

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

AGENDA

December 1, 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 6:30 p.m. to discuss pending litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON NOVEMBER 3, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from NOVEMBER 3, 2025.

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) DEPARTMENT OF THE AUDITOR GENERAL CONDUCTED A "LIMITED PROCEDURE ENGAGEMENT" (LPE) OF PFT VOLUNTEER FIRE COMPANY #1 & #2 (NO MOTION)

- 2) ACELA ARCHITECTS & ENGINEERS LETTER OF INTEREST (NO MOTION)
- 3) LEHIGHTON AMBULANCE ASSOCIATION BUDGET CONSIDERATION FOR FINANCIAL SUPPORT (NO MOTION)

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/26/2025)

NEW General Fund:	\$ 4,031,084.62	State Liquid Fuels Fund:	\$ 284,750.55
Sanitation Fund:	\$ 475,474.25	Payroll:	\$ 6,630.51
Septic Fund:	\$ 273,268.09	Debit Card	\$ 2,744.06
SALDO:	\$ 37,098.88	Capital Reserve:	\$ 384,015.96
Premium Checking (old)	\$.00	Fire Escrow	\$.00
Rent :	CLOSED		
TOTAL:			\$5,495,066.92

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/26/2025)

Account Ending: #1841 -	\$ 3,957,275.79 (3 month CD)
#5851 -	\$ 285,613.23 (6 month CD)
#1301 -	\$ 2,223,004.54 (12 month CD)
TOTAL:	\$ 6,465,893.56

TOTAL FUNDS ON DEPOSIT: **\$ 11,960,960.48**

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

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

2) PAYMENT OF THE BILLS FOR NOVEMBER 2025

MOTION made by Supervisor_____, Second by Supervisor_____ to pay the bills for NOVEMBER 2025.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) RESOLUTION NO. 12 OF 2025- ESTABLISH TRANSFER STATION PERMIT FEES

MOTION made by Supervisor_____, Second by Supervisor_____ to ADOPT Resolution No. 12 of 2025-Establish Transfer Station Permit Fees for 2026.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

2) DISCUSSION: DONATION TO FIRE CO. #1 FOR USE OF THE FIREHALL FOR THE ZHB MEETING HELD ON NOVEMBER 6TH

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

3) ACCEPT PLANNING COMMISSION MEMBER (DENNIS HABIG) RESIGNATION EFFECTIVE NOVEMBER 10, 2025

MOTION made by Supervisor _____, Second by Supervisor _____ to ACCEPT the resignation from Planning Commission Member Dennis Habig, effective November 10, 2025.

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

4) GARBAGE EXEMPTION REQUEST- 14 SCHOOL HOUSE ROAD

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the request for garbage exemption -14 School House Road.

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

5) VOLUNTEER TAX CREDIT PROGRAM

PFT Volunteer Fire Co.#1 & #2 submitted their notarized list and Volunteer Credit Applications for the 2025 tax year and free garbage permit.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the applications from PFT Volunteer Fire Co.#1 & #2 for refund of Municipal Earned Income Tax & free garbage permit for 2025 tax year.

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

6) AUDITED FINANCIAL STATEMENTS YEAR END 12/31/24 FROM ZELENKOFKSKE AXELROD LLC

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the audited Financial Statements from Zelenkofske Axelrod for year end 12/31/24.

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

7) DISCUSSION: WB ELECTRIC INVOICE FOR FIRE CO. #1 GENERATOR REPAIR

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

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

8) COMMUNITY OF INDIAN MOUNTAIN LAKES- GARBAGE EXEMPTION

Letter and all required documents received requesting exemption for the 2026 garbage permit fees for residents of Indian Mountain Lakes.

MOTION made by Supervisor _____, Second by Supervisor _____, to _____ the Indian Mountain Lakes exemption request for the 2026 garbage permit fees.

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

CHRISTIAN BARTULOVICH, VICE- CHAIRMAN

1) ADOPT 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 **ADOPT** the 2026 proposed Budget as the final budget.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

2) RATIFY THE REPAIR FROM PENN FOREST GARAGE FOR THE 2017 FORD INTERCEPTOR, FLAT TIRE & INSPECTION- TOTAL COST \$300.33

MOTION made by Supervisor _____ Second by Supervisor _____ to **RATIFY** the repair to the 2017 Ford Interceptor from Penn Forest Garage, total cost \$300.33.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

3) MEMORANDUM OF UNDERSTANDING BETWEEN PFT AND JIM THORPE AREA SCHOOL DISTRICT REGARDING THE CONSTRUCTION AND MAINTENANCE OF A PUBLIC RECREATION TRAIL

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

PATRICK HOLLAND, SUPERVISOR

1) RATIFY THE PURCHASE FROM FRONTLINE GRAPHIX “KEEP BACK” DECALS & REFLECTIVE STRIPS, TOTAL COST \$345.00

MOTION made by Supervisor _____, Second by Supervisor _____ to **RATIFY** the purchase from Frontline Graphix for decals, total cost \$345.00.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

2) RATIFY THE ADDITIONAL COST OF \$984.76 FROM POWELL’S FOR THE HOPPER SPREADER

MOTION made by Supervisor _____, Second by Supervisor _____ to **RATIFY** the additional cost of \$984.76 from Powell’s for the Hopper Spreader.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION** _____

3) SEALMASTER POTHOLE PATCH QUOTE- TOTAL COST \$1,127.37

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the quote from SealMaster for Pothole Patch, total cost \$1,127.37.

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

4) RATIFY THE REPAIR TO THE FORD PICK UP CINDER SPREADER FROM WEST END EQUIPMENT- TOTAL COST \$223.52

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the repair to the Ford P/U Cinder Spreader from West End Equipment, total cost \$223.52

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

5) RATIFY WOOD CHIPPER BATTERY REPLACEMENT – PENN FOREST GARAGE- TOTAL COST \$198.96

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the Wood Chipper Battery replacement from Penn Forest Garage, total cost \$198.96.

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

6) STARTING CONSTRUCTION ON TRAIL

MOTION made by Supervisor _____, Second by Supervisor _____ to

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

F. PFT PARK AND RECREATION

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR NOVEMBER 2025

TRANSFER STATION –

1) BULK AMOUNT for NOVEMBER 2025---\$676.00 Year to Date Total: \$11,370.00

2025 Pro-Rated Residential Permit	(9)	207.36
2026 Commercial Permit	(2)	600.00
2026 Prorated Residential Permit	(1)	23.04
2026 Residential Permit	(1,052)	<u>157,690.62</u>

TOTAL DEPOSITS \$159,197.02

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests:

Submitted: 4 Responded: 4

Building, Zoning & Septic Requests:

Submitted: 54 Responded: 54

Total Hours: 42.75 hrs.

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

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

MAZZELLA ENTERPRISES'S STORAGE UNITS SUBDIVISION & LAND DEVELOPMENT PLAN (51-51-A8.03 & A8.04)-TIME EXTENSION UNTIL MAY 30, 2026.

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Mazzella Enterprise's Storage Units time extension until May 30, 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; SL____; PH____; JD____ **MOTION**_____

WAGNER PRELIMINARY/FINAL LOT LINE REVISION PLAN- 52 MASTERS TRAIL, ALBRIGHTSVILLE, TOWAMENSING TRAILS- LOTS 1619 & 1620

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to _____ the waiver for **SALDO Section: 210-16.C(15) (providing contour lines at vertical intervals)**; the Planning Commission DOES NOT recommend approval.

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 November 17, 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 Reorganization Meeting will be held on Monday, January 5th at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, December 17th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, December 22nd, at 6:00 p.m. (If needed).***
- 4) The Municipal Building will be closed on December 24th, 25th and January 1st for Christmas & New Years Holiday. The Transfer Station will be closed.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS