

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

MEETING MINUTES

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.

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**

Executive session was held on Friday, 10/3 from 4:00-5:15 pm and Monday, 10/6 from 6:30-7:05 pm to discuss potential litigation.

A. MEETING MINUTES:

1) BOS REGULAR MEETING ON SEPTEMBER 2, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS REGULAR MEETING Minutes from SEPTEMBER 2, 2025.

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

2) BOS SPECIAL MEETING ON SEPTEMBER 8, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the BOS SPECIAL MEETING Minutes from SEPTEMBER 8, 2025.

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

3) BOS SPECIAL MEETING ON SEPTEMBER 12, 2025

MOTION made by Supervisor Meckes, Second by Supervisor Lignore to approve the BOS SPECIAL MEETING Minutes from SEPTEMBER 12, 2025.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) OLYMPIAN BOOSTER CLUB- BASKET RAFFLE DONATION REQUEST

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to Donate \$50.00 to the Olympian Booster Club.

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

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 Meckes, Second by Supervisor Holland to AUTHORIZE PFT Fire Police #1 & #2 to assist with traffic control at the Jim Thorpe Halloween Parade on 10/25/25.

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

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		
TOTAL:			\$5,375,545.45

(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)
TOTAL:	\$ 6,444,401.72

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

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

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

2) PAYMENT OF THE BILLS FOR SEPTEMBER 2025

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for SEPTEMBER 2025.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to accept the Bid from DRS Enterprises LLC in the amount of \$130.00 p/hr for (2) 2 Ton Dump Truck and 2 Ton Salt Spreader for the 2025/2026 Winter Snow Removal.

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

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

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

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

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

MOTION made by Supervisor Holland, Second by Supervisor Lignore to APPROVE the Getz Self-Storage Development Agreement & Maintenance & Operating Agreement.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to begin to write an Ordinance to create an Environmental Advisory Council.

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

PATRICK HOLLAND, SUPERVISOR

1) DISCUSSION: PRESERVING STONY MOUNTAIN PROPERTY, ASSESSMENT

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to have the Township pay \$3,500.00 for an assessment of 232 Stony Mountain Road.

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

- 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 Holland, Second by Supervisor Bartulovich to purchase snowplow cutting edge & spreader, total cost \$20,280.00.

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

- 3) **PURCHASE TRAIL CAM PLAN**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to APPROVE to spend up-to \$200.00 per year for Sim Card & Plan.

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

JAMES DENIER, SUPERVISOR

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

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

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

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

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

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

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

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

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

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

SCOTT LIGNORE, SUPERVISOR

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

MOTION made by Supervisor Lignore, Second by Supervisor Denier to CHANGE the application process of submitting through OpenGov during business hours of the Township M-F 8am-4pm and have a manual approval process.

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

MOTION made by Supervisor Lignore, Second by Supervisor Meckes to investigate this and place on the agenda for next month's meeting.

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

E. PFT PARK AND RECREATION

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2025

Corporal Tyler O'Shura- PA State Police sends Officers to Township meetings every so often to answer any questions or concerns.

Always something breaking, always something going on with a truck, nothing really outstanding going on, hiring a 4th laborer for maintenance.

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:

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 Bartulovich, Second by Supervisor Meckes to APPROVE the Gullone Plaza Land Development time extension until April 8, 2026, as recommended by the Planning Commission.

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

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

Bill Miller- discussed Flaggers or Maury Road & 903 for traffic.

Heather Moore- Camp Evergreen Donation “thank you” with framed pictures.

Eileen Rugh- discussed Short Term Rentals permits and other permits.

Jim Mannix- discussed in ground pool regulations.

Annette Cahill- discussed progress of Data Center Ordinance.

Sarah Sides- discussed Data Centers.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:47 P.M.

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

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

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS