

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

10-19-2023

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, October 10th after budget work session for personnel issues.
Executive Session held Thursday, October 19th at 6:00pm for personnel issues

Public Comments:

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

Presentations:

Swearing in of –

- ✓ Captain Shawn Hummer
- ✓ Officer James Parsons
- ✓ Officer Jason Rosenberg

Zelenkofske Axelrod, LLC – presentation of 2022 audit – Board of supervisors acknowledge receipt of 2022 audit (for the record)

Department Heads Reports

- a. Fire
- b. Police Department
 - Use of township firearms range for a training by outside company – discussion and possible action item
- c. Finance
- d. Parks & Recreation
- e. Public Works
- f. Zoning
- g. Solicitor
- h. Engineer
- i. Township Manager
 - The annual Minimum Municipal Obligation (MMO) payment was submitted to the pension plans as required by law for 2023. (for the record)

Hearings: none

Board Reports:

Planning Commission
FBA Report -

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Treasurer's Report: *Secretary/Treasurer Tim Hughes*

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

- A. Motion to ratify the following online/ACH payments –(action item)
 - Infradapt – ACH - \$7,050.30 – 10/10/23
 - FP Finance (postage machine) - \$119.00 – 10/10/23
 - Verizon - \$2,027.86 – 10/17/23
- B. Motion to approve vouchers payable received through October 16, 2023, in the amount of General Fund - \$ 528,766.14; General Capital Fund - \$ 115,328.46; Utility Fund - \$ 18,899.64; Utility Capital Fund - \$ 315.00; Recreation Capital Fund - \$ 21,302.84; State Liquid Fuels Fund - \$ 19,188.30; Escrow Fund - \$ 27,253.18. (action item)
- C. Motion to ratify the gross payroll for pay period ending October 8, 2023, in the amount of \$ 164,710.44. (action item)
- D. Motion to approve purchase order #2958 to Reading Fire Equipment, co-stars #012-E22-265, in the amount of \$ 15,406.16, for four sets of uniforms, to be paid from the fire department allocation. (action item)
- E. Motion to approve purchase order #2960 to H&K Group, Inc costars #5610-36, in the amount of \$13,968.81 for the inhouse paving of Gollub Park to be paid from the General Capital Fund. (action item)
- F. Motion to amend PO #2708, originally approved January 20, 2022, to Five-Star, now Ascendance Trucks, for the purchase of an International 10-ton dump truck, for an additional \$14,365.00 increase to the cost of the chassis, to be paid from the General Capital Fund and authorize the Chairman of the Board of Supervisors to execute the agreement. (action item)
- G. The foreign fire insurance, in the amount of \$130,443.69 was paid in today's bills, the required form 706B has been submitted to the state and the check will be given to the Forks Township Relief Association tomorrow. (for the record)
- H. Motion to authorize the advertisement for the intention of appointing a CPA firm to conduct the 2023 audit. (action item)
- I. 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)

Old Business:

A. Approval of Minutes:

Motion to approve the minutes of the October 5, 2023, work session of the board of supervisors. (action item)

Motion to approve the minutes of the October 10, 2023, budget work session of the board of supervisors (action item)

Motion to approve the minutes of the October 16, 2023, budget work session of the board of supervisors (action item)

NEW BUSINESS:

- A. Motion to authorize the township solicitor to send the draft ordinance which contains updates to the Forks Township SALDO to the appropriate agencies and to advertise for a public hearing (action item)

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- B. Motion to authorize the township solicitor to advertise an amendment to the solid waste ordinance adding penalties for non-payment of fees. (action item)
- C. Road dedication – Riverview – resolutions will be the action item necessary to approve the dedication of roads to the township.
- D. Motion to ratify the execution of the TAG grant in the amount of \$33,700.00 for the purchase of gas and oil pipeline detection equipment for use by the fire company (action item)
- E. Motion to authorize the township manager to advertise for a part time Human Resource generalist to begin January 2024 (action item)
- F. Motion to authorize the township solicitor to prepare an ordinance and advertise for a hearing to rescind Chapter 118 – Moving Permits, of the Forks Township code of ordinances. (action item)

Personnel:

- A. Motion to increase Glenn Patterson and Jhon Montero to Laborer II, \$29.31/hour contingent upon completing the pesticide exams during the week of October 16, 2023. (action item)
- B. Motion to approve the hiring of Lauren Brodt as part time community center monitor for approximately 17 hours per week with an hourly rate of \$15.00 per hour, with no benefits, effective Monday, October 23, 2023, as recommended by Rachel Sulzbach, Director of Parks and Recreation (action item)

Public Comment

Adjournment

Future Meetings –

- October 23, 2023 – Budget work session – 5:30pm
- October 30, 2023 – Work session – 5:30pm
- November 2, 2023 – Joint work session with planning commission – 7:00pm
- November 13, 2023 – possible work session – 5:30pm
- November 16, 2023 – Regular meeting – Board of Supervisors – 7:00pm
- December 7, 2023 – Regular work session Board of Supervisors – 7:00pm
- December 21, 2023 – Regular meeting - Board of Supervisors – 7:00pm