

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

01-03-2023

Work Session Minutes

A work session of the Forks Township Board of Supervisors was held on Tuesday, January 3, 2023, immediately following the annual reorganizational meeting and was held at the Forks Township Municipal Building, Easton, PA. Chairman O'Neil opened the meeting.

BOARD MEMBERS:

John O'Neil, Chairman
Ty Corallo, Vice Chairman
Tim Hughes, Secretary/Treasurer
Kelly Keegan, Member
Dean Turner, Member

IN ATTENDANCE:

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

Supervisors Comments:

Chairman O'Neil – none

T. Corallo - none

T. Hughes – none

K. Keegan – none

D. Turner - none

Public Comment: none

Announcements:

Treasurer's Report –

The township total debt is \$4,091,000.00

T. Hughes made a motion, seconded by K. Keegan to ratify vouchers payable received through December 27, 2022, in the amount of General Fund - \$ 110,368.23; Utility Fund - \$ 13,137.95; State Liquid Fuels - \$ 24,397.65; Escrow Fund - \$ 36,922.93. All in favor. Motion carried.

The approval of payroll ending January 1, 2023, will be approved at a future meeting.

Old Business

Approval of Minutes

The approval of the minutes of the December 15, 2022, meeting will be tabled until a future meeting.

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Personnel –

T. Hughes made a motion, seconded by D. Turner, to increase Logan Buskaritz from Laborer II to Laborer III at \$31.03 per hour, effective January 2, 2023, as recommended by Public Works Director Mark Roberts. Under discussion the board asked the reason behind this request. D. Asure explained that Public Works Director felt that this employee has proven himself to deserve to be a Level III due to having obtained his Class A CDL and he has shown he can operate all of the various equipment used in the department. All in favor. Motion carried.

Action Item:

Travel to GFOA

K. Keegan made a motion, seconded by T. Corallo to authorize Kacee Stout, Director of Finance, to attend the GFOA Annual Conference on April 2 through April 5, 2023, at the Hershey Lodge and Convention Center at a cost of approximately \$1081.50 plus mileage and meals. All in favor. Motion carried.

Authorization to advertise for Trash and recycling bid -

K. Keegan made a motion, seconded by D. Turner to authorize the township solicitor, township manager and public works director to prepare the bid specifications and advertise for trash and recycling contract. All in favor. Motion carried.

Steeplechase North – Phase V –

K. Keegan made a motion, seconded by T. Corallo to approve the bill of sale for the sanitary sewer lines in the Steeplechase North, Phase V, development and authorize the Chairman of the board of supervisors to execute the document. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the close out of the Steeplechase North, Phase V land development project, to return the letter of credit in the amount of \$165,908.44 and close the escrow when all professional invoices have been paid as recommended by Gilmore & Associates. All in favor. Motion carried.

Victaulic Guest House Parking Lot Expansion

T. Corallo made a motion, seconded by K. Keegan to acknowledge the close out of the maintenance period and project of the Victaulic Guest House Parking Lot Expansion land development project as recommend by Gilmore and Associates letter of December 15, 2022, and to close the escrow when all professional invoices have been paid. All in favor. Motion carried.

Discussion Items –

Public Comment-

J. O'Neil reported that there was a fire on Kirkland Road, and he had been contacted concerning the access road that appears to be impassable at this time. Mr. O'Neil asked that the township manager, Director of Public Works and solicitor look into this issue.

K. Keegan made a motion, seconded by T. Corallo to adjourn the meeting at 5:34pm. All in favor. Motion carried.