

**FORKS TOWNSHIP, NORTHAMPTON COUNTY
BOARD OF SUPERVISORS**

1-3-2022

**Reorganization Meeting Minutes
January 3, 2022**

The reorganizational meeting of the Forks Township Board of Supervisors was held on Monday, January 3, 2022, at the Forks Township Municipal Building, Easton, PA. Solicitor Pereira opened the meeting at 6:40pm followed by the Pledge of Allegiance.

Board Members:

Ty Corallo, Supervisor
Tim Hughes, Supervisor - virtually
Kelly Keegan, Supervisor
Dan Martyak, Supervisor
John O'Neil, Supervisor

IN ATTENDANCE:

Donna M. Asure, Township Manager
Lisa Pereira, Twp. Solicitor

L. Pereira called for nominations for Chairman of the Board of Supervisors.

D. Martyak nominated John O'Neil as Chairman of the Board of Supervisors.

L. Pereira asked if there were any other nominations. Hearing none she closed the nominations for Chairman. L. Pereira then asked all in favor of the motion to appoint John O'Neil, Chairman signify by saying aye. All in favor. Motion carried.

John O'Neil thanked the board for the appointment and continued the meeting as Chairman.

J. O'Neil asked for nominations for Vice-Chairman of the Board of Supervisors.

T. Hughes nominated Dan Martyak as Vice-Chairman of the Board of Supervisors.

J. O'Neil asked if there were any other nominations for Vice-Chairman. Hearing none, J. O'Neil closed the nominations for Vice-Chairman. J. O'Neil asked all in favor of the nomination of Dan Martyak as Vice-Chairman signify by saying aye. All in favor. Motion carried.

J. O'Neil asked for nominations for Secretary/Treasurer of the Board of Supervisors.

T. Corallo nominated Tim Hughes as Secretary/Treasurer of the Board of Supervisors.

J. O'Neil asked if there were any other nominations for Secretary/Treasurer. Hearing none, J. O'Neil closed the nominations and asked all those in favor of the nomination of T. Hughes as Secretary/Treasurer of the Board of Supervisors to signify by saying aye. All in favor. Motion carried.

Public Comment: none

Announcements – none

T. Corallo made a motion, seconded by K. Keegan to set the Board of Supervisors meeting dates and times as follows – work session – first Thursday of each month at 7:00pm; regular meeting – third Thursday of each month at 7:00pm. Meetings to be held at the Forks Township Municipal Building. All in favor. Motion carried.

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K. Keegan made a motion, seconded by T. Corallo to set the Planning Commission meeting dates and times as follows – regular meetings – second Thursday of each month – 7:00pm; work session, fourth Tuesday of each month – 7:00pm. Meetings to be held at the Forks Township Municipal Building. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to set the Recreation Board meeting dates and times as the third Monday of each month at 6:00pm, excluding July and December, at the Forks Township Community Center. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint Dean Turner as the Vacancy Board with a term to expire December 31, 2022. This motion will be confirmed by a resolution of the board of supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan, to appoint Broughal & DeVito as Township Solicitor for township business, labor and planning at a rate of \$160.00 per hour. Under discussion it was noted that the rate increase from \$150.00 to \$160.00 was the first increase since 2014. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint David Backenstoe, Esq as conflict counsel for Forks Township at a rate of \$150.00 per hour. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Donna M. Asure as Township Manager at a salary of \$96,720.00. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to enter into an employment agreement with Donna M. Asure as Township Manager for the period through January 3, 2023. All in favor. Motion carried.

D. Martyak made a motion, seconded by K. Keegan to appoint Gilmore & Associates as Engineer for Forks Township with rates as established by their fee schedule. Under discussion it was noted that there was a raise of \$10 to \$15/hour per staff member in 2020 and the 2022 rates are increasing \$5.00 an hour over 2020 rates. All in favor. Motion carried.

D. Martyak made a motion to appoint Gilmore & Associates as Sewage Enforcement Officer at rates per current company fee schedule. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint Shawn McGlynn as Flood Plain Administrator at rates as listed on company fee schedule. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint Shawn McGlynn as Forks Township Building Codes Official and Zoning Officer. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint SFM Consulting LLC as 3rd party commercial and residential inspector at rates as listed on company fee schedule. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint Keycodes as alternate 3rd party commercial and residential inspector at rates as listed on company fee schedule. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint Charles Chapman as Emergency Management Coordinator for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

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T. Corallo made a motion, seconded by K. Keegan to appoint Brian Flavelle as Deputy Emergency Management Coordinator and Bryan Weis as Assistant Emergency Management Coordinators for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

K., Keegan made a motion, seconded by T. Corallo to reaffirm the Forks Township Emergency Operations Plan. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Ty Corallo as the principal representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2022. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Dan Martyak as the alternate representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2022. All in favor. carried.

K. Keegan made a motion, seconded by J. O'Neil to appoint Tim Hughes as the representative and T. Corallo as alternate to the Forks Business Association for 2022. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint William Donovan as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2022. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Donna M. Asure as the alternate representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2022. All in favor. Motion carried.

Discussion was held on the annual PSATS conference to be held in Hershey PA, April 24th through the 27th, 2022. The board will look at calendars and advise the township manager prior to the start of registration on January 11, 2022 if they would like to be registered.

K. Keegan made a motion, seconded by T. Corallo to designate the following as Forks Township Depositories – Fidelity Bank. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to approve the following as signatories on all bank accounts, with all checks requiring two signatures -

- John O'Neil – Supervisor
- Daniel Martyak – Supervisor
- Timothy Hughes – Supervisor
- Ty Corallo – Supervisor
- Kelly Keegan – Supervisor

This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint Keystone Collections Group as Earned Income Tax (EIT), Local Services Tax (LST) and Business Privilege Tax collector for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to set the 2022 Act 511 Tax rates for Earned Income, Local Services and mercantile taxes as follows –

- Real Estate Transfer Tax – 1%

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- Earned Income Tax – 1%
- Local Services Tax \$52.00

Mercantile Tax –

- Performance of Services – 1.5 mills
- Wholesale sales of merchandise – 1 mill
- Retail sale of Merchandise – 1.5 mills

This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

D. Martyak made a motion, seconded by K. Keegan to adopt the 2022 Forks Township Fee Schedule.

This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to establish the 2022 fees for trash and recycling collection and sewer use charges as follows –

Trash & Recycling

- Monthly - \$22.00
- Quarterly - \$66.00
- Annually - \$264.00

Sewer use

- Base \$40.00
- Additional Units - \$6.00/unit

This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to authorize the payment of routine bills to avoid late fees, penalties and interest, such as utility bills, recurring monthly bills, etc to be ratified at the next meeting of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint the township manager as Chief Administrative Officer of the township pension plans. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to waive the required employee contribution for the non-uniformed Defined Benefit (DB) pension plan in the amount of 3%. Under discussion the total amount required to be contributed annually to the Defined Benefit plan is 7% of an employees' salary. Under the non-uniformed CBA for the year 2022 employees in this plan are to contribute 4% of their salary with the township contributing 3% from the general fund and/or state aid. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by J. O'Neil to waive the required employee contribution for the non-uniformed Cash Balance (CB) pension plan in the amount of 6%. Under discussion the total amount required to be contributed annually to the Cash Balance plan is 10%. The plan states 5% from the employee and 5% from the township. Under the non-uniformed CBA for the year 2022 employees in this plan are to contribute 4% of their salary with the township contributing the balance of 6% from the general fund. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to set the 2022 mileage rate at 58.5 cents per mile as set by the IRS. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to authorize the advertisement for the intention of appointing a CPA firm to conduct the 2021 audit. All in favor. Motion carried.

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T. Corallo made a motion, seconded by T. Hughes to appoint Michael Shay, ESQ as solicitor for the Zoning Hearing Board at a rate of \$175.00 per hour for 2022. Under discussion it was noted that there is a request to raise the hourly rate from \$150.00 to \$175.00 per hour. Per Mr. Shay his rates have not increased since 2009. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to set the Zoning Hearing Board meetings for the second and third Mondays of each month at 7:00pm as needed. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Donna M. Asure as Right to Know Officer for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to set the municipal building hours of operation as – Administration; Monday through Friday, 7:30am – 4:00pm; Public Works, Police and Recreation at the call of the department heads. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to re-appoint Ian Heck to the Forks Township Planning Commission with a term to expire December 31, 2025. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to re-appoint Matthew Menkowski as alternate to the Forks Township Planning Commission with a term to expire December 31, 2025. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to re-appoint William Carver to the Forks Township Recreation Board with a term to expire December 31, 2026. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to accept the recommendations of the Community Fire Company of Forks Township for the positions of Chief and Deputy Chief as follows –
Jevin Russo - Fire Chief
Pat Mallett - Deputy Chief
All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint the following as Forks Township Fire Police-
Fire police captain -Edmund Lamontagne
Asst captain- Brian Flavelle
Fire police officer- John Fonterosa
All in favor. Motion carried.

Public Comment – none

Adjournment -

Upon a motion by K. Keegan, seconded by T. Corallo, the 2022 reorganizational meeting of the Forks Township Board of Supervisors was adjourned at 7:04 pm. All in favor. Motion carried.