

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

AGENDA

September 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

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

A. EXECUTIVE SESSION: To be held at 6:15 p.m. to discuss personnel and potential litigation.

B. MEETING MINUTES:

1) BOS PUBLIC HEARING ON AUGUST 4, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS PUBLIC HEARING Minutes from AUGUST 4, 2025.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

2) BOS REGULAR MEETING ON AUGUST 4, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from AUGUST 4, 2025.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

- 1) **TEAMSTERS LOCAL 773 INVITATION TO SUPPORT THE 88TH ANNIVERSARY GALA AND STEWARD APPRECIATION DINNER 10/8 – THIS YEAR’S EVENT PARTNERING WITH THE PEDIATRIC CANCER FOUNDATION OF LEHIGH VALLEY (see attached)**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Teamster Local 773 88th Anniversary Gala, \$ _____.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

- 2) **CARBON CONSERVATION DISTRICT- SOSA ROCK WALL/BULKHEAD PROJECT REVIEW- 561 BEAR CREEK LAKE DRIVE**

D. TREASURER’S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 8/29/2025)

Township General Fund:	\$ 3,830,761.33	State Liquid Fuels Fund:	\$ 282,611.20
Sanitation Fund:	\$ 432,492.65	Payroll:	\$ 1,492.97
Septic Fund:	\$ 307,952.04	Debit Card	\$ 4,041.68
SALDO:	\$ 28,694.93	Capital Reserve:	\$ 381,130.81
Rent :	\$ 90.77	Fire Escrow	\$ 0.00
TOTAL:			\$5,269,268.38

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 8/29/2025)

Account Ending: #1841 -	\$ 3,937,706.49 (3 month CD)
#5851 -	\$ 284,087.15 (6 month CD)
#1301 -	\$ 2,205,307.88 (12 month CD)
TOTAL:	\$ 6,427,101.52

TOTAL FUNDS ON DEPOSIT: \$ 11,696,369.90

- 1) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept Treasurer’s Report for AUGUST 2025 (Subject to Audit).

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for AUGUST 2025.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

- 1) **ADOPT ORDINANCE NO. 1 OF 2025 – AMENDING PFT ZONING ORDINANCE OF 2011**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Ordinance No. 1 of 2025- Amending PFT Zoning Ordinance of 2011.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

- 2) **ADOPT ORDINANCE NO. 2 OF 2025 – AMENDING PFT SALDO- SUBDIVISION & LAND DEVELOPMENT**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Ordinance No. 2 of 2025- Amending PFT SALDO, Subdivision & Land Development.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

- 3) **DISCUSSION: FIRE CO. #1 CHIEF JOSEPH BANNON - FUNDING REQUEST**

- 4) **ADVERTISE FOR 2025\2026 WINTER SNOW REMOVAL BIDS**

MOTION made by Supervisor _____, Second by Supervisor _____ to advertise for 2025\2026 winter snow removal bids.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

- 5) **SCHEDULE THE 2026 BUDGET MEETING DATES FOR OCTOBER**

MOTION made by Supervisor _____, Second by Supervisor _____ to schedule **October** _____; _____; _____; _____ for the 2026 budget meetings.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

- 6) **SCHEDULE SPECIAL MEETING – ZONING ORDINANCE- DATA CENTERS**

MOTION made by Supervisor _____, Second by Supervisor _____ to schedule a special meeting for _____, to discuss Zoning Ordinance amendments.

- 7) **AWARD BIDS - TRANSFER STATION RAMP PROJECT**

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the BID from _____ for the amount of \$ _____ for the Transfer Station Ramp Project.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

CHRISTIAN BARTULOVICH, VICE-CHAIRMAN

- 1) **RATIFY THE REPAIR FOR THE 2017 EXPLORER - MIRACLE FORD QUOTE TO REMOVE AND REPLACE WATER PUMP- TOTAL COST \$3,046.45**

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the repair cost of \$3,046.45 from Miracle Ford for the 2017 Explorer.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

JAMES DENIER, SUPERVISOR

1) RATIFY THE PURCHASE- TREASURER'S REPLACEMENT COMPUTER - LENOVO THINK PAD- TOTAL COST \$1,351.70

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase of a replacement computer for Township Treasurer, total cost \$1,351.70.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) PURCHASE (2) IPADS FOR CODE ENFORCEMENT \ ZONING

(2) IPADs 13 INCH 128GB One-time cost \$1,899.98; OtterBox, Chargers \$211.84; FirstNet Monthly cost \$86.00-Total \$2,197.82.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ (2) IPADs for Code Enforcement\Zoning, total cost **\$2,197.82.**

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

PATRICK HOLLAND, SUPERVISOR

1) DISCUSSION: OLD DESKS - MUNICIPAL OFFICE

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

2) DISCUSSION: BOOM MOWER QUOTE - ATMAX EQUIPMENT (SEE ATTACHED)

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

3) DISCUSSION: WATER AT PARK

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

F. PFT PARK AND RECREATION

1) BUDGET FOR HALLOWEEN AND CHRISTMAS DECORATIONS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ up to \$750.00 for Halloween and update donated Christmas decorations.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION** _____

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2025

TRANSFER STATION –

1) BULK AMOUNT for AUGUST 2025---\$1720.00 Year to Date Total: \$8002.00

2025 Pro-Rate Commercial Permit	(0)	0.00
2025 Pro-Rated Residential Permit	(5)	301.50
2025 Residential Permit	(5)	750.00
TOTAL DEPOSITS		<u>\$1051.50</u>

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 4 Responded: 4

Zoning & Septic Requests:

Submitted: 42 Responded: 42

Total Hours: 37.75 hrs.

H. ZONING DEPARTMENT: Greg Loftus submitted the Zoning Report for August 2025.

I. BUILDING DEPARTMENT: Philip Prout submitted the UCC Report for August 2025.

MATTI SUBDIVISION PLAN- 36-51-A8.16 - ROUTE 903 & SMITH ROAD-TIME EXTENSION UNTIL DECEMBER 30,2025

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Matti Subdivision Plan time extension until December 30, 2025, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

TARTA REVERSE SUBDIVISION- 22A-51-EV118 & EV119-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 contingent upon Engineer's comments from the August 15, 2025, review letter be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; SL____; PH ____; JD____ **MOTION**_____

DISCUSSION: TIM HENDRICKS - 754 ACRES MAURY ROAD & 903 - DATA CENTER

J. 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, October 6th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, September 17th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, September 22nd, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS