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

MEETING MINUTES

October 5, 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 SEPTEMBER 8, 2026**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve the REGULAR MEETING Minutes from SEPTEMBER 8, 2026.

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

B. SECRETARY: ACKNOWLEDGE CORRESPONDENCE RECEIVED

None

C. TREASURER'S REPORT:

(a) MAUCH CHUNK TRUST COMPANY (Statement balance as of 9/30/2026)

NEW General Fund:	$ 5,017,450.95	State Liquid Fuels Fund:	$ 278,596.07
Sanitation Fund:	$ 520,572.97	Payroll:	$ 4,674.48
Septic Fund:	$ CLOSED	Debit Card	$ 3,884.95
SALDO:	$ 24,206.84	Capital Reserve:	$ 443,419.30
Fire Escrow	$ 28,000.00		
TOTAL:			**$6,320,805.56**

(b) MAUCH CHUNK TRUST COMPANY – Certificates of Deposit (as of 9/30/2026)

Account Ending:	#1841 -	$ 4,049,908.96 (3 month CD)
	#5851 -	$ 293,458.58 (6 month CD)
	#1301 -	$ 2,279,177.86 (12 month CD)
TOTAL:		**$ 6,622,545.40'**

TOTAL FUNDS ON DEPOSIT: $ 12,943,350.96

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

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

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

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

D. NEW BUSINESS

ROGER MECKES, CHAIRMAN

1) **REQUEST TO WAIVE GARBAGE $75.00 LATE FEE (2023-2025) - 70 WHITE OAK DRIVE**
MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to deny the request to waive the $75.00 late fee (2023-2025) for 70 White Oak Drive.

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

2) **DISCUSSION: WASTE MGMT. PERFORMANCE BOND REDUCTION REQUEST TO 50% FOR REMAINING YEARS**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve Waste Managements request to reduce the Performance Bond to 50% for remaining years.

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

3) **REQUEST FROM SCOTT BROWN, HANOVER ENGINEERING TO APPOINT STEVEN R. HAWK AS AN ADDITIONAL SEO FOR PFT**

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to appoint Steven R. Hawk from Hanover Engineering as an additional SEO for PFT.

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

4) **JIM THORPE POLICE/BOROUGH REQUEST FOR FIRE POLICE ASSISTANCE FOR THE JIM THORPE HALLOWEEN PARAGE BEING HELD ON 10/24 AT 2:00 P.M.**

MOTION made by Supervisor Meckes, Second by Supervisor Holland to approve the request from the Jim Thorpe Police\Borough for Fire Police assistance for their Halloween Parade on 10/24 at 2:00 p.m.

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

5) **PFT VOLUNTEER FIRE CO. #1- RESCUE TRUCK/DONATION AGREEMENT**

MOTION made by Supervisor Bartulovich, Second by Supervisor Holland to approve the agreement between PFT & Fire Co. #1 for the rescue truck donation.

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

6) **ADOPT RESOLUTION NO. 8 OF 2026- AUTHORIZING AN APPLICATION TO THE COMMONWEALTH FINANCING AUTHORITY FOR LSA GRANT FOR THE REGIONAL PUBLIC SAFETY RADIO MODERNIZATION PROJECT FOR LEHIGHTON AMBULANCE ASSOCIATION**

MOTION made by Supervisor Bartulovich, Second by Supervisor Bell to adopt Resolution no. 8 of 2026- authorizing an application to the Commonwealth Financing Authority for LSA Grant for the Regional Public Safety Radio Modernization Project for Lehighton Ambulance Association.

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

7) **EASEMENT AGREEMENT WITH JTASD**

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to go forward with the agreement pending the Jim Thorpe Area School District signing with the 30 foot wide easement.

ROLL CALL: RM-no; CB-yes; PH-yes; JD-yes; BB-yes **MOTION** PASSED

AMENDED TO ADD:

MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to spend up to $12,000.00 on material and other associated cost for the trail.
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 $12,000.00 on material and surveying cost for the PFT Recreation Trail.
ROLL CALL: RM-yes; CB-yes; PH-yes; JD-yes; BB-yes **MOTION** PASSED

8) **2026 ROAD PAVING PROJECT: H&K GROUP CHANGE ORDER NO. 2 – ASPHALT CEMENT ADDITIONAL PRICE PER TON- TOTAL COST $16,129.56**
MOTION made by Supervisor Meckes, Second by Supervisor Denier to approve H& K Change Order No.2 for Asphalt Cement additional price per ton, total cost $16,129.56.

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

JAMES DENIER, SUPERVISOR

1) **DISTRIBUTE THE VOLUNTEER FIRE RELIEF FUNDS TO FIRE CO. #1 & #2- $42,015.29 TO EACH COMPANY**
MOTION made by Supervisor Denier, Second by Supervisor Bell to distribute $42,015.29 Volunteer Fire Relief funds to Fire Co. #1 & #2.

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

2) **QUOTES FROM UNDERDOG: REPLACE TREASURER'S MONITORS (2) $241.70 & REPLACE UPS SERVER BACKUP BATTERY $1,109.45**
MOTION made by Supervisor Denier, Second by Supervisor Meckes to approve the quotes from Underdog- Treasurer Monitors (2) total cost $241.70 & Server Backup Battery total cost $1,109.45.

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

PATRICK HOLLAND, SUPERVISOR

1) **AWARD THE 2026\2027 WINTER SNOW REMOVAL BIDS**
MOTION made by Supervisor Holland, Second by Supervisor Bartulovich to accept the Bid from DRS Enterprises in the amount of 8-Ton $225.00 & 2-Ton $175.00 Dump Truck for 2026/2027 Winter Snow Removal.

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

2) **RATIFY GOLF CART REPAIR FROM CHRIS MOSCARITOLO – IGNITION COIL, BATTERY- TOTAL COST $1,167.95**
MOTION made by Supervisor Holland, Second by Supervisor Meckes to ratify the repair to the Gold Cart, total cost $1,167.95.

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

3) **DISCUSSION: TRAIL CONSTRUCTION**

E. PFT PARK AND RECREATION

1) **DISCUSSION: PARK PLAYGROUND EQUIPMENT**
MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to schedule\advertise a Special Meeting on Thursday,10/8/26 at 8:00 a.m.

ROLL CALL: RM-yes; CB-yes; PH-no; JD-yes; BB-yes **MOTION** PASSED

F. REPORTS:

PATRICK HOLLAND, ROADMASTER

ROADMASTER REPORT FOR SEPTEMBER 2026

Roads are looking good, as always if you have any issues please call.

TRANSFER STATION –

1) BULK AMOUNT for SEPTEMBER 2026---$861.00 Year to Date Total: $6,434.00

2026 Prorated Residential Permit	**(7)**	**334.01**
2026 Residential Permit	**(11)**	**1,435.71**
	TOTAL DEPOSITS	**$2,630.72**

2) ADMINISTRATIVE REPORTS –

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

Administrative & Financial Requests: -
Submitted: 6 Responded: 6

Building, Zoning & Septic Requests:
Submitted: 110 Responded: 110
Total Hours: 90.50

G. ZONING DEPARTMENT:

Greg Loftus reviewed the Zoning Report for SEPTEMBER 2026.

H. BUILDING DEPARTMENT:

Amos Valenti submitted the UCC Report for SEPTEMBER 2026.

JANE NEEB IRREVOCABLE LIVING TRUST- MINOR SUBDIVISION - SEWAGE FACILITIES PLANNING MODULE COMPONENT 1

MOTION made by Supervisor Meckes, Second by Supervisor Bell to approve the Jane Neeb Irrevocable Living Trust Minor Subdivision Sewage Planning Module as recommended by the Planning Commission contingent upon Engineer's comments from July 31, 2026, review letter be addressed and the final payment of any outstanding fees.

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

MAZZELLA ENTERPRISE'S STORAGE UNITS- SUBDIVISION & LAND DEVELOPMENT (51-51-A8.03 & 51-51-A8.04) - TIME EXTENSION UNTIL DECEMBER 30, 2026

MOTION made by Supervisor Meckes, Second by Supervisor Bartulovich to approve Mazzella Enterprise's Storage Units, time extension until December 30, 2026, as recommended by the Planning Commission.

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

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

Stacy Venetos- PFT Survey- Planning Commission discussion regarding a community survey on what residents would like to see in the Township.

Deanna Schmoyer- Mazzella Project- discussed the Right of Way on Hatchery Road and the property line and the possibility of dedicating it to the Township.

Dana Lezoche- Short-Term Rental Ordinance- issues with her Development and the Short term rentals and the impact on her and the Community.

BEING NO FURTHER BUSINESS, MEETING WAS ADJOURNED AT 9:23 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 on Monday, November 2nd, at 7:00 p.m.***

2) ***Park and Recreation will hold their monthly meeting on Wednesday, October 21st, at 6:30 p.m. at the Municipal Bldg.***

3) ***The Planning Commission will hold their monthly meeting on Monday, October 26th, at 6:00 p.m. (If needed).***

4) ***The Municipal Building & Transfer Station will be closed on Monday, October 12th for the Columbus Day Holiday***

DANA VITALE
TOWNSHIP SECRETARY

ROGER MECKES
CHAIRMAN, BOARD OF SUPERVISORS