

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

AGENDA

January 5, 2026

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
	Patrick Holland, Supervisor
	James Denier, Supervisor
	Brandon Bell, Supervisor

Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

Executive session was held on Friday, December 12th to discuss pending litigation.

A. MEETING MINUTES:

- 1) **BOS REGULAR MEETING ON DECEMBER 1, 2025**
MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS REGULAR MEETING Minutes from DECEMBER 1, 2025.
- ROLL CALL:** RM____; CB____; PH ____; JD____; BB____ **MOTION** _____
- 2) **BOS SPECIAL MEETING ON DECEMBER 29, 2025**
MOTION made by Supervisor _____, Second by Supervisor _____ to approve the BOS SPECIAL MEETING Minutes from DECEMBER 29, 2025.
- ROLL CALL:** RM____; CB____; PH ____; JD____; BB____ **MOTION** _____

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) THE JIM THORPE AREA BAND BOOSTERS & MARCHING BAND LETTER OF APPRECIATION

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 12/31/2025)

NEW General Fund:	\$ 4,112,741.41	State Liquid Fuels Fund:	\$ 286,002.02
Sanitation Fund:	\$ 669,574.97	Payroll:	\$ 5,056.45
Septic Fund:	\$ 289,569.14	Debit Card	\$ 3,961.81
SALDO:	\$ 26,589.13	Capital Reserve:	\$ 435,568.19
Premium Checking (old)	\$.00	Fire Escrow	\$.00
Rent :	CLOSED		
TOTAL:			\$5,829,063.12

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 12/31/2025)

Account Ending: #1841 -	\$ 3,975,583.69 (3 month CD)
#5851 -	\$ 287,147.50 (6 month CD)
#1301 -	\$ 2,228,485.92 (12 month CD)
TOTAL:	\$ 6,491,217.11

TOTAL FUNDS ON DEPOSIT: \$ 12,320,280.23

1) MOTION made by Supervisor____, Second by Supervisor____ to accept Treasurer's Report for DECEMBER 2025 (Subject to Audit).

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

2) PAYMENT OF THE BILLS FOR DECEMBER 2025

MOTION made by Supervisor____, Second by Supervisor____ to pay the bills for DECEMBER 2025.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) COMMUNITY OF BELTZVILLE LAKE ESTATES & TOWAMENSING TRAILS GARBAGE EXEMPTION

Letter and all required documents received requesting exemption for the 2026 garbage permit fees for residents of Beltzville Lake Estates & Towamensing Trails.

MOTION made by Supervisor____, Second by Supervisor____, to _____ the Beltzville Lake Estates & Towamensing Trails garbage exemption request.

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

2) **REQUEST TO WAIVE THE COLLECTION FEES FOR MUNICIPAL LIEN (96 WILLOW DRIVE; BCL) -TOTAL COST \$126.40**

MOTION made by Supervisor ____, Second by Supervisor ____, to ____

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

3) **SCHEDULE THE 2026 JULY 4TH CELEBRATION FIREWORKS DISPLAY**
OPTION #1 OFF JULY 4TH - \$16,100 , OPTION #2 ON JULY 4TH- \$17,900
18-20 MINUTES, 2.5" MAX SHELL SIZE

MOTION made by Supervisor ____, Second by Supervisor ____, to ____ **OPTION NO.** ____
DATE: _____ \$ _____ from Celebration Fireworks Inc.

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

PATRICK HOLLAND, SUPERVISOR

1) **RATIFY THE WINDSHIELD REPLACEMENT FOR THE 2019 F550- SITE AUTO GLASS**
TOTAL COST \$461.57

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY the window replacement for the 2019 F550 from Site Auto Glass, total cost \$461.57.

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

2) **RATIFY THE TIRE REPAIR FROM PENN FOREST GARAGE FOR THE 2024 F350**
SUPER DUTY , TOTAL COST \$47.68

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY the tire repair from Penn Forest Garage for the 2024 F350 Super Duty, total cost \$47.68.

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

3) **RATIFY THE REPAIR FROM FIVE STAR EQUIPMENT FOR THE BACKHOE-**
INSTALLED NEW LOCK RINGS ON PIN, TOTAL COST \$1,583.49

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY the repair from Five Star Equipment for the Backhoe, installed new lock rings on pin, total cost \$1,583.49.

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

4) **RATIFY THE REPAIR- PFLUKE HOME SERVICES- REPLACED CIRCUIT BOARD IN**
HEATING SYSTEM AT THE TRANSFER STATION, TOTAL COST \$326.65

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY the repair from Pfluke Home Services for the replacement of the circuit board in the heating system at the Transfer Station, total cost \$326.65.

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

5) **RATIFY TO ACCEPT RESIGNATION FROM TOWNSHIP LABORER JOHN BUKICS
EFFECTIVE IMMEDIATELY, POSTED POSITION ON UNION BOARD AND THEN
ADVERTISE TO HIRE**

MOTION made by Supervisor ____, Second by Supervisor ____, to RATIFY to accept the resignation from John Bukics Township Laborer, posted position on Union Board for 5 days and then advertise to hire.

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

JAMES DENIER, SUPERVISOR

1) **UNDERDOG QUOTE- REPLACEMENT COMPUTER FOR CODE ENFORCEMENT
(GREG LOFTUS), LENOVO THINK PAD WITH WARRANTY, TOTAL COST \$2,152.89**

MOTION made by Supervisor ____, Second by Supervisor ____, to _____ the quote from Underdog for the replacement computer for Code Enforcement, total cost \$2,152.89.

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

E. PFT PARK AND RECREATION

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR DECEMBER 2025

TRANSFER STATION –

1) **BULK AMOUNT for DECEMBER 2025---\$335.00 Year to Date Total: \$11,705.00**

2025 Pro-Rated Residential Permit	(4)	64.55
2026 Prorated Residential Permit	(1)	23.04
2026 Residential Permit	(1,543)	<u>231,450.00</u>

TOTAL DEPOSITS \$231,872.59

2) **ADMINISTRATIVE REPORTS –**

A) **RIGHT-TO-KNOW REQUESTS FOR DECEMBER 2025-**

Administrative & Financial Requests:
Submitted: 0 Responded: 0

Building, Zoning & Septic Requests:

Submitted: 85 Responded: 85

Total Hours: 45 hrs.

G. ZONING DEPARTMENT: Greg Loftus submitted the Zoning Report for December 2025.

H. BUILDING DEPARTMENT: Philip Prout submitted the UCC Report for December 2025.

KOCHER LOT JOINDER OF LANDS (12A-51-AP300, AP321 & AP323)-TIME EXTENSION UNTIL MARCH 2, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Kocher Lot Joinder of Lands time extension until March 2, 2026, as recommended by the Planning Commission.

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

CHRISTINE'S REAL ESTATE HOLDINGS, LLC PRELIMINARY/FINAL LAND DEVELOPMENT PLAN- 67A-51-F1, F2 & F3 TIME EXTENSION UNTIL MARCH 22, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the Christine's Real Estate Holdings, LLC Land Development Plan time extension until March 22, 2026, as recommended by the Planning Commission.

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

GORMAN REVERSE SUBDIVISION PLAN- 22A-51-EV550 & 22A-51-EV551

a) MOTION made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from the December 15, 2025, review letter be addressed; the Carbon County December 16, 2025 letter and the final payment of any outstanding fees.

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

I. 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____; PH ____; JD____; BB____ **MOTION**_____

REMINDERS:

- 1) The Next Regular Board of Supervisors Meeting will be held Monday, February 2nd, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, January 21st, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, January 26th, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS