

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

AGENDA

September 8, 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 AUGUST 3, 2026

MOTION made by Supervisor _____, Second by Supervisor _____ to approve the REGULAR MEETING Minutes from AUGUST 3, 2026

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 8/31/2026)

NEW General Fund:	\$ 5,013,554.80	State Liquid Fuels Fund:	\$ 278,049.87
Sanitation Fund:	\$ 524,528.67	Payroll:	\$ 2,544.62
Septic Fund:	\$ CLOSED	Debit Card	\$ 3,820.75
SALDO:	\$ 24,868.84	Capital Reserve:	\$ 442,549.96
Fire Escrow	\$.00		

TOTAL: **\$6,289,917.51**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 8/31/2026)

Account Ending: #1841 -	\$ 4,041,430.81 (3 month CD)
#5851 -	\$ 292,747.48 (6 month CD)
#1301 -	\$ 2,273,385.40 (12 month CD)

TOTAL: **\$ 6,607,563.69**

TOTAL FUNDS ON DEPOSIT: **\$ 12,897,481.20**

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

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

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

MOTION made by Supervisor_____, Second by Supervisor_____ to pay the bills for AUGUST 2026.

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **RATIFY ADDITIONAL COST OF \$700.00 FOR CUSTOM ROAD SIGNS - "SPECIAL EVENT AHEAD"**

MOTION made by Supervisor_____, Second by Supervisor_____ to ratify the additional cost of \$700.00 for road signs.

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

2) **RATIFY 2026 ROAD PAVING CHANGE ORDER #001 FOR 4" BASE REPAIR ON SMITH ROAD-TOTAL COST \$101,626.20**

MOTION made by Supervisor_____, Second by Supervisor_____ to ratify to accept the 2026 Road Paving change order for base repair on Smith Road in the amount of \$101,626.20.

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

3) REPLACE MUNICIPAL BUILDING CAMERAS- TOTAL OF (8) OLD- CONTROL SECURITY QUOTE \$300.00 EACH

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

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

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) SCHEDULE THE 2027 BUDGET MEETING DATES FOR OCTOBER

MOTION made by Supervisor _____, Second by Supervisor _____ to schedule **October** _____; _____; _____; _____ for the 2027 budget meetings.

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

2) DOLLAR GENERAL - ROUTE 534 LAND DEVELOPMENT - FINAL ESCROW \$8,113.22 & BOND \$4,400.00 RELEASE - TOWNSHIP ENGINEER RECOMMENDED

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Dollar General's Final Escrow \$8,113.22 and Bond \$4,400.00.

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

3) HIRE TYLER MICHAEL- NEW ADDITIONAL CODE ENFORCEMENT/ZONING OFFICER

MOTION made by Supervisor _____, Second by Supervisor _____ to HIRE Tyler Michael as the new additional Code Enforcement/Zoning Officer, start date 9/14/26, hourly rate \$28.76.

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

4) RATIFY THE ADDITIONAL COST \$447.00 FROM PENN FOREST GARAGE FOR THE 2017 FORD INTERCEPTOR BRAKES- approved quote for \$733.55 on 8/3/26

MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the additional cost of \$447.00 for the 2017 Ford Interceptor from Penn Forest Garage.

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

5) PURCHASE 13 INCH IPAD FROM FIRST NET & PHONE PLAN FOR NEW CODE ENFORCEMENT/ZONING OFFICER- IPAD \$899.99; MONTHLY PHONE & IPAD \$76.98; OTTER BOX \$34.98, TOTAL COST \$1,011.95

MOTION made by Supervisor _____, Second by Supervisor _____ to purchase an IPAD with Phone Plan for the new Code Enforcement/Zoning Officer, total cost \$1,011.95.

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

JAMES DENIER, SUPERVISOR

1) DISCUSSION: PFTVFC#1 PURCHASE RESCUE TRUCK

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

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

PATRICK HOLLAND, SUPERVISOR

1) RATIFY THE PURCHASE OF AG-INDUSTRIAL PARTS FOR THE KUBOTA- SCREWS, NUTS, PLATE, BOLT & WASHER -TOTAL COST \$81.39

MOTION made by Supervisor____, Second by Supervisor____ to ratify the purchase of parts from AG-INDUSTRIAL for the Kubota, total cost \$81.39.

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

2) ADVERTISE FOR 2026\2027 WINTER SNOW REMOVAL BIDS

MOTION made by Supervisor____, Second by Supervisor____ to advertise for 2026\2027 winter snow removal bids.

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

3) DISCUSSION: TRAIL CONSTRUCTION

MOTION made by Supervisor____, Second by Supervisor____

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

4) MAINTENANCE MATERIALS- (3) TRIAXLES FROM LOCUST RIDGE, ROOFING MATERIAL, LIFT RENTAL & SNOW PLOW BLADES

MOTION made by Supervisor____, Second by Supervisor____ to purchase stone from Locust Ridge, total cost \$1,496.38.

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

MOTION made by Supervisor____, Second by Supervisor____ to purchase snowplow blades, total cost \$_____.

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

MOTION made by Supervisor____, Second by Supervisor____ to purchase roof material from Murphy Lumber, total cost \$1,154.22.

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

MOTION made by Supervisor____, Second by Supervisor____ to rent a lift for roof repair at the Transfer Station, total cost \$_____.

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

5) SEALMASTER QUOTE- POTHOLE PATCH - TOTAL COST \$1,604.00

MOTION made by Supervisor____, Second by Supervisor____ to _____ the quote from SealMaster for pothole patch, total cost \$1,604.00.

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

BRANDON BELL, SUPERVISOR

1) PURCHASE EQUIPMENT FOR THE SOCIAL MEDIA INTERN - WIRELESS MICROPHONE, BATTERY BANK & CARRYING CASE, TOTAL COST \$308.95

MOTION made by Supervisor____, Second by Supervisor____ to _____ equipment for the Social Media Intern, total cost up to \$400.00.

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

E. PFT PARK AND RECREATION

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR AUGUST 2026

TRANSFER STATION –

1) BULK AMOUNT for AUGUST 2026---\$1,204.00 Year to Date Total: \$5,573.00

2026 Prorated Residential Permit	(9)	616.32
2026 Residential Permit	(30)	<u>3,984.56</u>

TOTAL DEPOSITS \$5,804.88

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: -
Submitted: 7 Responded: 7

Building, Zoning & Septic Requests:
Submitted: 113 Responded: 113
Total Hours: 80.25

G. ZONING DEPARTMENT: Greg Loftus submitted the Zoning Report for AUGUST 2026.

H. BUILDING DEPARTMENT: Amos Valenti submitted the UCC Report for AUGUST 2026.

GULLONE PLAZA- LAND DEVELOPMENT (51-51-A3.12) - TIME EXTENSION UNTIL MARCH 8, 2027

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Gullone Plaza time extension until March 8, 2027, as recommended by the Planning Commission.

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 on Monday, October 5th, at 7:00 p.m.***
- 2) Park and Recreation will hold their monthly meeting on Wednesday, September 16th, at 6:30 p.m. at the Municipal Bldg.***
- 3) The Planning Commission will hold their monthly meeting on Monday, September 28th, at 6:00 p.m. (If needed).***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS