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

AGENDA

November 2, 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 OCTOBER 5, 2026**
MOTION made by Supervisor _____, Second by Supervisor _____ to approve the REGULAR MEETING Minutes from OCTOBER 5, 2026.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) **BOS SPECIAL MEETING ON OCTOBER 8, 2026**
MOTION made by Supervisor _____, Second by Supervisor _____ to approve the SPECIAL MEETING Minutes from OCTOBER 8, 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 10/30/2026)

NEW General Fund:	$ 4,965,285.18	State Liquid Fuels Fund:	$ 278,596.07
Sanitation Fund:	$ 461,059.04	Payroll:	$ 4,256.07
Septic Fund:	$ CLOSED	Debit Card	$ 3,394.73
SALDO:	$ 10,933.62	Capital Reserve:	$ 443,419.30
Fire Escrow	$ 28,000.00		
TOTAL:			**$6,194,944.01**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 10/30/2026)

Account Ending:	#1841 -	$ 4,058,130.83 (3 month CD)
	#5851 -	$ 294,148.41 (6 month CD)
	#1301 -	$ 2,284,310.69 (12 month CD)
TOTAL:		**$ 6,636,589.93**

TOTAL FUNDS ON DEPOSIT: $ 12,831,533.94

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

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) **PAYMENT OF THE BILLS FOR OCTOBER 2026**
MOTION made by Supervisor _____, Second by Supervisor _____ to pay the bills for OCTOBER 2026.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **SCHEDULE THE DATE- CELEBRATION FIREWORKS – SUNDAY, JULY 4, 2027**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Celebration Fireworks for Sunday, July 4, 2027.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) **DISTRIBUTION OF THE $30,000.00 ROLLING TRUCK FUND TO PFTVFC #1 & #2**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the distribution of the $30,000.00 Rolling Truck Fund to PFTVFC #1 & #2.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

3) **PURCHASE (2) 10FT LONG PIECES OF INTERMEDIATE GRADE ELECTRICAL CONDUIT-COST UP TO $250.00**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ (2)10ft long pieces of intermediate grade electric conduit, cost up to $250.00.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

4) **RECREATION TRAIL- REVISIONS TO THE EASEMENT AGREEMENT WITH JTASD**

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

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

5) **BOROUGH OF LEHIGHTON REQUESTING FIRE POLICE ASSISTANCE FOR THEIR SNOWFLAKE WALK/RUN 5K TO BE HELD 12/12/26**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____the request from the Borough of Lehighton for Fire Police Assistance with their 12/12 Snowflake walk/run 5K.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

6) **RATIFY BACKHOE TIRE REPAIR- FLAT WHILE ASSISTING WITH A FIRE AT 34 CLIFFSIDE DRIVE, 24/7 SERVICE WAS REQUIRED TO PATCH & FILL ,TOTAL COST FROM OVERTIME ROADSIDE ASSISTANCE $419.65**

MOTION made by Supervisor _____, Second by Supervisor _____ to ratify the repair to the backhoe tire from Overtime Roadside Assistance, total cost $419.65.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

CHRISTIAN BARTULOVICH, VICE CHAIRMAN

1) **PENN FOREST TOWNSHIP PROPOSED 2027 BUDGET**

General	Revenue-	$3,977,338.87
	Expenditures-	$3,977,338.87
Est- 2027 Begin Balance		$4,350,000.00
Sanitation	Revenue-	$543,431.00
	Expenditures-	$543,431.00
Est- 2027 Begin Balance		$675,000.00
State Liquid Fuels	Revenue-	$276,618.00
	Expenditures-	$276,618.00
Est- 2027 Begin Balance		$1,000.00

MOTION made by Supervisor _____ Second by Supervisor _____ to advertise the 2027 Proposed Budget for NOVEMBER 4th.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) **CARBON COUNTY COUNCIL OF GOVERNMENTS 2027 $100.00 ANNUAL DUES**
MOTION made by Supervisor _____ Second by Supervisor _____ to _____the 2027 Carbon County Council of Governments $100.00 annual dues.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

PATRICK HOLLAND, SUPERVISOR

1) **RATIFY MOWER SPINDLE REPLACEMENT- AG-INDUSTRIAL TOTAL COST $294.33**
MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the Mower Spindle Replacement, AG-INDUSTRIAL total cost $294.33.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) **RATIFY BACKHOE HYDRAULIC HOSE REPAIR - ALL POINTS TOTAL COST $388.27**
MOTION made by Supervisor _____, Second by Supervisor _____ to RATIFY the repair to the Backhoe Hydraulic hose, total cost $388.27.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

3) **PURCHASE LEAF BLOWERS- (1) DEWALT CORDLESS $179.99- EXTRA BATTERY $169.00 - (2) STIHLS 800 SERIES BACKPACK $539.99 with 10% discount- TOTAL COST $1,428.97**
MOTION made by Supervisor _____, Second by Supervisor _____to_____ (3) Leaf Blowers & extra battery, total cost $1,428.97.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

JAMES DENIER, SUPERVISOR

1) **PURCHASE MOBILE RADIOS FOR PFTVFC#1- RADIOS THAT WILL WORK WITH THE NEW COMMUNICATION SYSTEM, QUOTE RECEIVED FROM GREEN'S COMMUNICATION $43,460.20**

MOTION made by Supervisor _____, Second by Supervisor _____ to _____ mobile radios for PFTVFC #1, total cost $_____.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

E. PFT PARK AND RECREATION

1) **PARK COMMITTEE REQUEST- BUDGET OF $1,000.00 FOR THE CHRISTMAS TREE LIGHTING**
MOTION made by Supervisor _____, Second by Supervisor _____ to _____ the budget request of $1,000.00 for the Christmas Tree lighting.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR OCTOBER 2026

TRANSFER STATION –

1) BULK AMOUNT for OCTOBER 2026---$795.00 Year to Date Total: $7,229.00

2026 Prorated Residential Permit	**(12)**	**440.65**
2026 Residential Permit	**(11)**	**1,650.00**
	TOTAL DEPOSITS	**$2,885.65**

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: -
Submitted: 4 Responded: 4

Building, Zoning & Septic Requests:
Submitted: 98 Responded: 98
Total Hours: 102

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

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

1) KOCHER REVERSE SUBDIVISION & LAND DEVELOPMENT (12A-51-AP300, AP321 & AP323) - TIME EXTENSION REQUEST UNTIL FEBRUARY 1, 2027

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Kocher Reverse Subdivision time extension request until February 1, 2027, as recommended by the Planning Commission.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

2) PASSALAQUA REVERSE SUBDIVISION (37-51-A7.01, A7.05 & A7.06) - TIME EXTENSION REQUEST UNTIL MARCH 30, 2027

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Passalaqua Reverse Subdivision time extension request until March 30, 2027, as recommended by the Planning Commission.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

3) **GETZ LOT JOINER & MINOR SUBDIVISION (11-51-A5, A6, A7.05, A12, A13) - TIME EXTENSION REQUEST UNTIL FEBRUARY 1, 2027**

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Getz Lot Joiner & Minor Subdivision time extension request until February 1, 2027, as recommended by the Planning Commission.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

4) **POCONO CAMP AND GLAMP PRELIMINARY/FINAL LAND DEVELOPMENT PHASE 1 IMPROVEMENTS (51-51-A2)**

a) MOTION made by Supervisor _____, Second by Supervisor _____ to _____ Pocono Camp and Glamp time extension request until January 28, 2027, as recommended by the Planning Commission.

ROLL CALL: RM___; CB___; PH ___; JD___; BB____**MOTION**_____

b) MOTION made by Supervisor _____, Second by Supervisor _____ to accept the **plan** as recommended by the Planning Commission contingent upon Engineer's comments from the October 20, 2026, review letter; the rewriting of their relief and waiver request letter, the County review letter from January 20, 2026, be addressed and the final payment of any outstanding fees.

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, December 7th, at 7:00 p.m.***

2) ***Park and Recreation will hold their monthly meeting on Wednesday, November 18th, at 6:30 p.m. at the Municipal Bldg.***

3) ***The Planning Commission will hold their monthly meeting on Monday, November 23rd, at 6:00 p.m. (If needed).***

4) ***Electronic Recycling will take place at the Transfer Station on Saturday, November 14th from 9:00 a.m. - 1:00 p.m. (or until trucks are full) for Penn Forest Township Residents ONLY.***

5) ***The Municipal Building and Transfer Station will be closed on Wednesday, November 11th for the Veterans Day Holiday.***

6) ***The Municipal Building will be closed on November 26th & 27th for the Thanksgiving Day Holiday. The Transfer Station is closed.***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS