

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

MEETING MINUTES

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:** Was held from 6:30-7:00 p.m. to discuss personnel and potential litigation and a session was also held on 10/29 at 11:30 a.m. for the same.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON OCTOBER 6, 2025

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

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

- C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**
None

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 Meckes, Second by Supervisor Holland to accept Treasurer's Report for OCTOBER 2025 (Subject to Audit).

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

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

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

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

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 Bartulovich, Second by Supervisor Holland to ACCEPT the 2026 CBA with PFT & Teamster Local 773, effective 1/1/26.

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

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

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

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

Amend the agenda to add: reason- received request day of meeting 11/3/25

MOTION made by Supervisor Meckes, Second by Supervisor Denier to amend the agenda to add Borough of Lehigh Fire Police request for their Veteran's Day Parade on November 9, 2025.

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

MOTION made by Supervisor Meckes, Second by Supervisor Holland to APPROVE the Borough of Lehigh Fire Police request for their Veteran's Day Parade on November 9, 2025.

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

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 Bartulovich, Second by Supervisor Holland to advertise the 2026 Proposed Budget for NOVEMBER 6th.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Lignore to ACCEPT the draft 2024 Independent Auditor's Report submitted by Zelenkofske Axelrod.

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

PATRICK HOLLAND, SUPERVISOR

1) RATIFY TO HIRE JOHN BUKICS AS GENERAL LABORER

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

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

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

No Action

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

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

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

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

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

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

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

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

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 Denier, Second by Supervisor Holland to ADOPT Resolution No.11 of 2025- Appointing Liaisons between PFT and Berkheimer.

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

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

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

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

F. PFT PARK AND RECREATION

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

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

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

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

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

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

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 Bartulovich, Second by Supervisor Denier to APPROVE the 12/13 Minty Miler Run/Walk.

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

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2025

Always stuff breaking, we hired a new guy, we are getting ready for plow season, and we got all the good stuff for plow season. We are working on making an intersection in Towamensing Trails on Old Stage Road and Mckeen, visibility is a little unsafe.

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		<u>\$2,781.16</u>

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich 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-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

a) **MOTION** made by Supervisor Meckes, Second by Supervisor Lignore 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

Christine & Anthony Good request to open part of the fence by their coffee truck because of safety reasons with winter coming and walking and people climb the fence and don't walk to the end.

Amend the agenda to add:

MOTION made by Supervisor Holland, Second by Supervisor Denier to amend the agenda to add fence construction contingent on the Goods paying for it.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to modify the fence contingent on the Goods paying for it.

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

Asleigh Davis- questioned regarding Data Center petition and obtaining signatures during voting outside the Municipal Building. Supervisors stated to call the Election Bureau.

Dot Olanovich- questioned if the ZHB Hearing is still scheduled for Thursday, 11/6. Attorney Nanovic confirmed the date.

Scott Picsold- stated the residents are going to be displeased if they continue the ZHB meeting.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:33 P.M.

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

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

Executive session was called at close (7:33 p.m.) of the meeting to continue discussing personnel and potential litigation.

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