

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

MEETING MINUTES

July 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
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Office Staff:	Dana Vitale, Secretary
Solicitor:	Thomas S. Nanovic (absent)

A. MEETING MINUTES:

1) BOS REGULAR MEETING ON JUNE 1, 2026

MOTION made by Supervisor Meckes, Second by Supervisor Bell to approve the REGULAR MEETING Minutes from JUNE 1, 2026

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 6/30/2026)

NEW General Fund:	\$ 4,211,266.90	State Liquid Fuels Fund:	\$ 276,924.49
Sanitation Fund:	\$ 583,810.29	Payroll:	\$ 2,336.18
Septic Fund:	\$ 339,724.13	Debit Card	\$ 4,999.31
SALDO:	\$ 28,938.64	Capital Reserve:	\$ 440,758.78
Fire Escrow	\$.00		

TOTAL: **\$5,888,758.72**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 6/30/2026)

Account Ending: #1841 -	\$ 4,024,799.52 (3 month CD)
#5851 -	\$ 291,353.23 (6 month CD)
#1301 -	\$ 2,262,030.05 (12 month CD)

TOTAL: **\$ 6,578,182.80**

TOTAL FUNDS ON DEPOSIT: **\$ 12,466,941.52**

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

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

- 2) **PAYMENT OF THE BILLS FOR JUNE 2026**

MOTION made by Supervisor Meckes, Second by Supervisor Denier to pay the bills for JUNE 2026.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

- 1) **BOROUGH OF LEHIGHTON FIRE POLICE REQUEST FOR SEPTEMBER 26, 2026 250TH PARADE & OCTOBER 17, 2026 HALLOWEEN PARADE**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich, to approve the Fire Police request from Lehighton Borough for the 9/26th & 10/17th events.

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

- 2) **HANOVER ENGINEERING - APPOINT ADDITIONAL SEO OFFICER FOR PFT- SEAN CUNNINGHAM**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Sean Cunningham as an additional SEO for PFT.

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

- 3) **FINAL FINANCIAL STATEMENTS FROM ZELENKOFKSKE AXELROD FOR YEAR END DECEMBER 31, 2025 - CONDENSED VERSION TO BE ADVERTISED JULY 10, 2026**
MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve the Financial Statements from Zelenkofske Axelrod for year end 12/31/2025, condensed version to be advertised on July 10, 2026.

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

- 4) **RATIFY FIRE POLICE REQUEST FOR TRAFFIC CONTROL FOR MOTORCYCLE RIDE "BIKERS AGAINST COP KILLERS" ON JUNE 20, 2026**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to ratify to approve the Fire Police request for the June 20, 2026, "Bikers Against Cop Killers" motorcycle ride.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

- 1) **ADOPT RESOLUTION NO. 7 OF 2026- ESTABLISHING FEES FOR SHORT TERM RENTALS**
MOTION made by Supervisor Bartulovich, Second by Supervisor Bell to ADOPT Resolution No. 7 of 2026- ESTABLISHING FEES FOR SHORT TERM RENTALS.

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

- 2) **CODE ENFORCEMENT (GREG LOFTUS & JAY YORK) ATTEND THE 2026 PAAZO FALL SEMINAR 10/20/26, KULPSVILLE, PA – 9AM-3:30PM, registration cost & lunch**
MOTION made by Supervisor Bartulovich, Second by Supervisor Meckes to authorize Greg Loftus & Jay York attend the 2026 PAAZO seminar on 10/20/26, registration cost & lunch.

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

JAMES DENIER, SUPERVISOR

- 1) **COMBINE SEPTIC FUND WITH GENERAL FUND AND CLOSE THE SEPTIC CHECKING ACCOUNT**
MOTION made by Supervisor Denier, Second by Supervisor Holland to combine the Septic Fund with the General Fund and close the Septic Checking Account.

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

- 2) **BERKHEIMER DELINQUENT PER CAPITA TAX COLLECTION TAX YEARS 2013-2024- TOTAL OUTSTANDING BALANCE \$25,899.50**
MOTION made by Supervisor Denier, Second by Supervisor Bartulovich to approve to have Berkheimer collect the outstanding Per Capita Tax, total amount \$25,899.50.

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

**3) ALTEK MAINTENANCE AGREEMENT FOR THE CANON PLOTTER PRINTER
TOTAL ANNUAL COST \$1,114.35**

MOTION made by Supervisor Denier, Second by Supervisor Holland to renew the Altek Maintenance Agreement for the Canon Printer, total annual cost \$1,114.35.

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

**4) BLUERIDGE CABLE 3 YEAR CONTRACT FOR ALL ACCOUNTS TO REDUCE
MONTHLY FEES (\$30.00) FOR EACH ACCOUNT**

MOTION made by Supervisor Denier, Second by Supervisor Meckes to approve the contracts with Blueridge Cable for all PFT accounts for monthly savings of \$30.00.

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

PATRICK HOLLAND, SUPERVISOR

**1) RATIFY ALL-POINTS INSPECTION AND REPAIRS FOR THE 2022 F-600 DUMP
TRUCK-TOTAL COST \$831.07**

MOTION made by Supervisor Holland, Second by Supervisor Meckes to ratify the inspection and repairs for the 2022 F-600 Dump Truck from All-Points, total cost \$831.07.

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

**2) RATIFY ALL-POINTS INSPECTION AND REPAIRS FOR THE 2019 F-550 SUPER DUTY
TRUCK-TOTAL COST \$3,262.74**

MOTION made by Supervisor Holland, Second by Supervisor Denier to ratify the inspection and repairs for the 2019 F-550 Super Duty from All-Points, total cost \$3,262.74.

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

3) FLAGGER CERTIFICATION FOR NEWLY HIRED LABORER RICH MATSICK

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to approve Flagger training for Township Laborer, Rich Matsick.

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

4) FIRST AID CERTIFICATION FOR ANY STAFF NOT CERTIFIED

MOTION made by Supervisor Holland, Second by Supervisor Denier to approve the First Aid training for any staff member not already certified.

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

**5) DISCUSSION: 232 STONY MOUNTAIN ROAD
No Action**

**6) DISCUSSION: SKID STEER
No Action**

E. PFT PARK AND RECREATION

1) LETTER OF INTEREST RECEIVED FROM LAURA WILLIAMS TO SERVE ON THE PARK COMMITTEE

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Laura Williams to serve on the Park Committee.

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

2) ULTIMATE FRISBEE- LOWER FIELD REQUEST- JULY 11TH & 12TH 10AM TO 1PM

No Action

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR JUNE 2026

Grass is growing, fireworks were terrific, thank you to everyone who came out. We are here to serve you should you need us.

TRANSFER STATION –

1) BULK AMOUNT for JUNE 2026---\$1,021.00 Year to Date Total: \$3,767.00

2026 Prorated Residential Permit	(13)	1,094.40
2026 Residential Permit	(18)	<u>2,571.43</u>

TOTAL DEPOSITS \$4,686.83

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests:

Submitted: 7 Responded: 7

Building, Zoning & Septic Requests:

Submitted: 80 Responded: 80

Total Hours: 87

G. ZONING DEPARTMENT: Christian Bartulovich reviewed the Zoning Report for JUNE 2026.

H. BUILDING DEPARTMENT: Amos Valenti reviewed the UCC Report for JUNE 2026.

IRIZARRY REVERSE SUBDIVISION PLAN- (66A-51-C34 & 66A-51-E28) BEARVIEW- TIME EXTENSION REQUEST

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve Irizarry time extension through August 2026, as recommended by the Planning Commission.

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

THOMSON REVERSE SUBDIVISION PLAN (22A-51-D2054 22A-51-D2055) – TOWAMENSING TRAILS

a) MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from June 15, 2026, review letter and the County review letter from May 19, 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)

Mike Bourke-Fire Co. #2 – Chairman Meckes sworn in 3 Volunteer Firemen.

Pat Rodgers-Fire Co. #1 – Thanked the BOS for all their support and provided some information on the Fire Co's efforts.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 7:45 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, August 3rd, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, July 15th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, July 27th, at 6:00 p.m. (If needed).***
- 4) Electronic Recycling will take place at the Transfer Station on Saturday, July 18th from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS