

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

MEETING MINUTES

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 Meckes, Second by Supervisor Denier to approve the REGULAR MEETING Minutes from APRIL 6, 2026

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

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 Meckes, Second by Supervisor Bell to accept Treasurer’s Report for APRIL 2026 (Subject to Audit).

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

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

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

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

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 Meckes, Second by Supervisor Denier, to ratify the request for fire police for the April 18th Little League Parade.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to donate \$10,000.00 to Penn Kidder Library.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bell, to approve the Sarcinello Planning & GIS, LLC contract with Penn Forest Township.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) TRAFFIC STUDY REQUEST

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, 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-yes; CB-yes; PH-yes; JD-yes; BB-yes **MOTION PASSED**

2) SOCIAL MEDIA INTERN APPOINTMENT

MOTION made by Supervisor Bartulovich, Second by Supervisor Bell, to appoint Delaney Lichty and Noelanie Sepulveda to the position of Social Media Intern for a one-year term, with a \$2,500 for each scholarship award upon successful completion of the term.

ROLL CALL: RM-yes; CB-yes; PH-no; JD-yes; BB-yes **MOTION PASSED**

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

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

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier, to approve the draft Financial Statements from Zelenkofske Axelrod for year ended 12/31/2025.

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

PATRICK HOLLAND, SUPERVISOR

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

MOTION made by Supervisor Holland, Second by Supervisor Denier, to ratify to accept the resignation from Ovel Mebs, effective April 10, 2026.

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

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

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

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

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

MOTION made by Supervisor Holland, Second by Supervisor Denier, to terminate Township Laborer #3023 effective May 4, 2026.

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

- 4) **POST FULL-TIME LABORER POSITION ON THE UNION BOARD AND ADVERTISE TO FILL THE VACANT POSITION**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to post and advertise to fill the vacant full-time Laborer position.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 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 Holland, Second by Supervisor Denier, to ratify the purchase from Henise Tire for the F550 Super Duty, total cost \$378.44.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 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 Holland, Second by Supervisor Bartulovich, to ratify the additional cost of \$285.00 from Reliable Sign.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 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 Holland, Second by Supervisor Denier, to accept the quote from Reliable Sign, total cost \$1,372.50
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 8) **RATIFY THE REPAIR FROM MIRACLE FORD FOR THE F-600 BATTERIES- TOTAL COST \$515.40**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to ratify the repair to the F-600 batteries from Miracle Ford, total cost \$515.40.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 9) **PURCHASE GREASE JOINT REJUVENATOR MASTER KIT- TOTAL COST \$70.36**
MOTION made by Supervisor Holland, Second by Supervisor Denier, to purchase Grease Joint Rejuvenator Master Kit, total cost \$70.36.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED
- 10) **PURCHASE 10 SCOOPS TOPSOIL- TOTAL COST \$400.00**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich, to purchase 10 scoops of topsoil, total cost \$400.00.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes MOTION PASSED

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

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

E. PFT PARK AND RECREATION

1) EAGLE SCOUT PRESENTATION FROM WYATT MCANULTY

MOTION made by Supervisor Holland, Second by Supervisor Denier, to approve Wyatt McAnulty Eagle Scout Memory Bench Project at the park.

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

2) DISUSSION: BASEBALL DUG OUT ROOFS

MOTION made by Supervisor Holland, Second by Supervisor Meckes, to purchase (4) sets of tarps for the baseball fields dug outs, \$810.65 a set.

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

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR APRIL 2026

No snow to plow, grass cutting season. Still waiting to look at the Skid Steer.

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 reviewed the Zoning Report for APRIL 2026.

H. **BUILDING DEPARTMENT:** Supervisor Bartulovich reviewed the UCC Report for APRIL 2026.

POCONO CAMP AND GLAMP LAND DEVELOPMENT (51-51-A2) – 79 ACT LANE -TIME EXTENSION UNTIL JULY 27, 2026

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to grant Pocono Camp and Glamp time extension until July 27, 2026, as recommended by the Planning Commission.

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

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 Meckes, Second by Supervisor Denier to grant Passalacqua time extension until July 30, 2026, as recommended by the Planning Commission.

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

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

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to grant Jane Neeb time extension until July 30, 2026, as recommended by the Planning Commission.

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

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

No action on a)

b) **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 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-yes; CB-yes; PH-yes; JD-yes; BB-yes **MOTION PASSED**

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

a) MOTION made by Supervisor Meckes, Second by Supervisor Holland 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-yes; CB-yes; PH-yes; JD-yes; BB-yes **MOTION PASSED**

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

Vincent Montefour- Baseball Dugouts- discussed options for enclosing the dugouts from the elements for the kids.

Bud Ely- EMS station near Fire Co. #2- inquired about the possibility of opening an EMS station on the property located near Fire Co. #2.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:48 P.M.

MOTION to adjourn meeting by Supervisor Meckes, Second by Supervisor Bartulovich

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, 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