

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

AGENDA

November 3, 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: To be held at 6:30p.m. to discuss potential litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON OCTOBER 6, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from OCTOBER 6, 2025.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 10/31/2025)

NEW General Fund:	\$ 3,762,082.70	State Liquid Fuels Fund:	\$ 284,067.78
Sanitation Fund:	\$ 353,795.69	Payroll:	\$ 4,203.98
Septic Fund:	\$ 276,718.79	Debit Card	\$ 3,581.41
SALDO:	\$ 31,768.53	Capital Reserve:	\$ 383,095.17
Premium Checking (old)	\$ 34,673.30	Fire Escrow	\$.00
Rent :	CLOSED		
TOTAL:			\$5,133,987.35

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/31/2025)

Account Ending: #1841 -	\$ 3,957,275.79 (3 month CD)
#5851 -	\$ 285,613.23 (6 month CD)
#1301 -	\$ 2,217,354.84 (12 month CD)
TOTAL:	\$ 6,460,243.86

TOTAL FUNDS ON DEPOSIT: \$ 11,594,231.21

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

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

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

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

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **ACCEPTANCE OF THE 2026 CBA WITH PFT & TEAMSTER LOCAL 773 - EFFECTIVE 1/1/26**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the 2026 CBA with PFT & Teamster Local 773, effective 1/1/26.

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

2) **BOROUGH OF LEHIGHTON REQUEST FIRE POLICE FOR TRAFFIC CONTROL FOR THE DECEMBER 13TH ANNUAL SNOWFLAKE 5K WALK/RUN**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ PFT FIRE POLICE to assist with traffic control at the Lehighton Borough 12/13 annual Snowflake 5k Walk/Run.

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

CHRISTIAN BARTULOVICH, VICE- CHAIRMAN

1) PENN FOREST TOWNSHIP PROPOSED 2026 BUDGET

<u>General</u>	Revenue-	\$3,254,706.00
	Expenditures-	\$3,254,706.00
Est- 2026 Begin Balance		\$3,500,000.00
<u>Sanitation</u>	Revenue-	\$494,437.00
	Expenditures-	\$494,437.00
Est- 2026 Begin Balance		\$550,000.00
<u>State Liquid Fuels</u>	Revenue-	\$271,849.00
	Expenditures-	\$271,849.00
Est- 2026 Begin Balance		\$1,000.00

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2026 Proposed Budget for NOVEMBER 6th .

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

2) DRAFT INDEPENDENT AUDITOR'S REPORT OF 2024 FINANCIAL STATEMENTS

MOTION made by Supervisor _____ Second by Supervisor _____ to _____ the draft 2024 Independent Auditor's Report submitted by Zelenkofske Axelrod.

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

PATRICK HOLLAND, SUPERVISOR

1) RATIFY TO HIRE JOHN BUKICS AS GENERAL LABORER

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the hiring of John Bukics as General Laborer, start date 10/20/25, rate of \$21.05 p\hr.

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

2) RATIFY TO ADVERTISE FOR A PART-TIME TRANSFER STATION EMPLOYEE

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY to advertise for a part-time Transfer Station employee, rate of \$21.05 p\hr.

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

3) RATIFY PURCHASE HENISE TIRE SERVICE -TOTAL \$217.87

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase from Henise Tire Service for the 2020 F350 Pickup, total \$217.87.

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

4) RATIFY THE REPAIR FROM PENN FOREST GARAGE -2020 F350 PICKUP-NEW TIRE MOUNTED AND OIL CHANGE-TOTAL COST \$113.75

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the repair from Penn Forest Garage for the 2020 F350 Pickup, total cost \$113.75.

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

5) RATIFY THE PURCHASE FROM RELIABLE SIGN, TOTAL COST \$770.50

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the purchase from Reliable Sign, total cost \$770.50.

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

JAMES DENIER, SUPERVISOR

1) ADOPT RESOLUTION NO. 11 OF 2025- APPOINTING LIAISONS BETWEEN PFT AND BERKHEIMER FOR SHARING OF CONFIDENTIAL TAX INFORMATION

(reviewed/updated by Tom Nanovic)

MOTION made by Supervisor _____, Second by Supervisor _____ to ADOPT Resolution No.11 of 2025- Appointing Liaisons between PFT and Berkheimer.

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

2) DISTRIBUTION OF ROLLING TRUCK FUND TO PFT FIRE CO. #1 & #2

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the distribution of the \$30,000.00 Rolling Truck Fund to PFT Fire Co. #1 & #2.

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

F. PFT PARK AND RECREATION

1) HOLD A CRAFT FAIR- SEPTEMBER 5, 2026, 9-1 LABOR DAY WEEKEND

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Craft Fair to be held on September 5, 2026, 9-1.

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

2) BUDGET FOR TREE LIGHTING/MEET SANTA- NOVEMBER 29TH 5-7P.M.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ up to \$500.00 budget for Tree Lighting/meet Santa on November 29th.

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

3) MINTY MILER RUN/WALK- NON PROFIT WITH INSURANCE HELD EVERY YEAR APPROVAL FOR 12/13/25 REQUESTING WALKING PATH 1-2 PM/ CONCESSION STAND & BATHROOMS

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the 12/13 Minty Miler Run/Walk.

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

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2025

TRANSFER STATION –

1) **BULK AMOUNT for OCTOBER 2025---\$523.00 Year to Date Total: \$10,351.00**

2025 Pro-Rated Residential Permit	(9)	308.16
2026 Residential Permit	(13)	<u>1,950.00</u>

TOTAL DEPOSITS \$2,781.16

2) **ADMINISTRATIVE REPORTS –**

A) **RIGHT-TO-KNOW REQUESTS FOR OCTOBER 2025-**

Administrative & Financial Requests:

Submitted: 2 Responded: 2

Building, Zoning & Septic Requests:

Submitted: 64 Responded: 64

Total Hours: 56.25 hrs.

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

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

MAROTHI SUBDIVISION PLAN- 21A-51-A21 & A22- (32 BLACK BEAR ROAD)
PENN FOREST ACRES

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 October 16, 2025, review letter be addressed and the final payment of any outstanding fees.

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

**KOCHER FINAL PLAN LOT JOINDER OF LANDS- 12A-51-AP304, 306 & 327A
(MT. POCAHONTAS)**

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from the October 10, 2025, review letter be addressed and the final payment of any outstanding fees.

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

**FRACE FINAL PLAN LOT JOINDER OF LANDS- 12A-51- MV2245, &MV2246
(MT. POCAHONTAS)**

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from the October 10, 2025, review letter be addressed and the final payment of any outstanding fees.

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

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, December 1st, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, November 19th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, November 24th, at 6:00 p.m. (If needed).***
- 4) Electronic Recycling will take place at the Transfer Station on Saturday, November 22nd from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.***
- 5) The Municipal Building will be closed on November 27th & 28th for Thanksgiving Holiday. The Transfer Station is closed.***

**DANA VITALE
TOWNSHIP SECRETARY**

**ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS**