

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

MEETING MINUTES

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:

Vice-Chairman Bartulovich asked that all in attendance stand and recite the "Pledge of Allegiance."

CALL TO ORDER:

Supervisor Bartulovich called the meeting to order at 7:00 p.m. Roll Call by Township Secretary.

Members:	Roger Meckes, Chairman (via zoom) Christian Bartulovich, Vice-Chairman Scott Lignore, Supervisor (arrived at 7:10 p.m.) Patrick Holland, Supervisor James Denier, Supervisor
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. MEETING MINUTES:

1) BOS REGULAR MEETING ON JUNE 2, 2025

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the BOS REGULAR MEETING Minutes from JUNE 2, 2025.

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

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 Holland, Second by Supervisor Bartulovich, to DENY the Camp Camelot donation request.

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

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 Bartulovich, Second by Supervisor Holland to accept Treasurer's Report for JUNE 2025 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR JUNE 2025

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to pay the bills for JUNE 2025.

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

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 Bartulovich, Second by Supervisor Denier 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-yes; CB-yes; SL-late; PH-yes; JD-yes **MOTION PASSED**

2) SCHEDULE PUBLIC HEARING- ZONING & SALDO PROPOSED AMENDMENTS

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to schedule the Zoning & SALDO Public Hearing at 6:30 p.m. immediately before the 8/4/25 BOS meeting.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the BID from **H&K Group, Inc.** in the amount of **\$670,265.74** for the 2025 Road Improvement Project.

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the BID from **Pioneer Construction Co., Inc.** in the amount of **\$138,445.50** for the 2025 Drainage Improvement Project.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to authorize Tom Nanovic to amend the License Agreement with the 4 changes.

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

5) RATIFY FIRE POLICE REQUEST- BOROUGH OF LEHIGHTON JULY 4TH EVENT

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to RATIFY to approve the request from Borough of Lehigh for Fire Police assistance on July 4th.

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

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

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

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

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 Bartulovich, Second by Supervisor Lignore to allow the resident to purchase and have our guys install.

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

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

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

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

PATRICK HOLLAND, SUPERVISOR

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

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

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

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

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

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

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 Holland, Second by Supervisor Bartulovich to RATIFY the purchase and installation of tires for the F350 Super Duty Pickup, total cost \$515.10.

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

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

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

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

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

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

ROLL CALL: RM-no; CB-no; SL-no; PH-no; JD-no **MOTION PASSED**

AMENDED TO ADD

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to amend the agenda to add fixing the electric at the park from Confer Electric \$175.00.

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 scoop, 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, \$180.00.

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

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

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

2) PURCHASE DESKS FOR MUNICIPAL OFFICE- MADISON LIQUIDATORS

(See attached) 10 desks total cost \$10,024.50

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

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

E. PFT PARK AND RECREATION

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to PURCHASE a replacement Microwave for the Concession Stand, cost up-to \$200.00.

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

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR JUNE 2025

The Boom mower has been breaking but everything is good.

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 Bartulovich, Second by Supervisor Denier to APPROVE 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- yes; CB-yes; SL-yes; PH-yes; JD-yes **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 June 16, 2025, review letter and County review letter of June 17, 2025, be addressed and the final payment of any outstanding fees.

b) 1. MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to rescind the previous action.

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

b) 2. MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to accept the **plan** as recommended by the Planning Commission contingent upon the satisfaction of 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- yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

a) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to APPROVE 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- yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

b) **MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to accept the **plan** as recommended by the Planning Commission contingent upon the 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- yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

None

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:00 P.M.

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

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

Executive session was called at 8:00 p.m. to discuss potential litigation.

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