

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

**AMENDED
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.

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 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
TOTAL:			\$4,971,200.78

(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)
TOTAL:	\$ 6,393,160.11

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 4TH 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**_____

AMENDED TO ADD

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to amend the agenda to add fixing the electric at the park.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to fix the electric at the park, budget of \$175.00

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

MOTION made by Supervisor Holland, Second by Supervisor Meckes to amend the agenda to add purchasing 5 more buckets of topsoil from Carefree to fix the fields \$40.00 a bucket, total \$200.00.

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

MOTION made by Supervisor Holland, Second by Supervisor Meckes to purchase 5 more scoops of topsoil from Carefree to fix the fields \$40.00 a bucket, total \$200.00.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to amend the agenda to ratify the purchase of grass seed and 2 scoops of dirt.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to purchase and pay for grass seed and dirt.

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

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

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS