

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

**MEETING MINUTES**

**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.

<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. EXECUTIVE SESSION:** was held from 6:30-7:10 p.m. to discuss pending litigation.

**B. MEETING MINUTES:**

**1) BOS REGULAR MEETING ON NOVEMBER 3, 2025**

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

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

**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:**

<u>(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 11/26/2025)</u>		
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	
<b>TOTAL:</b>		<b>\$5,495,066.92</b>

<u>(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 11/26/2025)</u>		
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)
<b>TOTAL:</b>	<b>\$ 6,465,893.56</b>	

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

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

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

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

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

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

**E. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

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

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

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

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

**MOTION** made by Supervisor Denier, Second by Supervisor Bartulovich to DONATE \$500.00 to Fire Co. #1 for use of the Firehall on 11/6.

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

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

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

Supervisor Meckes thanked him for his service, and he is sorry to see him go.

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

**4) GARBAGE EXEMPTION REQUEST- 14 SCHOOL HOUSE ROAD**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to DECLINE the request for garbage exemption -14 School House Road.

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

**MOTION** made by Supervisor Lignore, Second by Supervisor Holland to send the bill to Twin Builders for this year only.

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

**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 Bartulovich, Second by Supervisor Lignore, to ACCEPT 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

**6) AUDITED FINANCIAL STATEMENTS YEAR END 12/31/24 FROM ZELENKOF SK AXELROD LLC**

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

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

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

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to DECLINE this request.

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

**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 Meckes, Second by Supervisor Lignore, to ACCEPT the Indian Mountain Lakes exemption request for the 2026 garbage permit fees.

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

**CHRISTIAN BARTULOVICH, VICE- CHAIRMAN**

**1) ADOPT PENN FOREST TOWNSHIP PROPOSED 2026 BUDGET**

<b>General</b>	Revenue-	\$3,254,706.00
	Expenditures-	\$3,254,706.00
Est- 2026 Begin Balance		\$3,500,000.00
<b>Sanitation</b>	Revenue-	\$494,437.00
	Expenditures-	\$494,437.00
Est- 2026 Begin Balance		\$550,000.00
<b>State Liquid Fuels</b>	Revenue-	\$271,849.00
	Expenditures-	\$271,849.00
Est- 2026 Begin Balance		\$1,000.00

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Lignore to ADOPT the 2026 proposed Budget as the final budget.

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

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

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

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

**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 Bartulovich, Second by Supervisor Holland to TABLE.

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

**PATRICK HOLLAND, SUPERVISOR**

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

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

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

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

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

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

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

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to PURCHASE cold patch budget up to \$1,200.00.

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

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

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

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

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

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

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

**6) STARTING CONSTRUCTION ON TRAIL**

**MOTION** made by Supervisor Holland, Second by Supervisor Denier to TABLE.

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

**F. PFT PARK AND RECREATION**

Tree lighting went amazingly well with good turnout.

**G. REPORTS:**

**PATRICK HOLLAND, ROADMASTER**

**ROADMASTER REPORT FOR NOVEMBER 2025**

Not much broke, snow is falling, guys are doing good, going to get some snow tomorrow so drive safe. If anybody sees any problems with the road please call.

**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

**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.

Supervisor Bartulovich reviewed the Zoning Report.

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

Philip Prout reviewed the UCC Report.

**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 Bartulovich, Second by Supervisor Meckes to APPROVE the Mazzella Enterprise's Storage Units time extension until May 30, 2026, as recommended by the Planning Commission.

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

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

**a) MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier to DENY 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-yes; CB-yes; SL-yes; PH-yes; JD-yes **MOTION PASSED**

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

Supervisor Bartulovich stated we are going to have two open seats on the Planning Commission if anyone is interested please submit a letter to the Township.

**AMEND THE AGENDA TO ADD:**

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to amend the agenda to add renting Penns Peak for a cost up to \$2,500.00 for the Zoning Hearing Board meeting on 1/29 and going forward.

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

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier APPROVE the ZHB to reserve Penns Peak for cost up to \$2,500.00 for the event if needed to host the 1/29 ZHB Meeting and for as many meetings as needed regarding the Data Centers.

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

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

None

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:35 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 Reorganization Meeting will be held on Monday, January 5<sup>th</sup> at 6:00 p.m. immediately followed by the regular Board of Supervisors Meeting.*
- 2) *Park and Recreation will NOT hold their monthly December meeting.*
- 3) *The Planning Commission will hold their monthly meeting on Monday, December 22<sup>nd</sup>, at 6:00 p.m. (If needed).*
- 4) *The Municipal Building will be closed on December 24<sup>th</sup>, 25<sup>th</sup> and January 1<sup>st</sup> for Christmas & New Years Holiday. The Transfer Station will be closed.*

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DANA VITALE  
TOWNSHIP SECRETARY

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ROGER MECKES  
CHAIRMAN, BOARD OF SUPERVISORS