

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

MEETING MINUTES

June 2, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: Was held from 6:15-7:12 p.m. to discuss personnel and potential litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON MAY 5, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the BOS REGULAR MEETING Minutes from MAY 5, 2025.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

None

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 5/30/2025)

Township General Fund:	\$ 3,277,066.66	State Liquid Fuels Fund:	\$ 280,428.52
Sanitation Fund:	\$ 580,655.64	Payroll:	\$ 3,141.36
Septic Fund:	\$ 276,898.50	Debit Card	\$ 3,505.44
SALDO:	\$ 29,438.43	Capital Reserve:	\$ 378,187.22
Rent :	\$ 100.75	Fire Escrow	\$ 0.00
TOTAL:			\$4,829,422.52

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 5/30/2025)

Account Ending: #1841 -	\$ 3,908,375.23 (3 month CD)
#5851 -	\$ 281,730.52 (6 month CD)
#1301 -	\$ 2,185,856.84 (13 month CD)
TOTAL:	\$ 6,375,962.59

TOTAL FUNDS ON DEPOSIT: \$ 11,205,385.11

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Denier to pay the bills for MAY 2025.

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **RE-OPEN FIRE ESCROW ACCOUNT WITH MCT BANK**

Mauch Chunk Trust mistakenly closed account based off the zero balance.

MOTION made by Supervisor Meckes, Second by Supervisor Holland to re-open the Fire Escrow account with MCT.

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

2) **GETZ SELF STORAGE LAND DEVELOPMENT- STORMWATER & DEVELOPMENT AGREEMENTS- RATIFY AUTHORIZING ATTORNEY ROBERT FRYKLUND TO PREPARE THE DOCUMENTS**

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to ratify authorizing Attorney Robert Fryklund to prepare the GETZ Self Storage Land Development Agreements.

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

3) FAMILY PROMISE OF CARBON COUNTY- REQUEST TO WAIVE AMUSEMENT TAX FOR THEIR FUNDRAISING EVENT “ROCKIN 4 A CAUSE” 8/17 AT PENNS PEAK

MOTION made by Supervisor Lignore, Second by Supervisor Meckes to DENY the request from Family Promise of Carbon County to waive the Amusement Tax for their event on 8/17/25.

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

4) ALTEK LARGE FORMAT PRINTER, COPIER, SCANNER PROPOSAL (SEE ATTACHED) CANON \$8,918.00- SERVICE/PARTS \$960.00 YR EPSON \$5,819.86- SERVICE/PARTS \$969.00 YR

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to PURCHASE the Canon Large Format Printer, cost of \$8,918.00.

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

5) 6 BOXWOOD CIRCLE, TONI NICOLO- WELL ISOLATION DISTANCE /INDEMNIFICATION AGREEMENT

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the Well Isolation/Indemnification Agreement for Toni Nicolo, 6 Boxwood Circle, Jim Thorpe.

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

6) FLAGGER CERTIFICATION TRAINING CLASS- 6/13/25 NESQUEHONING

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE sending Maintenance and Transfer Station employees to the Flagger Training on 6/13 in Nesquehoning. Cost \$55.00 pp.

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

F. PFT PARK AND RECREATION

1) COFFEE TRUCK REQUEST - MONDAY-SATURDAY - KRISTINE & ANTHONY GOOD

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to APPROVE the Coffee Truck Request, 3 month term, \$100.00 per month, starting 7/1, subject to a lease agreement Attorney Nanovic is satisfied with.

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

2) JULY 5TH EVENT- FUND REQUEST (UP TO \$5,000) FOR BALLOON MAKER, MUSICIANS, BOUNCE HOUSES, BLOW-UP OBSTACLE COURSE, GAMES AND POTENTIAL FACE PAINTING

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to APPROVE the fund request up-to \$5,000.00 for the July 5th Event.

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

3) TOUCH A TRUCK ENTERTAINMENT ADDITIONAL COST UP TO \$200.00

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the additional fund request up-to \$200.00 for the “Touch A Truck” Event.

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

G. REPORTS:

ROGER MECKES, ROADMASTER

ROADMASTER REPORT FOR MAY 2025

Working on the Paving Project for next month. Mowing grass at the park, upkeep on everything.

Supervisor Holland stated he spoke with the guys today; everything is all good.

TRANSFER STATION –

1) BULK AMOUNT for MAY 2025---\$669.00 Year to Date Total: \$4,590.00

2024 Residential Permit	(8)	1,071.43
2025 Pro-Rate Commercial Permit	(1)	161.04
2025 Pro-Rated Residential Permit	(10)	933.12
2025 Residential Permit	(20)	<u>2,958.34</u>

TOTAL DEPOSITS \$5,792.93

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 7 Responded: 7

Zoning & Septic Requests:

Submitted: 44 Responded: 44

Total Hours: 45.25 hrs.

H. ZONING DEPARTMENT: – Greg Loftus reviewed the Zoning Report and Phil Prout reviewed the Building Report for MAY 2025.

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

Chris Rau- stated he was a little derogatory about the Zoning/SALDO Ordinance amendments, but he is on board.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:42 P.M.

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

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, July 7th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, June 18th, at 6:30 p.m. at the park.***
- 3) The Planning Commission will hold their monthly meeting on Monday, June 23rd, at 6:00 p.m. (If needed).***
- 4) The Township Building will be closed on Friday, July 4th for the holiday. The Transfer Station is closed.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS