

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

8-17-2023

Agenda
7:00 pm - Regular Meeting

Open Meeting with Pledge of Allegiance

Roll Call

Supervisors Comments:

John O'Neil - Chairman
Ty Corallo - Vice-Chairman
Tim Hughes – Sec't/Treasurer
Kelly Keegan - Supervisor
Dean Turner – Supervisor

Announcements:

Executive session was held on Tuesday, August 8th at 6pm for personnel issues.
Executive session – Thursday, August 17th at 6pm for personnel issues

Public Comments:

(Comments from the Public are limited to five minutes and must be regarding non-agenda items).

Department Heads Reports

- a. Fire
- b. Police Department
- c. Finance
- d. Parks & Recreation
- e. Public Works
- f. Zoning
- g. Solicitor
- h. Engineer
- i. Township Manager

Hearings:

Presentations:

Posh Properties Land Development Plan (1900 Sullivan Trail) – Conditional/ final approval – action would be needed to consider the request to grant conditional/final approval for this project (action item)

Seifert Residential major subdivision plan (Arndt and Mitman Road) – (action items)

- i. Discussion and action on request to waive recreation fees
- ii. Conditional/preliminary approval – action would be needed to consider the request to grant conditional/preliminary approval for this project

Board Reports:

Planning Commission
FBA Report -

Treasurer's Report: *Secretary/Treasurer Tim Hughes*
Total Outstanding Debt.....\$ 3,253,000.00

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- A. Motion to ratify the following online/ACH payments –(action item)
 - Infradapt – ACH - \$7,050.30 – 8/8/23
 - FP Finance (postage machine) - \$119.00 – 8/15/23
 - Verizon - \$1,499.18 – 7/14/23
 - Civic Plus – (annual fee-hosting) - \$4,725.00 – 8/15/23
- B. Motion to approve vouchers payable received through August 14, 2023, in the amount of General Fund - \$ 251,220.78; General Capital Fund - \$ 50,300.00; Utility Fund - \$ 30,982.15; Utility Capital Fund - \$ 11,601.25; State Liquid Fuels Fund - \$ 9,116.56; Escrow Fund - \$ 45,041.13. (action item)
- C. Motion to ratify the gross payroll for pay period ending August 13, 2023, in the amount of \$ 171,855.20. (action item)
- D. Motion to authorize approval of the line-item adjustments to properly allocate funds within various lines within various departments and funds as recommended by K. Stout, Director of Finance. (action item)
- E. Motion to approve purchase order #2933 to EM Kutz, Inc, costars #025-E22-399, in the amount of \$ 26,863.00 for a replacement body for 2009 International dump truck to be paid from General Capital. (action item)
- F. Motion to approve purchase order #2932 to Star GMC, costars #025-E22-537, in the amount of \$ 52,070.00 for a 2024 GMC Sierra 3500HD mechanics truck to be paid from General Capital. (action item)
- G. Motion to approve purchase order #2931 to EM Kutz, Inc, costars #025-E22-399, in the amount of \$ 16,064.00 for a snowplow package, toolbox, light bar and other needed upfits for the 2024 GMC Sierra 3500HD (mechanics truck) to be paid from General Capital. (action item)

Old Business:

- A. Approval of Minutes:
Motion to approve the minutes of the August 3, 2023, work session of the board of supervisors. (action item)
- B. County Waste of Penna, LLC – actions would be to
 - i. authorize the execution of contract
 - ii. set the annual fee for residential trash and recycling services effective September 1, 2023
 - iii. authorize the solicitor and township manager to update and advertise for a public hearing for the Solid waste ordinance to provide for a 5% late fee penalty for trash/recycling payments
- C. Gas Station use in the Town Center District –
Continued discussion on adding this use to the Town Center District and the possible conditions to be placed on the use. (possible action item)

NEW BUSINESS:

- A. 2023-2024 Insurance Renewal – Action would be to accept the proposal from EHD for the Forks Township commercial insurance package which includes general liability, auto, professional liability, police liability, fire company liability, crime and inland marine for August 18, 2023 through August 17, 2024 in the amount of \$ 169,399.00 and to pay via ACH (action item)
- B. Property Foreclosure registry company – Action would be to approve the agreement with HERA Registry to administer the township's foreclosure registration (action item)

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- C. Resolution 2023-08-17-01 – A resolution updating the township’s fee schedule.
- D. Gilmore Proposal - action would be to accept the proposal from Gilmore & Associates in the approximate amount of \$5000 - \$6000 to provide the engineering specifications, approximate budget, etc to our grant writer for them to apply for the grants related to the Frutchey Hill Road project (action item)
- E. Resolution 2023-08-17-02 – A resolution authorizing the submittal of and execution of documents for the LSA application for Frutchey Hill Road repairs. (action item)
- F. 2024 Budget Work sessions – discussion and direction to staff on dates and times for 2024 budget work sessions for advertising and scheduling purposes (possible action item)

Personnel:

- A. Motion would be to increase park employee, Nathan Bargiel to Laborer II at \$29.31/hour, effective July 6, 2023, based upon passing his pesticide license certification as required as part of the offer of employment and the recommendation of Rachel Sulzbach, Director of Parks & Recreation. (action item)

Public Comment

Adjournment

Future Meetings –

- August 22, 2023 – Joint work session with planning commission – 7:00pm
- August 24, 2023 – Joint meeting with Tatamy Borough – Tatamy – 7:00pm
- September 7, 2023 – Work session – 7:00pm
- September 21, 2023 – Regular meeting – 7:00pm