

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

1-3-2023

**Reorganization Meeting Minutes
January 3, 2023**

The reorganizational meeting of the Forks Township Board of Supervisors was held on Monday, January 3, 2023, at the Forks Township Municipal Building, Easton, PA. Solicitor Pereira opened the meeting at 5:00pm followed by the Pledge of Allegiance.

Board Members:

Ty Corallo, Supervisor
Tim Hughes, Supervisor
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.

K. Keegan 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 commented on getting things done by working together. 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.

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.

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

K. Keegan made a motion, seconded by T. Corallo 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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T. Hughes made a motion, seconded by K. Keegan 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 Jean-Pierre Bemelmans as the Vacancy Board with a term to expire December 31, 2023. This motion will be confirmed by Resolution 2023-01-03-01 of the board of supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by D. Turner to appoint Broughal & DeVito as Township Solicitor for township business, labor and planning at a rate of \$160.00 per hour. All in favor. Motion carried.

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

T. Hughes made a motion, seconded by K. Keegan to appoint Donna M. Asure as Township Manager at a salary of \$100,588.80. This motion will be confirmed by Resolution 2023-01-03-02 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes 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, 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: K. Keegan, yes; 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. Corallo 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 Resolution 2023-01-03-03 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes 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. Hughes made a motion, seconded by T. Corallo to appoint Keycodes as alternate 3rd 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 T. Corallo to appoint Charles Chapman as Emergency Management Coordinator for Forks Township. This motion will be confirmed by Resolution 2023-01-03-04 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to appoint Brian Flavelle as Deputy Emergency Management Coordinator and Bryan Weis as Assistant Emergency Management Coordinators for Forks

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Township. This motion will be confirmed by Resolution 2023-01-03-04 of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to reaffirm the Forks Township Emergency Operations Plan. This motion will be confirmed by Resolution 2023-01-03-05 of the Board of Supervisors. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Donna M. Asure as the principal representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2023. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to appoint Ty Corallo as the alternate representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2023. All in favor. carried.

K. Keegan made a motion, seconded by T. Corallo to appoint Dean Turner as the representative to the Forks Business Association for 2023. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to appoint Kacee Stout as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2023. All in favor. Motion carried.

K. Keegan 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, 2023. All in favor. Motion carried.

Discussion was held on the annual PSATS conference to be held in Hershey PA, April 23rd through the 26th, 2023. The board will look at calendars and advise the township manager prior to the start of registration on January 10, 2023, if they would like to be registered.

T. Hughes made a motion, seconded by T. Corallo to authorize the township manager to register the staff and elected officials that will be attending the PSATS Annual conference, April 23 – 26th, 2023 and to pay associated fees and travel. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to appoint Donna M. Asure 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 – Fidelity Bank. This motion will be confirmed by Resolution 2023-01-03-06 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo 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
- Kelly Keegan – Supervisor

This motion will be confirmed by a Resolution 2023-01-03-07 of the Board of Supervisors. All in favor. Motion carried.

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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 2023-01-03-08 of the Board of Supervisors. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to set the 2023 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 2023-01-03-09 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to adopt the 2023 Forks Township Fee Schedule. This motion will be confirmed by Resolution 2023-01-03-10 of the Board of Supervisors. All in favor. Motion carried.

D. Turner made a motion, seconded by K. Keegan to establish the 2023 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 Resolution 2023-01-03-11 of the Board of Supervisors. All in favor. Motion carried.

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

T. Corallo made a motion, seconded by K. Keegan to appoint the township manager as Chief Administrative Officer of the township pension plans. This motion will be confirmed by Resolution 2023-01-03-12 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 are to contribute 5% of their salary with the township contributing 2% from the general fund and/or state aid. This motion will be confirmed by Resolution 2023-01-03-13 of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to set the 2023 mileage rate at 62.5 cents per mile as set by the IRS. All in favor. Motion carried.

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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 2023. Roll call vote: K. Keegan, no; T. Hughes, yes; J. O'Neil, yes; T. Corallo, yes; D. Turner, no. Motion carried.

D. Turner made a motion, seconded by T. Hughes 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 D. Turner to appoint Donna M.ASURE as Right to Know Officer for Forks Township. This motion will be confirmed by Resolution 2023-01-03-14 of the Board of Supervisors. All in favor. Motion carried.

T. Hughes 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.

D. Turner made a motion, seconded by T. Corallo to re-appoint Kevin Jiorle as a permanent member of the Forks Township Planning Commission with a term to expire December 31, 2026. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to re-appoint Eric Konecke as a permanent member of the Forks Township Planning Commission with a term to expire December 31, 2026. All in favor. Motion carried. All in favor. Motion carried.

D. Turner made a motion, seconded by K. Keegan to appoint Matthew Menkowski as permanent member of the Forks Township Planning Commission with a term to expire December 31, 2024. All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint Anthony Klapatch as permanent member to the Forks Township Planning Commission with a term to expire December 31, 2023. (filling the seat of Dean Turner). All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to appoint Jeremy McIntosh as an alternate member of the Forks Township Planning Commission with a term to expire December 31, 2025. (filling the seat of M. Menkowski). All in favor. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to reaffirm the appointments and terms which expire December 31st of the year listed, of all Forks Township planning commission members as follows:

- Klapatch, Anthony – permanent member - 2023
- Sprung, Matthew – permanent member - 2023
- Rusnak, Robert – permanent member – 2024
- Menkowski, Matthew – permanent member – 2024
- Heck, Ian – permanent member - 2025
- Konecke, Eric – permanent member – 2026
- Jiorle, Kevin - permanent member – 2026
- Keim, Hunter – alternate member – 2023
- McIntosh, Jeremy – alternate member – 2025

All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to re-appoint Adrian Cousens to the Forks Township Zoning Hearing Board with a term to expire December 31, 2026. Roll call vote: K. Keegan, no; T. Hughes, yes; J. O'Neil, yes; T. Corallo, yes; D. Turner, yes. Motion carried.

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T. Corallo made a motion, seconded by T. Hughes to re-appoint Robert Kimmel to the Forks Township Zoning Hearing Board with a term to expire December 31, 2027. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to reaffirm the appointments and terms, which expire December 31st of the year listed, of all Forks Township Zoning Hearing Board members as follows -

- Katherine Fina – 2023
- Christopher Karfakis – 2024
- Michael Handzo – 2025
- Adrian Cousens – 2026
- Robert Kimmel – 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.

D. Turner 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 T. Corallo, seconded by K. Keegan, the 2023 reorganizational meeting of the Forks Township Board of Supervisors was adjourned at 5:24 pm. All in favor. Motion carried.