

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

**AMENDED
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 18TH**

MOTION made by Supervisor _____, Second by Supervisor _____, to ratify the request for fire police for the April 18th 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** _____

Amend to add:

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to amend the agenda to add putting the 2026 Road Paving Project out to bid.

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

MOTION made by Supervisor Holland, Second by Supervisor Denier, to put the 2026 Road Paving Project out to bid.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to amend the agenda to add purchase new bases for baseball field at the park, cost up to \$1,000.00.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to purchase new bases for baseball field at the park, cost up to \$1,000.00.

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

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 SUBDIVISON (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 1st, at 7:00 p.m.*
- 2) *Park and Recreation will hold their monthly meeting on Wednesday, May 20th, at 6:30 p.m. at the Municipal Bldg.*
- 3) *The Planning Commission will hold their monthly meeting on WEDNESDAY, May 27th, at 6:00 p.m. (If needed).*
- 4) *The Township Building will be closed on Monday, May 25th, in observance of Memorial Day Holiday. The Transfer Station will be closed.*

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS