

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

AGENDA

August 3, 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic

A. EXECUTIVE SESSION: to be held at 6:30 p.m. to discuss pending litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON JULY 6, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the REGULAR MEETING Minutes from JULY 6, 2026

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

D. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 7/30/2026)

NEW General Fund:	\$ 4,301,297.06	State Liquid Fuels Fund:	\$ 276,924.49
Sanitation Fund:	\$ 573,391.85	Payroll:	\$ 4,394.51
Septic Fund:	\$ 346,051.13	Debit Card	\$ 3,170.12
SALDO:	\$ 25,238.84	Capital Reserve:	\$ 440,758.78
Fire Escrow	\$.00		

TOTAL: **\$5,971,226.78**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 7/30/2026)

Account Ending: #1841 -	\$ 4,032,970.41 (3 month CD)
#5851 -	\$ 292,038.11 (6 month CD)
#1301 -	\$ 2,267,607.66 (12 month CD)

TOTAL: **\$ 6,592,616.18**

TOTAL FUNDS ON DEPOSIT: **\$ 12,563,842.96**

- 1) **MOTION** made by Supervisor_____, Second by Supervisor_____ to accept Treasurer's Report for JULY 2026 (Subject to Audit).

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

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

MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for JULY 2026.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **OPEN SEALED BIDS FOR THE 2026 LINE PAINTING OF TOWNSHIP ROADS**

MOTION made by Supervisor _____, Second by Supervisor _____ to accept the Bid from _____ in the amount of \$ _____ for the 2026 Line Painting Project.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

2) **PURCHASE ROAD SIGNS-"SPECIAL EVENT AHEAD" & "BURNING BAN IN EFFECT"**

24X18 "BURNING BAN IN EFFECT" \$38.50, 24X48 CUSTOM MADE "SPECIAL EVENT AHEAD" \$102.00- Delivery \$35.00, Fuel \$15.00

MOTION made by Supervisor _____, Second by Supervisor _____ to _____

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) 2017 FORD INTERCEPTOR- PENN FOREST GARAGE ESTIMATE- OIL CHANGE, BRAKES, TOTAL COST \$733.55

MOTION made by Supervisor____, Second by Supervisor____ to _____ the quote from Penn Forest Garage, total cost \$733.55.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

2) HIRE AN ADDITIONAL FULL TIME CODE ENFORCEMENT/ZONING OFFICER WITH WEEKEND HOURS AND UP TO \$4,000.00 FOR INITIAL EQUIPMENT PURCHASE

MOTION made by Supervisor____, Second by Supervisor____ to hire an additional Code Enforcement\Zoning Officer with weekend hours & up to \$4,000 for equipment.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

3) CLOSE BANK ACCOUNT #210120555 (AMERICAN RESCUE PLAN) - PROGRAM CLOSED AND DOCUMENTATION SUBMITTED, NO FUNDS TO TRANSFER

MOTION made by Supervisor____, Second by Supervisor____ to _____ American Rescue Plan Account #210120555.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

PATRICK HOLLAND, SUPERVISOR

1) RATIFY THE TERMINATION OF EMPLOYEE #3086 EFFECTIVE JULY 14, 2026

MOTION made by Supervisor____, Second by Supervisor____ to ratify the termination of employee #3086 effective July 14, 2026.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

2) RATIFY TO HIRE TOWNSHIP LABORER\ROADCREW - OSVALDO COLLADO

MOTION made by Supervisor____, Second by Supervisor____ to ratify to hire Osvaldo Collado as Township Laborer\Roadcrew, start date 7/27, hourly rate \$22.70.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

3) PURCHASE NOISE REDUCTION EAR MUFFS FOR THE ROAD CREW (5) \$9.99 TOTAL COST \$49.95

MOTION made by Supervisor____, Second by Supervisor____ to purchase Noise Reduction Ear Muffs (5) at \$9.99, total cost \$49.95.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

4) RATIFY ALL POINTS WORK COMPLETED

F-550 POWER STEERING LEAK & TRAILER LIGHTS total \$1,215.68; F-350 total cost exceeds approval from last meeting, additional \$553.29- total invoices \$2,149.93.

MOTION made by Supervisor____, Second by Supervisor____ to _____ the invoices from All Points, total cost \$2,149.93.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

5) AG-INDUSTRIAL QUOTE (4) STIHL GRASS TRIMMER-TOTAL COST \$1,439.96

MOTION made by Supervisor____, Second by Supervisor____ to _____ quote from AG-INDUSTRIAL to purchase (4) new grass trimmers, total cost \$1,439.96.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

6) BEGINNING OF PENN FOREST TRAIL

MOTION made by Supervisor____, Second by Supervisor____ to _____

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

7) PRESERVING 232 STONY MOUNTAIN ROAD

MOTION made by Supervisor____, Second by Supervisor____ to _____

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

F. PFT PARK AND RECREATION

1) PURCHASE FIRST AID KIT FOR THE PARK-ULINE TOTAL COST \$65.00

MOTION made by Supervisor____, Second by Supervisor____ to purchase First Aid Kit for the Park, total cost \$65.00.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

2) PURCHASE (10) GARBAGE CAN'S TO REPLACE RUSTED CAN'S- COST UP TO \$200.00 AND REPLACE ONE DAMAGED LID \$124.00, PAINT FOR CANS \$100.00 FOR THE ONES THAT ARE RUSTED

MOTION made by Supervisor____, Second by Supervisor____ to _____

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

3) DISCUSSION: PURCHASE OR REFURBISH BULLETIN BOARD TOTAL COST ROUGHLY \$1,400.00 FOR A NEW BOARD WITHOUT THE EXTENDED ROOF

MOTION made by Supervisor____, Second by Supervisor____ to _____

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

4) DISCUSSION: 2027 JULY 4TH FIREWORKS CELEBRATION - SCHEDULE A DATE – SATURDAY, JULY 3RD OR SATURDAY, JULY 10TH

MOTION made by Supervisor____, Second by Supervisor____ to schedule _____ for the 2027 July 4th Fireworks Celebration.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR JULY 2026

TRANSFER STATION –

1) **BULK AMOUNT for JULY 2026---\$602.00 Year to Date Total: \$4,369.00**

2026 Prorated Residential Permit	(4)	336.96
2026 Residential Permit	(7)	<u>1,050.00</u>

TOTAL DEPOSITS \$1,988.96

2) **ADMINISTRATIVE REPORTS –**

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

Administrative & Financial Requests:

Submitted: 3 Responded: 3

Building, Zoning & Septic Requests:

Submitted: 97 Responded: 97

Total Hours: 64

H. **ZONING DEPARTMENT:** Greg Loftus submitted the Zoning Report for JULY 2026.

I. **BUILDING DEPARTMENT:** Amos Valenti submitted the UCC Report for JULY 2026.

KOCHER LOT JOINDER OF LANDS- (12A-51-AP300, 321, & 323) MT. POCAHONTAS TIME EXTENSION REQUEST UNTIL OCTOBER 26, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Kocher time extension until October 26, 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

POCONO CAMP & GLAMP PHASE 1 PRELIMINARY LAND DEVELOPMENT PLAN (79 ACT LANE)- TIME EXTENSION REQUEST THROUGH THE END OF OCTOBER 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Pocono Camp & Glamp time extension through the end of October 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

PASSALACQUA LOT LINE REVISION PLAN- (37-51-A7.01, 05, 06) HATCHERY ROAD- TIME EXTENSION REQUEST UNTIL OCTOBER 30, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Passalacqua time extension until October 30, 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

**NEEB SUBDIVISION PLAN- (53-51-A5.01 & 53-13-B6) BEE HOLLOW DRIVE- TIME
EXTENSION REQUEST UNTIL OCTOBER 30, 2026**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Neeb time extension until October 30, 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

GETZ FINAL PLAN LOT JOINDER & MINOR SUBDIVISION OF LANDS- (11-51-A5, A6, A7, A12, & A13) STATE ROUTE 534-TIME EXTENSION UNTIL OCTOBER 26, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Getz time extension until October 26, 2026, as recommended by the Planning Commission.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

IRIZARRY REVERSE SUBDIVISION (66A-51-C34 & E28) OAK DRIVE

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from May 27, 2026, review letter be addressed and the final payment of any outstanding fees. DEP "No Sewage Planning Needed" letter was provided.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

ROBINSON REVERSE SUBDIVISION PLAN (51A-51-157LAN &158LAN) HAWTHORNE DRIVE, BCL

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from June 9, 2026, review letter and the County review letter from June 16, 2026, be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

MENTA REVERSE SUBDIVISION PLAN (22A-51-EV1100 &EV1101) TT

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from June 12, 2026, review letter and the County review letter from June 16, 2026, be addressed and the final payment of any outstanding fees.

DEP "No Sewage Planning Needed" letter was provided.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

**SHEEDY FINAL PLAN LOT JOINDER OF LANDS (22A-51-EV681 & EV682) JEFFERS WAY
TT**

a) **MOTION** made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from July 14, 2026, review letter and the County review letter from July 21, 2026, be addressed and the final payment of any outstanding fees.

ROLL CALL: RM____; CB____; PH ____; JD____; BB____ **MOTION**_____

J. 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 TUESDAY, September 8th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, August 19th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, August 24th, at 6:00 p.m. (If needed).***
- 4) Penn Forest Township Municipal Building will be closed on Monday, September 7th, for the Labor Day holiday. The Transfer Station will be closed.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS