MOTION** made by Supervisor\_\_\_\_\_, Second by Supervisor\_\_\_\_\_ to\_\_\_\_\_ a replacement Microwave for the Concession Stand, cost up-to \$150.00.

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

## **F. REPORTS:**

### **PATRICK HOLLAND, ROADMASTER**

#### **ROADMASTER REPORT FOR JUNE 2025**

#### **TRANSFER STATION –**

##### **1) BULK AMOUNT for JUNE 2025---\$1,424.00 Year to Date Total: \$6,014.00**

2025 Pro-Rate Commercial Permit	(1)	80.60
2025 Pro-Rated Residential Permit	(10)	849.60
2025 Residential Permit	(12)	<u>1,800.00</u>

**TOTAL DEPOSITS      \$4,154.20**

##### **2) ADMINISTRATIVE REPORTS –**

###### **A) RIGHT-TO-KNOW REQUESTS FOR JUNE 2025-**

**Administrative & Financial Requests:** (See Attached List)  
Submitted: 4    Responded: 4

**Zoning & Septic Requests:**  
Submitted: 40    Responded: 40  
Total Hours: 28.25 hrs.

**G. ZONING DEPARTMENT:** - Greg Loftus submitted the Zoning Report for June 2025.

**H. BUILDING DEPARTMENT:** - Philip Prout submitted the UCC Report for June 2025.

**BARTHLOMEW- FINAL PLAN- LOT JOINDER OF LANDS (22A-51-D1732 & D1733)**

**TOWAMENSING TRAILS**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waivers for **SALDO Sections: 210-16.C(31) (Trees 8 inches or greater in caliper size); 210.16.D(8) (requiring 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 based on Engineer's comments from the June 16, 2025, review letter and County review letter of June 17, 2025, be addressed and the final payment of any outstanding fees.

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

**NATALE/TONELIS- FINAL PLAN- REVERSE SUBDIVISION PLAN (22A-51-EV737 & EV750) TOWAMENSING TRAILS**

a) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver for **SALDO Section: 210-16.C(31) (Trees 8 inches or greater in caliper size)** 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 June 16, 2025, review letter and County review letter of May 20, 2025, be addressed and the final payment of any outstanding fees.

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

**I. 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, August 4<sup>th</sup>, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, July 16<sup>th</sup>, at 6:30 p.m. at the park.***
- 3) The Planning Commission will hold their monthly meeting on Monday, July 28<sup>th</sup>, at 6:00 p.m. (If needed).***
- 4) Electronic Recycling will take place at the Transfer Station on Saturday, July 19<sup>th</sup> from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.***

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

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