

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

MEETING MINUTES

April 6, 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 matters.

A. MEETING MINUTES:

1) BOS REGULAR MEETING ON MARCH 2, 2026

MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the REGULAR MEETING Minutes from MARCH 2, 2026

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

1) PENN FOREST TOWNSHIP RESIDENTS AGAINST DATA CENTER PETITION

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 3/31/2026)

| | | | |
|-------------------|-----------------|--------------------------|---------------|
| NEW General Fund: | \$ 3,674,262.19 | State Liquid Fuels Fund: | \$ 275,058.88 |
| Sanitation Fund: | \$ 675,601.42 | Payroll: | \$ 31,963.50 |
| Septic Fund: | \$ 314,525.86 | Debit Card | \$ 2,907.18 |
| SALDO: | \$ 35,356.13 | Capital Reserve: | \$ 437,255.29 |
| Fire Escrow | \$ 49,200.00 | | |

TOTAL: **\$5,496,130.45**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 3/31/2026)

| | |
|-------------------------|-------------------------------|
| Account Ending: #1841 - | \$ 3,999,845.76 (3 month CD) |
| #5851 - | \$ 289,262.99 (6 month CD) |
| #1301 - | \$ 2,245,011.25 (12 month CD) |

TOTAL: **\$ 6,534,120.00**

TOTAL FUNDS ON DEPOSIT: **\$ 12,030,250.45**

1) **MOTION** made by Supervisor Meckes, Second by Supervisor Bell to accept Treasurer's Report for MARCH 2026 (Subject to Audit).

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

2) **PAYMENT OF THE BILLS FOR MARCH 2026**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to pay the bills for MARCH 2026.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **KUHARCHIK CONSTRUCTION 2026 TRAFFIC SIGNAL MAINTENANCE RENEWAL**

MOTION made by Supervisor Meckes, Second by Supervisor Holland, to approve the Kuharchik Construction 2026 Traffic Signal Maintenance proposal.

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

2) **RELEASE OF FIRE ESCROW FUNDS (\$49,200.00)- 5 DANA COURT-
CO IS BEING ISSUED AS OF 3/31/26**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to release Fire Escrow funds \$49,200.00 for 5 Dana Court.

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

3) JIM THORPE POLICE DEPARTMENT-TRAFFIC SIGNAL INQUIRY- INTERSECTION OF ROUTE 903 & MAURY ROAD

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to permit Jim Thorpe Police Department to pursue PennDot to install a temporary light for those months, contingent on the Jim Thorpes Borough payment to complete whatever project it is.

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

4) OLYMPIAN BOOSTER CLUB DONATION REQUEST- (see attached)

MOTION made by Supervisor Meckes, Second by Supervisor Denier, to donate \$1,500.00 to the Olympian Booster Club.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) AUTHORIZE MIKE BOURKE PFT ASST. EMC ATTEND DISASTER RECOVERY WORKSHOP 3 – NORTHEAST REGION (WILKES BARRE) APRIL 30TH 8:30-3:30 REIMBURSE FEDERAL MILEAGE - BOX LUNCH WILL BE PROVIDED

MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes, to authorize Mike Bourke to attend the April 30th Disaster Recovery Workshop and reimburse federal mileage.

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

2) PROVIDE THE CODE ENFORCEMENT DEPARTMENT WITH A YEARLY UNIFORM ALLOWANCE UP TO \$250.00

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to provide the Code Enforcement Department with a yearly uniform allowance up to \$250.00.

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

PATRICK HOLLAND, SUPERVISOR

1) RATIFY THE REPAIR TO THE BACKHOE HYDRAULIC HOSE - ALL POINTS TOTAL COST \$201.89

MOTION made by Supervisor Holland, Second by Supervisor Meckes, to ratify the repair to the backhoe hydraulic hose, total cost \$201.89 from All Points.

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

2) RATIFY THE REPAIR TO THE BACKHOE - FIVE STAR EQUIPMENT TOTAL COST \$4,168.61(SEE ATTACHED)

MOTION made by Supervisor Holland, Second by Supervisor Denier, to ratify the repair to the Backhoe from Five Star Equipment, total cost \$4,168.61.

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

- 3) **RATIFY THE REPAIR TO THE 2020 F350 PICKUP INSPECTION & OIL CHANGE- PENN FOREST GARGAGE TOTAL COST \$346.19**
MOTION made by Supervisor Holland, Second by Supervisor Bell, to ratify the repair to the Ford F350 Pickup, total cost \$346.19 from Penn Forest Garage.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 4) **AG-INDUSTRIAL QUOTE- MAINTENANCE FOR LAWN EQUIPMENT-TOTAL COST \$471.51**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to accept the quote from AG-INDUSTRIAL for maintenance to the lawn equipment, total cost \$471.51.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 5) **RATIFY THE REPAIR TO THE 2019 FORD F550 SUPER DUTY- PENN FOREST GARAGE- TOTAL COST \$691.69**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to ratify the repair to the 2019 Ford F550 Super Duty, total cost \$691.69 from Penn Forest Garage.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 6) **PURCHASE ROAD SIGNS-RELIABLE SIGN - TOTAL COST WITH DELIVERY \$1,027.50**
(2) Stop signs 30X30, (2) 35 MPH 24X30, (6) 8ft Posts, (6) 3ft Bases, (12) 4ft Delineators, (6) 6ft Red Reflectors, (4) Square Bases
MOTION made by Supervisor Holland, Second by Supervisor Denier, to purchase road signs from Reliable Sign, total cost \$1,027.50.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 7) **PURCHASE LUMBER FOR THE PARK- MURPHY'S LUMBER-TOTAL COST \$49.86**
(2) 2X8X10 & (2) 2X6X10 PRESSURE TREATED
MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to purchase lumber from Murphy's Lumber for the park, total cost \$49.86.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 8) **RATIFY THE REPAIR TO TRANSFER STATION COMPACTOR #2 & #3- EAGLE EQUIPMENT TOTAL COST \$4,214.48**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, ratify the repair from Eagle Equipment to the Transfer Station compactors #2 & #3, total cost \$4,214.48.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 10) **TRANSFER STATION INTERNET SERVICE RENEWAL- PENTELE DATA- 36 MONTH TERM \$86.95 MONTHLY**
MOTION made by Supervisor Holland, Second by Supervisor Denier, to approve the renewal with PenTeleData for the internet service at the Transfer Station, 36 month term, \$86.95 monthly.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED

E. PFT PARK AND RECREATION

- 1) **BUDGET REQUEST (\$5,000.00) FOR THE JULY 4TH EVENT AND AN EMPLOYEE FOR REMOVAL OF TRASH AND MANAGEMENT OF THE REST ROOM FACILITIES**
MOTION made by Supervisor Meckes, Second by Supervisor Bell to grant the \$5,000.00 budget request and have an employee work the event.

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

- 2) **JTSD FBLA ALZHEIMER FUNDRAISER- APRIL 26TH 7:30AM-3:00PM - USE OF THE WALKING PATH planning to use the additional JTSD property, CONCESSION STAND & FOOD TRUCKS (documentation provided; food truck paperwork still pending)**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the JTSD Alzheimer’s Fundraiser request for use of the Walking Trail and Concession Stand at the park on April 26th, from 7:30am - 3:00pm and food trucks contingent upon required documents being provided.

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

- 3) **SPECIAL OLYMPICS HAS PROVIDED ALL THEIR DOCUMENTATION FOR USAGE OF THE WALKING TRAIL FROM AUGUST- NOVEMBER , TUESDAY’S & THURSDAY’S 5:00-6:30 PM & SATURDAY’S 10AM TO NOON**

MOTION made by Supervisor Meckes, Second by Supervisor Bell to approve the Special Olympics request from August – November (Tuesday’s & Thursday’s 5-6:30 pm & Saturday’s 10-noon).

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

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR MARCH 2026

Boring month road wise. Working on a field trip to look for some new cutting equipment & Skid Steer.

TRANSFER STATION –

| | | |
|--|------------------------|--|
| 1) <u>BULK AMOUNT for MARCH 2026---</u> | <u>\$269.00</u> | <u>Year to Date Total: \$1,440.00</u> |
| 2026 Prorated Residential Permit | (5) | 619.20 |
| 2026 Residential Permit | (32) | <u>4,650.00</u> |
| | TOTAL DEPOSITS | <u>\$5,538.20</u> |
| 2) <u>ADMINISTRATIVE REPORTS –</u> | | |

A) RIGHT-TO-KNOW REQUESTS FOR MARCH 2026-

Administrative & Financial Requests:

Submitted: 3 Responded: 3

Building, Zoning & Septic Requests:

Submitted: 102 Responded: 102

Total Hours: 70 hrs.

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

H. BUILDING DEPARTMENT: Amos Valenti submitted the UCC Report for MARCH 2026.

**GULLONE- LAND DEVELOPMENT (51-51-A3.12) ROUTE 903 & RESERVOIR ROAD-
TIME EXTENSION UNTIL SEPTEMBER 10, 2026**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to grant the Gullone Land Development time extension until September 10, 2026, as recommended by the Planning Commission.

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

**KOCHER- LOT JOINDER OF LANDS (12A-51-AP300, AP321 & AP323) MOUNT
POCAHONTAS TIME EXTENSION UNTIL JUNE 1, 2026**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to grant the Kocher Lot Joinder of Lands time extension until June 1, 2026, as recommended by the Planning Commission.

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-Towamensing Trails- questioned the STR Ordinance and why the Township decided to regulate them and the rules of property management. She questioned the marketing monitoring process and how the violations are being addressed.

Jonathan Shupp-Surveyor, Lot Joinder & Minor Subdivision of Lands-Lawrence & Robert Getz- 5 lots into 2 lots. He discussed the SALDO Easement & HOP requirements.

Tara Sommerfield- 144 Bear Creek Drive- Data Center- Formal request for standing & notice. She provided a presentation packet regarding technical and health updates.

John Reinbold-CFO with Leighton Ambulance- submitted a letter requesting support\sponsorship from the Township for the submission of LSA application for grant funding for the changing of radios from an analog system to a digital system.

Jim Mannix -Towamensing Trails- questioned the enforcement process with STR violations.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:33 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, May 4th, at 7:00 p.m.***
- 2) *Park and Recreation will hold their monthly meeting on Wednesday, April 15th, at 6:30 p.m. at the Municipal Bldg.***
- 3) *The Planning Commission will hold their monthly meeting on Monday, April 27th, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS