

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

**AGENDA**

**October 6, 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.

<b>Members:</b>	<b>Roger Meckes, Chairman</b>
	<b>Christian Bartulovich, Vice-Chairman</b>
	<b>Scott Lignore, Supervisor</b>
	<b>Patrick Holland, Supervisor</b>
	<b>James Denier, Supervisor</b>

<b>Office Staff:</b>	<b>Dana Vitale, Secretary</b>
<b>Solicitor:</b>	<b>Thomas S. Nanovic</b>

**A. MEETING MINUTES:**

**1) BOS REGULAR MEETING ON SEPTEMBER 2, 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS REGULAR MEETING Minutes from SEPTEMBER 2, 2025.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**2) BOS SPECIAL MEETING ON SEPTEMBER 8, 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS SPECIAL MEETING Minutes from SEPTEMBER 8, 2025.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

**3) BOS SPECIAL MEETING ON SEPTEMBER 12, 2025**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the BOS SPECIAL MEETING Minutes from SEPTEMBER 12, 2025.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) OLYMPIAN BOOSTER CLUB- BASKET RAFFLE DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ \$\_\_\_\_\_ to the Olympian Booster Club.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**2) JIM THORPE POLICE DEPARTMENT REQUEST FIRE POLICE ASSISTANCE WITH TRAFFIC CONTROL FOR THE JIM THORPE HALLOWEEN PARADE ON 10/25/25**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ PFT Fire Police #1 & #2 to assist with traffic control at the Jim Thorpe Halloween Parade on 10/25/25.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**C. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2025)**

NEW General Fund:	\$ 3,935,333.52	State Liquid Fuels Fund:	\$ 283,350.48
Sanitation Fund:	\$ 377,196.99	Payroll:	\$ 26,277.07
Septic Fund:	\$ 283,145.84	Debit Card	\$ 2,761.52
SALDO:	\$ 36,192.28	Capital Reserve:	\$ 382,127.81
Premium Checking (old)	\$ 49,053.37	Fire Escrow	\$ .00
Rent :	\$ 106.57		
<b>TOTAL:</b>			<b>\$5,375,545.45</b>

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2025)**

Account Ending: #1841 -	\$ 3,947,639.22 ( 3 month CD)
#5851 -	\$ 284,861.66 ( 6 month CD)
#1301 -	\$ 2,211,900.84 (12 month CD)
<b>TOTAL:</b>	<b>\$ 6,444,401.72</b>

**TOTAL FUNDS ON DEPOSIT: \$ 11,819,947.17**

**1) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for SEPTEMBER 2025 (Subject to Audit).

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for SEPTEMBER 2025.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

## **D. NEW BUSINESS**

### **ROGER MECKES, CHAIRMAN**

#### **1) OPEN SEALED BIDS FOR 2025/2026 WINTER SNOW REMOVAL**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the Bid from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the 2025/2026 Winter Snow Removal.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

#### **2) DISTRIBUTION OF THE 2025 FIRE RELIEF PAYMENT \$42,080.42 FOR FIRE COMPANY #1 & #2**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the distribution of Fire Relief funds of \$42,080.42 to Fire Co. #1 & #2.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

#### **3) GETZ SELF-STORAGE DEVELOPMENT AGREEMENT AND MAINTENANCE & OPERATING AGREEMENT FOR STORMWATER FACILITIES**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Getz Self-Storage Development Agreement & Maintenance & Operating Agreement.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

### **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

#### **1) CODE ENFORCEMENT/ZONING, JAY YORK - PAY INCREASE**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ pay rate for Jay York, Code Enforcement/Zoning to \$26.75.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

#### **2) DISCUSSION: STARTING/WRITING AN ORDINANCE FOR AN ENVIRONMENTAL ADVISORY COUNCIL**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

### **PATRICK HOLLAND, SUPERVISOR**

#### **1) DISCUSSION: PRESERVING STONY MOUNTAIN PROPERTY, ASSESSMENT**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION** \_\_\_\_\_

- 2) **PURCHASE SNOWPLOW ITEMS - CUTTING EDGE & SPREADER**  
**WEST END QUOTE (CUTTING EDGE) \$12,030.00, POWELL'S (SPREADER) \$8,250.00**  
**TOTAL COST \$20,280.00**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to purchase snowplow cutting edge & spreader, total cost \$20,280.00

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

- 3) **PURCHASE TRAIL CAM PLAN**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

## **JAMES DENIER, SUPERVISOR**

- 1) **CHANGE TREASURER POSITION BACK TO FULL-TIME (HOLLY RIVERA)-**  
**EFFECTIVE IMMEDIATELY**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Treasurer Position (Holly Rivera) back to full-time, effective immediately.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

- 2) **RATIFY CLOSING "PREMIUM COMMUNITY CHECKING" ACCOUNT DUE TO**  
**FRAUDULENT ACTIVITY AND OPEN "NEW GENERAL FUND 2025"**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY the closing of "Premium Community Checking" and replace with "New General Fund 2025".

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

- 3) **RATIFY TO ADOPT RESOLUTION NO. 10 OF 2025- OPEN "NEW GENERAL FUND**  
**2025"**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to RATIFY Adopting Resolution No. 10 of 2025- opening "New General Fund 2025".

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

- 4) **CLOSE "RENT ACCOUNT" TO HAVE DEPOSITS GO DIRECTLY TO GENERAL FUND**  
**ACCOUNT**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ "RENT ACCOUNT" and have deposits made directly to "GENERAL FUND ACCOUNT".

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

- 5) **ADOPT TOWNSHIP POLICY FOR PURCHASE, PICKUP & RECEIPTS**  
MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to ADOPT Township Policy for Purchasing, Pickup & Receipts.

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH\_\_\_\_; JD\_\_\_\_ MOTION\_\_\_\_\_

## **SCOTT LIGNORE, SUPERVISOR**

### **1) DISCUSSION: TOWNSHIP APPLICATIONS SUBMITTED THROUGH OPENGOV (ON-LINE PORTAL)**

MOTION made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to

ROLL CALL: RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ MOTION \_\_\_\_\_

## **E. PFT PARK AND RECREATION**

## **F. REPORTS:**

### **PATRICK HOLLAND, ROADMASTER**

#### **ROADMASTER REPORT FOR SEPTEMBER 2025**

### **TRANSFER STATION –**

#### **1) BULK AMOUNT for SEPTEMBER 2025---\$1,574.00 Year to Date Total: \$9,828.00**

2025 Pro-Rate Commercial Permit	(7)	328.32
2025 Residential Permit	(4)	600.00
2026 Residential Permit	(1)	<u>150.00</u>

**TOTAL DEPOSITS      \$2,652.32**

#### **2) ADMINISTRATIVE REPORTS –**

##### **A) RIGHT-TO-KNOW REQUESTS FOR SEPTEMBER 2025-**

**Administrative & Financial Requests:** (See Attached List)

Submitted: 1    Responded: 1

**Building, Zoning & Septic Requests:**

Submitted: 66    Responded: 66

Total Hours: 40 hrs.

## **G. ZONING DEPARTMENT:** Greg Loftus submitted the Zoning Report for September 2025.

## **H. BUILDING DEPARTMENT:** Philip Prout submitted the UCC Report for September 2025.

**GULLONE PLAZA-LAND DEVELOPMENT (51-51-A3.12) MULTI-PURPOSE BUILDING-  
ROUTE 903 & RESERVOIR ROAD-TIME EXTENSION UNTIL APRIL 8, 2026**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the Gullone Plaza Land Development time extension until April 8, 2026, as recommended by the Planning Commission.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; SL\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_ **MOTION**\_\_\_\_\_

**I. 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, November 3<sup>rd</sup>, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, October 15<sup>th</sup>, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, October 27<sup>th</sup>, at 6:00 p.m. (If needed).***
- 4) The Municipal Building will be closed on Monday, October 13<sup>th</sup> for Columbus Day Holiday. The Transfer Station will be CLOSED.***

\_\_\_\_\_  
**DANA VITALE  
TOWNSHIP SECRETARY**

\_\_\_\_\_  
**ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS**