

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

**MEETING MINUTES**

February 2, 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 at 6:30 p.m. to discuss personnel and potential litigation.*

**A. MEETING MINUTES:**

- 1) **BOS 1/5/26 REORGANIZATION & REGULAR- 1/12/26 SPECIAL MEETING**  
**MOTION** made by Supervisor Meckes, Second by Supervisor Bell to approve the BOS MEETING Minutes from January 5, 2026, and January 12, 2026.

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

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

- 1) **THE SWORD TAG SOCIETY NORMAL SQUARE CHAPEL SPONSORSHIP TO HELP WITH THE RENOVATION OF THE HISTORIC CHAPEL**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to acknowledge the request.

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

**2) THE JIM THORPE ROTARY SUMMER RECREATION DONATION REQUEST**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to donate \$1,000.00 to the JT Rotary Summer Recreation Program.

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

**3) CARBON COUNTY PLANNING COMMISSION REVIEW LETTER REGARDING THE DRAFT ZONING ORDINANCE AMENDMENTS - DATA CENTERS AND DATA CENTER ACCESSORY USES**

**4) PETITIONS TO INTERVENE-SUBSTANTIVE VALIDITY CHALLENGE**

**C. TREASURER’S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 1/30/2026)**

NEW General Fund:	\$ 4,102,859.40	State Liquid Fuels Fund:	\$ 286,002.02
Sanitation Fund:	\$ 702,412.07	Payroll:	\$ 1,496.85
Septic Fund:	\$ 268,044.49	Debit Card	\$ 2,900.36
SALDO:	\$ 34,959.13	Capital Reserve:	\$ 435,568.19
Fire Escrow	\$ 49,200.00		

**TOTAL:** **\$5,883,442.51**

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 1/30/2026)**

Account Ending: #1841 -	\$ 3,983,923.70 ( 3 month CD)
#5851 -	\$ 287,930.35 ( 6 month CD)
#1301 -	\$ 2,234,163.98 (12 month CD)

**TOTAL:** **\$ 6,506,018.03**

**TOTAL FUNDS ON DEPOSIT:** **\$ 12,389,460.54**

**1) MOTION** made by Supervisor Meckes, Second by Supervisor Holland to accept Treasurer’s Report for JANUARY 2026 (Subject to Audit).

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

**2) PAYMENT OF THE BILLS FOR JANUARY 2025**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Holland to pay the bills for JANUARY 2026.

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

**D. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

**1) 2026 ELECTRONIC RECYCLING EVENTS- SCHEDULE THE DATE**

Secretary reserved the following Saturday’s 7/18/26 & 11/14/26, 2 trucks 9-1 or until trucks are full.

**MOTION** made by Supervisor Meckes, Second by Supervisor Bell, to schedule July 18<sup>th</sup> & November 14<sup>th</sup> for the Electronic Recycling Event’s at the Transfer Station.

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

**2) APPOINTMENT OF A DEPUTY TAX COLLECTOR (JOSIAH BEHRENS III) TO COLLECT AND SETTLE TAXES DURING ANY INCAPACITATION OF THE TAX COLLECTOR**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich, to appoint Josiah Behrens III as the Deputy Tax Collector.

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

**3) COMMUNITY LEASE PAYMENTS FOR FIRE TRUCKS- FIRE CO. #1 \$85,577.12 & #2 \$77,924.33**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to approve disbursing \$85,577.12 to Fire Co. #1 and \$77,924.33 to Fire Co. #2.

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

**CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

**1) RATIFY THE STATE INSPECTION FOR THE 2018 FORD INTERCEPTOR FROM PENN FOREST GARAGE, TOTAL COST \$127.58**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Bell, to ratify the inspection from Penn Forest Garage for the 2018 Ford Interceptor, total cost \$127.58.

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

**2) ESTABLISH A ONE-YEAR SOCIAL MEDIA INTERNSHIP PROGRAM AND AUTHORIZE A \$2,500 EDUCATIONAL SCHOLARSHIP TO BE AWARDED UPON SUCCESSFUL COMPLETION OF THE PROGRAM**

**MOTION** made by Supervisor Bartulovich, Second by Supervisor Denier, to establish a one-year Social Media Internship program and authorize a \$2,500.00 educational scholarship to be awarded upon successful completion of the program.

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

**PATRICK HOLLAND, SUPERVISOR**

**1) RATIFY THE REPAIR OF THE ELECTRICAL CONDUIT FOR COMPACTOR 3 & 4 AT THE TRANSFER STATION, WB ELECTRIC TOTAL COST \$702.46**

**MOTION** made by Supervisor Holland, Second by Supervisor Denier, to RATIFY the repair of the electrical conduit at the Transfer Station, total cost \$702.46.

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

**2) PURCHASE (4) SAFETY KITS FOR WORK TRUCKS (SEE ATTACHED)**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich, to purchase (4) Safety Kits for work trucks, total cost up to \$400.00.

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

**AMEND THE MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich, to purchase (4) Stop-The-Bleed kits for work trucks and associated training, total cost up to \$600.00.

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

**3) PENN FOREST TOWNSHIP TRAIL PRESENTATION**

Supervisor Holland gave a presentation regarding the proposed plans for the trail.

**4) PENN FOREST TOWNSHIP TRAIL GRANT FUNDING**

**MOTION** made by Supervisor Holland, Second by Supervisor Bartulovich to get permission to apply for grant funding to cover the trail costs.

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

**JAMES DENIER, SUPERVISOR**

**1) RESOLUTION NO. 5 OF 2026 - GOVERNMENT / MUNICIPAL / PUBLIC FUNDS**

**BANKING RESOLUTION-** Authorizing Signatures for all accounts at MCT: adding Brandon Bell and deleting Scott Lignore.

**MOTION** made by Supervisor Denier, Second by Supervisor Holland to adopt Resolution No. 5 of 2026 – MCT Authorized Signatures, adding Brandon Bell and deleting Scott Lignore.

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

**E. PFT PARK AND RECREATION**

**1) SCHEDULE EASTER EGG HUNT FOR 3/28/26- RAIN DATE 3/29/26 AT 1:00 P.M. - BUDGET REQUEST UP TO \$1,000.00**

**MOTION** made by Supervisor Meckes, Second by Supervisor Denier to schedule the Easter Egg Hunt for 3/28/26- rain date 3/29/26 at 1:00 pm., budget up to \$1,000.00.

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

**2) SCHEDULE THE TOUCH -A-TRUCK EVENT**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to schedule the Touch-A-Truck Event for May 30, 2026.

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

**F. REPORTS:**

**PATRICK HOLLAND, ROADMASTER**

**ROADMASTER REPORT FOR JANUARY 2026**

Plowing and taking care of the roads. Please call with any snow drifts or road concerns.

**TRANSFER STATION –**

**1) BULK AMOUNT for JANUARY 2026---\$702.00 Year to Date Total: \$702.00**

2026 Prorated Residential Permit	(2)	296.88
2026 Commercial Permit	(2)	600.00
2026 Residential Permit	(277)	<u>41,316.59</u>

**TOTAL DEPOSITS \$42,915.47**

## **2) ADMINISTRATIVE REPORTS –**

### **A) RIGHT-TO-KNOW REQUESTS FOR JANUARY 2026-**

#### **Administrative & Financial Requests:**

**Submitted: 2 Responded: 2**

#### **Building, Zoning & Septic Requests:**

**Submitted: 95 Responded: 95**

**Total Hours: 79.25 hrs.**

**G. ZONING DEPARTMENT:** Greg Loftus submitted the Zoning Report for JANUARY 2026.

**H. BUILDING DEPARTMENT:** Philip Prout submitted the UCC Report for JANUARY 2026.

### **POCONO CAMP & GLAMP PROPOSED LAND DEVELOPMENT PLAN-(51-51-A2) TIME EXTENSION UNTIL APRIL 28, 2026**

**MOTION** made by Supervisor Meckes, Second by Supervisor Bartulovich to grant the Pocono Camp & Glamp time extension until April 28, 2026, as recommended by the Planning Commission.

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

### **WOERNER PRELIMINARY/FINAL LOT LINE REVISION PLAN (12A-51-CP948 &12A-51-CP950) MT. POCAHONTAS**

**a) MOTION** made by Supervisor Meckes, Second by Supervisor Bell to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from the January 21,2026 review letter be addressed; the Carbon County January 20,2026 letter and the final payment of any outstanding fees.

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

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

Eileen Rugh- Discussed issues relating to PFT's STR report, concerns of reporting complaints and the issues within Towamensing Trails.

Jim Mannix- Discussed the document within Towamensing Trails pertaining to fires.

Liliana Berteau- Discussed her issue with septic system repair and revoking her STR license.

Doloros Olonowich- Discussed the levels of government and the rules. Rules of the RTK law.

**BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:00 P.M.**

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

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

**REMINDERS:**

- 1) *The Next Regular Board of Supervisors Meeting will be held Monday, March 2<sup>nd</sup>, at 7:00 p.m.***
- 2) *Park and Recreation will hold their monthly meeting on Wednesday, February 18<sup>th</sup>, at 6:30 p.m. at the Municipal Bldg.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, February 23<sup>rd</sup>, at 6:00 p.m. (If needed).***
- 4) *The Township Office will be closed on Monday, February 16<sup>th</sup> in observance of the President's Day 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**