

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

MEETING MINUTES

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 7:15 p.m. Roll Call by Township Secretary.

Members:	Roger Meckes, Chairman Christian Bartulovich, Vice-Chairman (absent) Scott Lignore, Supervisor Patrick Holland, Supervisor James Denier, Supervisor
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Office Staff:	Dana Vitale, Secretary (absent) Shannon Meckes, Administrative Assistant
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Solicitor:	Thomas S. Nanovic
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A. EXECUTIVE SESSION: Was held from 6:15-7:15 p.m. to discuss personnel and potential litigation.

B. MEETING MINUTES:

1) BOS PUBLIC HEARING ON AUGUST 4, 2025

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

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

2) BOS REGULAR MEETING ON AUGUST 4, 2025

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

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

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 Holland, Second by Supervisor Denier to DO NOT participate in the Teamster Local 773 88th Anniversary Gala.

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

- 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 Meckes, Second by Supervisor Holland to accept Treasurer’s Report for AUGUST 2025 (Subject to Audit).

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

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

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

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

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

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

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

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

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

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

Joseph Bannon presented to the BOS regarding the financial hardships of PFTVFC #1.

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

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

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to schedule **October 8th; 15th; 22nd; 29th** for the 2026 budget meetings from 3:00-5:00 p.m.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to schedule a special meeting for September 8th at 6:00 p.m. to discuss Zoning Ordinance amendments.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to Table.

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

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

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

JAMES DENIER, SUPERVISOR

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

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

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

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 Denier, Second by Supervisor Lignore to PURCHASE (2) IPADs for Code Enforcement\Zoning, total cost **\$2,197.82**.

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

PATRICK HOLLAND, SUPERVISOR

1) DISCUSSION: OLD DESKS - MUNICIPAL OFFICE

MOTION made by Supervisor Holland, Second by Supervisor Lignore to SELL on Craigs List for under \$2,000.00.

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

2) DISCUSSION: BOOM MOWER QUOTE - ATMAX EQUIPMENT (SEE ATTACHED) NO ACTION- LOOKING INTO A GRANT

3) DISCUSSION: WATER AT PARK NO ACTION- NEED MORE INFORMATION

F. PFT PARK AND RECREATION

1) BUDGET FOR HALLOWEEN AND CHRISTMAS DECORATIONS

MOTION made by Supervisor Meckes, Second by Supervisor Denier to **BUDGET** up to \$750.00 for Halloween and update donated Christmas decorations.

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

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2025

The grass is growing, nothing broke this month, looking for little stuff to fix up, there was some issue with crossings on Old Stage, we will take this into account for the next contract.

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)	<u>750.00</u>
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 Meckes, Second by Supervisor Holland to GRANT the Matti Subdivision Plan time extension until December 30, 2025, as recommended by the Planning Commission.

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

TARTA REVERSE SUBDIVISION- 22A-51-EV118 & EV119-TOWAMENSING TRAILS

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Holland to GRANT 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-absent; SL=yes; PH=yes; JD=yes **MOTION PASSED**

b) **MOTION** made by Supervisor Meckes, Second by Supervisor Denier 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=yes; CB-absent; SL=yes; PH=yes; JD=yes **MOTION PASSED**

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

Presented to the BOS regarding the property and would the BOS consider a Data Center on this site.

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

EXECUTIVE SESSION WAS HELD FROM 8:38-9:15 P.M.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:38 P.M.

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

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

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