

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

**1-2-2024**

**Swearing In and Reorganization Meeting Minutes  
January 2, 2024**

The swearing in of township officials and the reorganizational meeting of the Forks Township Board of Supervisors was held on Tuesday, January 2, 2024, at the Forks Township Municipal Building, Easton, PA. Solicitor Pereira opened the meeting at 6:15pm followed by the Pledge of Allegiance.

The first order of business was for Solicitor Pereira to swear in the newly elected officials. Dean Turner was sworn in as Township Supervisor to begin his six year term. Keith McCarthy was then sworn in as the newly elected township auditor which is also a six year term.

Mr. Turner then took his place on the dais with the board members to begin the reorganization meeting.

**Board Members:**

Ty Corallo, Supervisor  
Tim Hughes, Supervisor  
John O'Neil, Supervisor  
Dean Turner, Supervisor

**IN ATTENDANCE:**

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

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

T. Hughes made a motion to nominated John O'Neil as Chairman of the Board of Supervisors. Seconded by T. Corallo. 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. Mr. O'Neil continued the meeting as Chairman.

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

T. Hughes nominated Ty Corallo as Vice-Chairman of the Board of Supervisors. Seconded by D. Turner. 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 Ty Corallo 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. Seconded by D. Turner. 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

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Announcements – none

T. Corallo made a motion, seconded by D. Turner 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.

D. Turner made a motion, seconded by T. Hughes 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.

T. Hughes made a motion, seconded by T. Corallo to appoint Anthony Glory as the Vacancy Board with a term to expire December 31, 2024. This motion will be confirmed by Resolution 2024-01-02-01 of the board of supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to appoint Broughal & DeVito as Township Solicitor for township business, labor and planning at a rate of \$165.00 per hour. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to appoint David Backenstoe, Esq as conflict counsel for Forks Township at a rate of \$160.00 per hour. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to appoint Donna M. Asure as Township Manager at a salary of \$124,800.00. This motion will be confirmed by Resolution 2024-01-02-02 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to enter into an employment agreement with Donna M. Asure as Township Manager for the period through January 3, 2025. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to approve the personnel listing, including name, position and salary of all township employees for the year 2024. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to appoint Gilmore & Associates as Engineer for Forks Township with rates as established by their fee schedule. Roll call vote: T. Hughes, yes; J. O'Neil, yes; T. Corallo, yes; D. Turner, no. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Gilmore & Associates as Sewage Enforcement Officer at rates per current company fee schedule. All in favor. Motion carried.

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

D. Turner made a motion, seconded by T. Corallo to appoint Shawn McGlynn as Forks Township Building Codes Official and Zoning Officer. This motion will be confirmed by Resolution 2024-01-02-03 of the Board of Supervisors. All in favor. Motion carried.

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

T. Hughes made a motion, seconded by D. Turner to appoint Keycodes as alternate 3<sup>rd</sup> party commercial and residential inspector at rates as listed on company fee schedule. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to appoint Jayson Mitch as Forks Township Assistant Zoning Officer. All in favor. Motion carried.

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T. Hughes made a motion, seconded by D. Turner to appoint Charles Chapman as Emergency Management Coordinator for Forks Township. This motion will be confirmed by Resolution 2024-01-02-04 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Brian Flavelle as Deputy Emergency Management Coordinator and Bryan Weis and Daniel Nikeyev as Assistant Emergency Management Coordinators for Forks Township. This motion will be confirmed by Resolution 2024-01-02-04 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to reaffirm the Forks Township Emergency Operations Plan. This motion will be confirmed by Resolution 2024-01-02-05 of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to appoint Dean Turner as the principal representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2024. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to appoint Donna M. Asure as the alternate representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2024. All in favor. carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Dean Turner as the representative to the Forks Business Association for 2024. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Kacee Stout as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2024. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to appoint Donna M. Asure as the alternate representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2024. All in favor. Motion carried.

Discussion was held on the annual PSATS conference to be held in Hershey PA, April 14<sup>th</sup> through the 17<sup>th</sup>, 2024. The board will look at calendars and advise if they can attend.

T. Hughes made a motion, seconded by D. Turner to approve the attendance of Dean Turner and to authorize the township manager to complete the registration necessary for the PSATS Annual conference, April 14 – 17<sup>th</sup>, 2024 and to pay associated fees and travel. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to appoint Dean Turner as voting delegate at the PSATS Annual Conference. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to designate the following as Forks Township Depositories – Unity Bank and Fidelity Bank. This motion will be confirmed by Resolution 2024-01-02-06 of the Board of Supervisors. All in favor. Motion carried.

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

- John O'Neil – Supervisor
- Ty Corallo - Supervisor
- Timothy Hughes – Supervisor
- Dean Turner – Supervisor

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This motion will be confirmed by Resolution 2024-01-02-07 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner 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 Resolution 2024-01-02-08 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to set the 2024 Act 511 Tax rates for Earned Income, Local Services and mercantile taxes as follows –

- Real Estate Transfer Tax – 1%
- 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 Resolution 2024-01-02-09 of the Board of Supervisors. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to adopt the 2024 Forks Township Fee Schedule. This motion will be confirmed by Resolution 2024-01-02-10 of the Board of Supervisors. Under discussion, T. Corallo asked if the fee schedule could be reviewed by the board of supervisors during the budget discussions this fall. The township manager will add this to a budget work session agenda. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to establish the 2024 fees for trash and recycling collection and sewer use charges as follows –

Trash & Recycling

- Quarterly - \$87.50 (annual fee of \$350.00)

Sewer use

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

This motion will be confirmed by Resolution 2024-01-02-11 of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes 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.

D. Turner 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 Resolution 2024-01-02-12 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to waive the required employee contribution for the non-uniformed Defined Benefit (DB) pension plan in the amount of 2%. 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 2023 employees in this plan contributed 5% of their salary with the township contributing 2% from the general fund and/or state aid. During negotiations of a new agreement this past year, the contribution is to remain at 5% from the employee and 2% from the township for the length of the new agreement, which is three years. This motion will be confirmed by Resolution 2024-01-02-13 of the Board of Supervisors. All in favor. Motion carried.

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T. Corallo made a motion, seconded by T. Hughes to set the 2024 mileage rate at 67.0 cents per mile as set by the IRS. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Shay, Santee, Kelhart & Deschler, LLC as solicitor for the Zoning Hearing Board at a rate of \$150.00 per hour for 2024. All in favor. Motion carried.

D. Turner 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.

T. Hughes made a motion, seconded by D. Turner to appoint Donna M. Asure as Right to Know Officer for Forks Township. This motion will be confirmed by Resolution 2024-01-02-14 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo 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. The board discussed the various hours the departments work. T. Hughes and D. Turner rescinded their motion and second for the original motion. T. Corallo made a motion, seconded by T. Hughes to set the following hours - Administration – 7:30am – 4:00pm; Parks and Public Works – 6:30am – 3:00pm; Community Center as advertised; Police as scheduled. Any deviation from the normal working hours shall be discussed with and approved by the township manager. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Hughes to re-appoint Matthew Sprung as a permanent member of the Forks Township Planning Commission with a term to expire December 31, 2027. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to re-appoint Anthony Klapatch as a permanent member of the Forks Township Planning Commission with a term to expire December 31, 2027. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to re-appoint Huntington Keim as alternate member of the Forks Township Planning Commission with a term to expire December 31, 2027. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to accept the recommendations of the Community Fire Company of Forks Township for the positions of Chief and Deputy Chief as follows –  
Michael Vinci - Fire Chief  
Patrick Mallett - Deputy Chief. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to appoint the following as Forks Township Fire Police-  
Edmund Lamontagne  
Brian Flavelle  
John Fonterosa. All in favor. Motion carried.

Public Comment – none

Adjournment -

Upon a motion by T. Corallo, seconded by D. Turner the 2024 reorganizational meeting of the Forks Township Board of Supervisors was adjourned at 6:48pm. All in favor. Motion carried. The board then went into the advertised work session.