

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

MEETING MINUTES

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 7:13 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 6:30-7:13 p.m. to discuss pending litigation.

B. MEETING MINUTES:

1) BOS REGULAR MEETING ON JULY 6, 2026

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

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

C. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

None

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

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

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

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

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

E. NEW BUSINESS

ROGER MECKES, CHAIRMAN

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

MOTION made by Supervisor Meckes, Second by Supervisor Bell to accept the Bid from Road Safe Traffic Systems in the amount of \$ 49,991.04 for the 2026 Line Painting Project.

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

- 2) **PURCHASE ROAD SIGNS-"SPECIAL EVENT AHEAD" & "BURNING BAN IN EFFECT"**
24X18 "BURNING BAN IN EFFECT" \$38.50, 24X48 CUSTOM MADE "SPECIAL EVENT A
HEAD" \$102.00- Delivery \$35.00, Fuel \$15.00

MOTION made by Supervisor Meckes, Second by Supervisor Bell to purchase (12) "Burning Ban in Effect" & (4) "Special Event A Head" signs, cost up to \$1,200.00.

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to accept the quote from Penn Forest Garage, total cost \$733.55.

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

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 Bartulovich, Second by Supervisor Meckes to hire an additional Code Enforcement\Zoning Officer with weekend hours & up to \$4,000 for equipment, hourly rate \$28.76.

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

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

MOTION made by Supervisor Bartulovich, Second by Supervisor Denier to close the American Rescue Plan Account #210120555.

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

PATRICK HOLLAND, SUPERVISOR

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

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

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

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

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

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

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

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

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

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 Holland, Second by Supervisor Bartulovich to accept the invoices from All Points, total cost \$2,149.93.

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

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

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

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

6) BEGINNING OF PENN FOREST TRAIL

No action

7) PRESERVING 232 STONY MOUNTAIN ROAD

No action

F. PFT PARK AND RECREATION

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

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

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

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 Meckes, Second by Supervisor Denier to purchase the above.

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

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 Bartulovich, Second by Supervisor Denier to have the Maintenance Department try to fix, cost up to \$1,400.00.

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

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

No action

G. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR JULY 2026

Grass is growing, new guy is working hard, call the office with any safety concerns.

TRANSFER STATION –

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

2026 Prorated Residential Permit	(4)	336.96
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2026 Residential Permit (7) 1,050.00

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: Supervisor Bartulovich reviewed the Zoning Report for JULY 2026.

I. BUILDING DEPARTMENT: Amos Valenti reviewed 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 Meckes, Second by Supervisor Bartulovich to grant Kocher time extension until October 26, 2026, as recommended by the Planning Commission.

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

**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 Bartulovich, Second by Supervisor Meckes to grant Pocono Camp & Glamp time extension through the end of October 2026, as recommended by the Planning Commission.

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

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

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

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

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

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

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

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 Meckes, Second by Supervisor Bartulovich to grant Getz time extension until October 26, 2026, as recommended by the Planning Commission.

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

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

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

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

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

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

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

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

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

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

David Harm-TT- questioned the township regarding Zoning and the positioning of a shed that was placed at the lake.

Mark Douglas-STR- questioned the township's policy regarding violations and citations for STR's.

Judy Knappenberger- discussed the bulletin board repair, the first aid kits and the new Zoning officer.

Amend the agenda to add:

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to purchase Belts, Bearings, Bolts, & Spacers for the Kubota, cost up to \$500.00.

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

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to spend up to \$500.00 to fix the Kubota.

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

Executive session was called to order at 8:16 p.m. to discuss pending litigation.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 8:35 P.M.

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

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 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