

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

**AGENDA**

**May 4, 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

**A. MEETING MINUTES:**

**1) BOS REGULAR MEETING ON APRIL 6, 2026**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to approve the REGULAR MEETING Minutes from APRIL 6, 2026

**ROLL CALL:** RM\_\_\_; CB\_\_\_; PH \_\_\_; JD\_\_\_; BB\_\_\_ **MOTION** \_\_\_\_\_

**B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED**

**1) LIQUID FUELS TAX FUND AUDITOR'S REPORT 1/1/2024-12/31/2024**

**C. TREASURER'S REPORT:**

**(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 4/30/2026)**

NEW General Fund:	\$ 3,709,454.56	State Liquid Fuels Fund:	\$ 275,821.69
Sanitation Fund:	\$ 638,413.91	Payroll:	\$ 4,308.74
Septic Fund:	\$ 338,334.23	Debit Card	\$ 4,572.07
SALDO:	\$ 30,149.89	Capital Reserve:	\$ 439,003.54
Fire Escrow	\$ .00		

**TOTAL:** **\$5,440,058.63**

**(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 4/30/2026)**

Account Ending: #1841 -	\$ 4,008,236.67 ( 3 month CD)
#5851 -	\$ 289,965.62 ( 6 month CD)
#1301 -	\$ 2,250,731.42 (12 month CD)

**TOTAL:** **\$ 6,548,933.71**

**TOTAL FUNDS ON DEPOSIT:** **\$ 11,988,992.34**

1) **MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept Treasurer's Report for APRIL 2026 (Subject to Audit).

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

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

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to pay the bills for APRIL 2026.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**D. NEW BUSINESS**

**ROGER MECKES, CHAIRMAN**

1) **RATIFY THE FIRE POLICE REQUEST FOR THE JIM THORPE LITTLE LEAGUE PARADE ON SATURDAY, APRIL 18<sup>TH</sup>**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to ratify the request for fire police for the April 18<sup>th</sup> Little League Parade.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

2) **PENN KIDDER LIBRARY \$10,000 DONATION REQUEST**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to donate \$ \_\_\_\_\_ to Penn Kidder Library.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

3) **SARCINELLO PLANNING & GIS, LLC CONTRACT WITH PENN FOREST TOWNSHIP**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_, to \_\_\_\_\_ the Sarcinello Planning & GIS, LLC contract with Penn Forest Township.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

## **CHRISTIAN BARTULOVICH, VICE CHAIRMAN**

### **1) TRAFFIC STUDY REQUEST**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to authorize the township to contact PennDOT and request that PennDOT consider the need to conduct a traffic study at the intersection of PA Route 903 and Maury Road to evaluate current traffic patterns and determine the need for any infrastructure upgrades or safety improvements.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

### **2) SOCIAL MEDIA INTERN APPOINTMENT**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to appoint \_\_\_\_\_ to the position of Social Media Intern for a one-year term, with a \$2,500 scholarship award upon successful completion of the term.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

### **3) GENERAL CODE INVOICE FOR SUPPLEMENT #4 (ZONING) - TOTAL \$3,799.00**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to approve the invoice from General Code for Supplement #4 (Zoning) - total \$3,799.00.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

### **4) DRAFT FINANCIAL STATEMENTS FROM ZELENKOFKSKE AXELROD- YEAR ENDED 12/31/2025**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to \_\_\_\_\_ the draft Financial Statements from Zelenkofske Axelrod for year ended 12/31/2025.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

## **PATRICK HOLLAND, SUPERVISOR**

### **1) RATIFY TO ACCEPT THE RESIGNATION FROM TRANSFER STATION EMPLOYEE OVEL MEBS EFFECTIVE APRIL 10, 2026**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ratify to accept the resignation from Ovel Mebs, effective April 10, 2026.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

### **2) RATIFY TO POST FULL-TIME TRANSFER STATION VACANT POSITION ON THE UNION BOARD AND ADVERTISE TO FILL THE POSITION**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ratify the posting and advertising for the full-time Transfer Station vacant position.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

### **3) TERMINATE EMPLOYMENT-TOWNSHIP LABORER #3023 EFFECTIVE MAY 4, 2026**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to terminate Township Laborer #3023 effective May 4, 2026.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**4) POST FULL-TIME LABORER POSITION ON THE UNION BOARD AND ADVERTISE TO FILL THE VACANT POSITION**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to post and advertise to fill the vacant full-time Laborer position.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**5) RATIFY THE HENISE TIRE PURCHASE FOR THE F550 SUPERDUTY THAT WAS REPLACED ON 2/18/26, TOTAL COST \$378.44**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ratify the purchase from Henise Tire for the F550 Super Duty, total cost \$378.44.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**6) RATIFY THE ADDITIONAL COST FROM RELIABLE SIGN \$285.00 FOR ROADSIGNS APPROVED AMOUNT \$1,027.50, NEW INVOICE \$1,312.50**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ratify the additional cost of \$285.00 from Reliable Sign.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**7) RELIABLE ROAD SIGN QUOTE- (5) SCHOOL BUS STOP AHEAD, (5) 8" UCHANNEL POSTS, (4) 10" UCHANNEL POSTS, (5) 3" BASES, (12) YELLOW REFLECTOR STRIPS- TOTAL COST WITH DELIVERY & FUEL CHARGE \$1,372.50**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to accept the quote from Reliable Sign, total cost \$1,372.50

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**8) RATIFY THE REPAIR FROM MIRACLE FORD FOR THE F-600 BATTERIES- TOTAL COST \$515.40**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to ratify the repair to the F-600 batteries from Miracle Ford, total cost \$515.40.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**9) PURCHASE GREASE JOINT REJUVENATOR MASTER KIT- TOTAL COST \$70.36**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to purchase Grease Joint Rejuvenator Master Kit, total cost \$70.36.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**10) PURCHASE 10 SCOOPS TOPSOIL- TOTAL COST \$400.00**

**MOTION** made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to purchase 10 scoops of topsoil, total cost \$400.00.

**ROLL CALL:** RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ **MOTION** \_\_\_\_\_

**JIM DENIER, SUPERVISOR**

**1) PURCHASE COMPUTER BLUE LIGHT SCREEN PROTECTORS FOR MUNICIPAL OFFICE- (6) \$42.49 EACH -TOTAL COST \$254.94**

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to purchase (6) computer blue light screen protectors for the municipal office, total cost \$254.94.

ROLL CALL: RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ MOTION \_\_\_\_\_

**E. PFT PARK AND RECREATION**

**1) EAGLE SCOUT PRESENTATION FROM WYATT MCANULTY**

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to

ROLL CALL: RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ MOTION \_\_\_\_\_

**2) DISUSSION: BASEBALL DUG OUT ROOFS**

MOTION made by Supervisor \_\_\_\_, Second by Supervisor \_\_\_\_, to

ROLL CALL: RM \_\_; CB \_\_; PH \_\_; JD \_\_; BB \_\_ MOTION \_\_\_\_\_

**F. REPORTS:**

**PATRICK HOLLAND, ROADMASTER**

**ROADMASTER REPORT FOR APRIL 2026**

**TRANSFER STATION -**

**1) BULK AMOUNT for APRIL 2026---\$535.00 Year to Date Total: \$1,975.00**

2026 Prorated Residential Permit	(5)	553.46
2026 Residential Permit	(18)	<u>2,471.43</u>

**TOTAL DEPOSITS      \$3,559.89**

**2) ADMINISTRATIVE REPORTS -**

**A) RIGHT-TO-KNOW REQUESTS FOR APRIL 2026-**

**Administrative & Financial Requests:**

Submitted: 5 Responded: 5

**Building, Zoning & Septic Requests:**

Submitted: 103 Responded: 103

Total Hours: 68.75

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

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

**POCONO CAMP AND GLAMP LAND DEVELOPMENT (51-51-A2 ) ROUTE 903 & RESERVOIR ROAD- TIME EXTENSION UNTIL JULY 27, 2026**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Pocono Camp and Glamp time extension until July 27, 2026, as recommended by the Planning Commission.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**PASSALACQUA REVERSE SUBDIVISION (37-51-A7.01, A7.05 & A7.06) RESERVOIR ROAD AFTER TURNPIKE -TIME EXTENSION UNTIL JULY 30, 2026**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Passalacqua time extension until July 30, 2026, as recommended by the Planning Commission.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**JANE NEEB SUBDIVISION (53-51-A5.01 & 53-13-B6-Franklin Township) MAURY ROAD - TIME EXTENSION UNTIL JULY 30, 2026**

**MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ Jane Neeb time extension until July 30, 2026, as recommended by the Planning Commission.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**DENNER FINAL LOT JOINDER OF LANDS (23A-51-A187 & A188) HICKORY RUN FOREST**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to \_\_\_\_\_ the waiver requiring Sewage Planning Modules based on the April 17, 2026, letter from DEP stating no Planning Modules is required for this project, as recommended by the Planning Commission, contingent upon Engineer's comments from April 24, 2026, review letter be addressed.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**b) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from April 24, 2026, review letter and the County review letter from March 17, 2026, be addressed and the final payment of any outstanding fees.

**ROLL CALL:** RM\_\_\_\_; CB\_\_\_\_; PH \_\_\_\_; JD\_\_\_\_; BB\_\_\_\_ **MOTION** \_\_\_\_\_

**WALKER REVERSE SUBDIVISION (67B-51-A171 & A172) SUNRISE RIDGE**

**a) MOTION** made by Supervisor \_\_\_\_\_, Second by Supervisor \_\_\_\_\_ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from April 14, 2026, review letter and the County review letter from April 21, 2026, be addressed 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, June 1<sup>st</sup>, at 7:00 p.m.***
- 2) *Park and Recreation will hold their monthly meeting on Wednesday, May 20<sup>th</sup>, at 6:30 p.m. at the Municipal Bldg.***
- 3) *The Planning Commission will hold their monthly meeting on WEDNESDAY, May 27<sup>th</sup>, at 6:00 p.m. (If needed).***
- 4) *The Township Building will be closed on Monday, May 25<sup>th</sup>, in observance of Memorial 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**