

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

MEETING MINUTES

August 4, 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 6:00-6:30 p.m. to discuss potential litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON JULY 7, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS REGULAR MEETING Minutes from JULY 7, 2025, with one correction.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) APPLICATION RENEWAL COMPLETENESS NOTIFICATION LETTER-CARBON CONSERVATION DISTRICT- HAWK FALLS BRIDGE REPLACEMENT PROJECT

- 2) **AUDIT OF CARBON COUNTY DISTRICT COURT 56-3-01 YEAR ENDING 12/31/2024**
- 3) **JIM THORPE AREA BAND BOOSTERS DONATION REQUEST (see attached)**
MOTION made by Supervisor Meckes, Second by Supervisor Lignore to DONATE \$300.00 (Producer Level) to the Jim Thrope Area Band Boosters.

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

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 7/31/2025)

Township General Fund:	\$ 3,507,397.54	State Liquid Fuels Fund:	\$ 282,611.20
Sanitation Fund:	\$ 460,140.27	Payroll:	\$ 1,970.01
Septic Fund:	\$ 297,647.02	Debit Card	\$ 4,848.74
SALDO:	\$ 29,695.43	Capital Reserve:	\$ 381,130.81
Rent :	\$ 99.45	Fire Escrow	\$ 0.00
TOTAL:			\$4,965,540.47

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 7/31/2025)

Account Ending: #1841 -	\$ 3,927,798.75 (3 month CD)
#5851 -	\$ 283,314.75 (6 month CD)
#1301 -	\$ 2,198,734.57 (12 month CD)
TOTAL:	\$ 6,409,848.07

TOTAL FUNDS ON DEPOSIT: **\$ 11,375,388.54**

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

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

2) PAYMENT OF THE BILLS FOR JULY 2025

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

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) 806 FOX HILL ROAD (IML)- ZEXUS DEVELOPMENT LLC- ISOLATION DISTANCE WAIVER REQUEST-PROPOSED DISTANCE 92 FEET

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to APPROVE the Isolation Distance Waiver Request for 806 Fox Hill Road, conditioned on a favorable hydro report and a signed and recorded indemnification agreement.

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

- 2) **RATIFY THE REPAIR FROM ALL- POINTS FOR THE 2019 FORD F-550 SUPER DUTY TOTAL COST \$3,789.44 (see attached)**
MOTION made by Supervisor Meckes, Second by Supervisor Holland to RATIFY the repair from All-Points for the 2019 F-550 Super Duty, total cost \$3,789.44.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 3) **AUTHORIZE BIA TO REBID TRANSFER STATION RAMP PROJECT**
MOTION made by Supervisor Meckes, Second by Supervisor Lignore to authorize BIA to rebid the Transfer Station Ramp Project.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 4) **ADVERTISE TO ADOPT THE ZONING ORDINANCE AND SALDO AMENDMENTS**
MOTION made by Supervisor Meckes, Second by Supervisor Denier to authorize Attorney Nanovic to advertise the adoption of the Zoning Ordinance and SALDO amendments for the September 2, 2025, BOS meeting.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 5) **RE-DATE LECHNER & LEVAN REVERSE SUBDIVISION PLANS- BOTH MISSED THE 90-DAY REQUIREMENT TO RECORD PLANS WITH THE COURT HOUSE- BOS SIGNED 4/7/25**
MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to re-date the Lechner and Levan Reverse Subdivision plans to reflect 8/4/25.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 6) **SUPERVISOR SCOTT LIGNORE SUBMITTED HIS RESIGNATION AS ASSISTANT ROADMASTER EFFECTIVE IMMEDIATELY**
MOTION made by Supervisor Meckes, Second by Supervisor Holland to accept Scott Lignore's resignation from the Assistant Roadmaster Position, effective immediately.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**
- 7) **APPOINT ASSISTANT ROADMASTER EFFECTIVE IMMEDIATELY**
MOTION made by Supervisor Meckes, Second by Supervisor Holland to appoint Supervisor Denier as Assistant Roadmaster, effective immediately.

ROLL CALL: RM-yes; CB-yes; SL-yes; PH-yes; JD-abstain **MOTION PASSED**
- 8) **DISCUSSION: TRANSACTION WRITE OFF - SANITATION & GENERAL FUND- TOTAL AMOUNT OF \$1,313.28 (see attached)**
MOTION made by Supervisor Meckes, Second by Supervisor Holland to WRITE-OFF the Transactions from the Sanitation and the General Fund, total amount \$1,313.28.

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

PATRICK HOLLAND, SUPERVISOR

1) PENN FOREST GARAGE ESTIMATES- 2019 FORD F550 SUPER DUTY REPAIRS

Replace Transmission Lines/Hoses \$880.79; Remove & Replace Battery \$323.06

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to APPROVE the repair estimates from Penn Forest Garage for Transmission Lines/Hoses & replace Battery for the Ford F550, total cost \$1,203.85.

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

2) INNOVATIVE INDUSTRIAL SOLUTIONS ESTIMATE- TRANSFER STATION

COMPACTORS-REFURBISH AND REPAIR (2) UNITS, TOTAL COST \$3,561.97

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to APPROVE the estimate from Innovative Industrial Solutions for the repair to the Transfer Station Compactors, total cost \$3,561.97.

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

3) DISCUSSION: PRESERVING 232 STONY MOUNTAIN ROAD

No action

F. PFT PARK AND RECREATION

Grass is growing, cutting and maintaining.

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR JULY 2025

Always fixing stuff on the roads, all good. Roger Meckes is teaching me how to bid.

TRANSFER STATION –

1) BULK AMOUNT for JULY 2025---\$520.00 Year to Date Total: \$6,534.00

2025 Pro-Rate Commercial Permit	(1)	72.00
2025 Pro-Rated Residential Permit	(12)	881.28
2025 Residential Permit	(9)	<u>1,328.57</u>

TOTAL DEPOSITS \$2,801.85

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: (See Attached List)

Submitted: 2 Responded: 2

Zoning & Septic Requests:
Submitted: 85 Responded: 85
Total Hours: 70.25 hrs.

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

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

GULLONE PLAZA- SR-903 (51-51-A3.12) LAND DEVELOPMENT - MULTI-PURPOSE BUILDING WITH PARKING -TIME EXTENSION UNTIL NOVEMBER 5, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to GRANT the Gullone Plaza Land Development extension until November 5, 2025, as recommended by the Planning Commission.

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

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

None

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:26 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 Tuesday, September 2nd, at 7:00 p.m.**
- 2) Park and Recreation will hold their monthly meeting on Wednesday, August 20th, at 6:30 p.m. at the park.**
- 3) The Planning Commission will hold their monthly meeting on Monday, August 25th, at 6:00 p.m. (If needed).**
- 4) Penn Forest Township Municipal Building will be closed on Monday, September 1st, for the Labor Day holiday. Transfer Station will be closed.**

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS