

**FORKS TOWNSHIP, NORTHAMPTON COUNTY**  
**Board of Supervisors**

**07-06-2023**

**Work Session Agenda**  
7:00pm

**Call to Order and Pledge of Allegiance**

**Roll Call**

**Supervisors Comments:**

John O'Neil  
Ty Corallo  
Tim Hughes  
Kelly Keegan  
Dean Turner

**Announcements:**

**Public Comment:**

*Comments from the Public are limited to five minutes and must be in regard to non-agenda items.*

**Treasurer's Report:**

**Total Outstanding Debt.....\$ 3,253,000.00**

- A. Motion to ratify the following online/ACH payments –(action item)
  - AFLAC - ACH - \$348.48 – 6/30/23
  
- B. Motion to ratify payment of vouchers received through June 26, 2023, in the amount of General Fund - \$ 149,954.55; Utility Fund - \$ 66,996.82; Utility Capital - \$ 13,161.72; General Capital Fund - \$ 49,745.99; Escrow Fund - \$ 17.95. (action item)
  
- C. Motion to approve payment of vouchers received through July 3, 2023, in the amount of General Fund - \$ 20,589.10; Real Estate Fund - \$ 112,687.04; Utility Fund - \$ 380,839.53; Utility Capital Fund - \$ 53,356.61; Escrow Fund - \$ 1,071.69. (action item)
  
- D. Motion to approve the following payments to Unity Bank to close or further reduce the following Fidelity Bank accounts –
  - Sewer Tap In Fund - \$27,498.91 – to close account
  - Escrow Fund - \$4,002.01 – to close account
  - Liquid Fuels Fund - \$ 3,360.23 – to close account
  - Utility Fund - \$ 449,525.95 – remains open due to uncashed checks
  - General fund - \$ 625,637.84 – remains open due to uncashed checks and to replenish debit card(action item)
  
- E. Motion to ratify the gross payroll for the pay period ending June 18, 2023, in the amount of \$ 165,108.68 and pay period ending July 2, 2023, in the amount of 171,340.22. (action item)
  
- F. Motion to rescind the approval PO #2880, approved at the June 1, 2023, board of supervisors meeting, to ABE Doors & Windows in the amount of \$11,337.00 to be paid from the General Capital Fund (budgeted) for the replacement of three hollow metal doors and frames at the community center (action item)
  
- G. Motion to ratify PO #2893 to condition One Commercial, in the amount of \$75,000.00 as budgeted in the 2023 General Capital Fund for the replacement of three flat roofs in the municipal building above admin; above zoning and at the fire house. (action item)
  
- H. Motion to approve PO #2902, to Builders Door and Hardware, Inc, in the amount of \$9,909.00, co-stars number 008-E22-1002; as budgeted in the 2023 General Capital Fund for the removal and replacement of two exterior steel doors at the community center. (action item)

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- I. Motion to approve PO #2903, to Best Line Equipment, in the amount of \$6,812.50, for the rental of heavy equipment for the Ramblewood Basin project, to be paid from the Utility Capital Fund. (action item)
- J. Motion to approve PO # 2906, to DeAngelo Contracting Services, in the approximate amount of \$15,000.00 for line stripping throughout the township, to be paid from the general fund. (action item)

**Old Business:**

- A. Approval of Minutes:  
Motion to approve the minutes of the June 15, 2023, regular meeting of the Board of Supervisors. (action item)
- B. Industrial Designation District – (action item)  
Action would be to amend the motion from June 15, 2023 meeting to clarify the hearing date for the Industrial Designation District, as August 3, 2023.
- C. Rescind motion to bid:  
Motion to rescind motion, made at the June 15, 2023, board of supervisors meeting granting permission to advertise for the replacement of three flat roofs as budgeted in the 2023 budget. (action item)

**Action Items:**

- A. Trash Hauler Bids – action item
- B. Penn Strategies (grant writers) – contract renewal (action item)  
Action would be to approve or deny the contract renewal for Forks Township grant writer, Penn Strategies.
- C. Sullivan Trail 2.0 – LOC release –  
Action would be to grant or deny the approval of the request to reduce the letter of credit for Sullivan Trail 2.0, in the amount of \$128,316.76. (action item)
- D. Legacy at Sullivan Trail –
  - i. conditional/final approval (action item) – action would be to approve or deny the request for conditional/final approval of the Legacy at Sullivan Trail land development project.
  - ii. Planning Commissions’ proposed trail using Legacy project recreation fees (discussion)
- E. Forks Village –  
Action would be to grant or deny the waiver request of Forks Village to administratively consolidate lots for the purpose of expanding the basin as part of a NPFES renewal. (action item)
- F. Seifert Properties – (action item)  
Action would be to authorize the Chairman of the Board of Supervisors to sign the M-950AA’s for the Seifert Properties Residential Development Project HOP submissions for stormwater pipe outfall and sanitary connection along Bushkill Drive.
- G. Tosado pension distribution- (action item)  
Action would be to authorize the distribution of pension funds to John Tosado with notification of said action being sent in writing to the trustee, as of August 1, 2023, in accordance with his signed Distribution Election Form.
- H. Resolution 2023-07-06 – (action item)  
Motion to adopt resolution 2023-07-06, a resolution authorizing the destruction of certain records as documented and in accordance with the township record destruction plan. (action item)

**Personnel:**

- A. Pay increases for the following – (action item) – action would be to consider the increases as listed effective this pay period which started July 3, 2023 –
  - Kacee Stout – Director of Finance – increase to \$86,000
  - Mark Roberts – Director of Public Works – increase to \$92,000
  - Alexa Stewart – Accounts Payable clerk – increase to hourly rate in non-uniform agreement of \$28.29/hour

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- B. Hiring of Zoning Administrative Assistant/Planning Administrator – (action item)
  - Consider the approval to hire Katherine Faubert, as zoning administrative assistant/planning administrator at \$28.29/hour and details of employment as outlined in the offer of employment, effective July 17, 2023.
  
- C. Ratify the hiring of Jackson Shollenberger – (action item)
  - Ratify the hiring of Jackson Shollenberger, as a seasonal parks laborer, effective Monday, June 26, 2023, at a rate of \$15.00/hour with no benefits, as recommended by the Director of Parks and Recreation.

**Discussion Items:**

- A. Discussion on policy for the use of township vehicles (possible action item)
  
- B. Anti-declaw and puppy mill pet store ordinance - review of draft ordinance – (possible action item)

**Public Comment**

**Adjournment**

**Future Meetings –**

- July 20, 2023 – regular meeting – board of supervisors – 7:00pm
- August 3, 2023 – work session – board of supervisors – 7:00pm
- August 17, 2023 – regular meeting – board of supervisors – 7:00pm