

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

1-19-2023

Regular Meeting Minutes

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, January 19, 2023 at the Forks Township Municipal Building, Easton, PA. Vice-Chairman Corallo opened the meeting at 7:00p.m., followed by the Pledge of Allegiance.

BOARD MEMBERS:

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

IN ATTENDANCE:

Lisa Pereira, Twp. Solicitor
Sean Policelli, Twp. Engineer
Donna M. Asure, Township Manager
Mark Roberts, Director of Public Works
Rachel Sulzbach, Director of Parks and Recreation
Kacee Stout, Director of Finance
Mike Friel, Assistant Chief of Police
Mike Vinci, Fire Chief

Supervisors Comments:

J. O'Neil, Chairman – absent

T. Corallo, Vice-Chairman – none

T. Hughes, Sec't/Treasurer –

T. Hughes stated that with the new payroll system we are now printing pay checks in house. We do have employees with live checks which require signatures and has discussed with the township manager and fiscal using electronic signatures on these limited number of checks. The board gave the go ahead to use the electronic signatures of two supervisors on the pay roll checks.

T. Hughes also discussed that he has been working with fiscal to approve on-line payments. This will save in check printing as well as postage and will avoid certain invoices from incurring late fees that require contacting the vendor to remove. The online payments will be ratified at the next board meeting under the treasurer's report.

K. Keegan, member –

K. Keegan stated there was an open space committee meeting on January 11, 2023. The next meeting is February 8th. She was disappointed that the newsletter arrived at some homes later than anticipated as it contained an important article on open space. R. Sulzbach explained that the newsletter was set to "drop" on January 2nd but is sent bulk mail which is at the mercy of the post office as to when it is delivered. K. Keegan stated the committee is moving forward.

D. Turner – none

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Announcements:

T. Corallo announced there was an executive session held this evening prior to the meeting at 6:00pm for discussion on personnel and possible litigation issues. No decisions were made in executive session.

Public Comment: none

Hearings:

Ordinance 391– Swimming Pool – impervious surface

Vice-Chairman Corallo opened the hearing at 7:04pm.

L. Pereira explained that the hearing is required by law to consider the amendments to the zoning ordinance. The ordinance was properly advertised. The ordinance was sent to the LVPC, and Forks Township PC as required. LVPC did do a formal review but acknowledged receipt. The Forks Township PC recommended against the ordinance. They felt above ground pools should be included and there should be no limit of impervious surface for pools. D. Turner responded that this was discussed at the joint meeting last November of the board of supervisors and the planning commission and is recommended by our zoning officer, Shawn McGlynn. It allows for a small increase in impervious surface for non-conforming lots but requires a reviewed and approved storm water infiltration system plan.

There was no public comment.

Chairman O'Neil closed the hearing at 7:08pm.

K. Keegan made a motion, seconded by D. Turner to adopt ordinance 391 an ordinance of the Township of Forks, Northampton County, Pennsylvania, amending chapter 200, Zoning, Article V, Use regulations, 200-28, additional regulations, subsection H, Accessory uses, of the code of the Township of Forks. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

Presentations – none

Invited Guest Reports:

Planning Commission – no report

FBA –

D. Turner stated he attended his first meeting as the board's representative to the FBA. They discussed many upcoming events including the Shamrock Shuffle. They are looking for donations for this event.

Treasurer's Report –

T. Hughes reported that the township's outstanding debt is \$4,091,000.00.

T. Hughes made a motion, seconded by K. Keegan to ratify the following online/ACH payments –

- ZOOM in the amount of \$149.00
- Infradapt - \$7050.00
- Finance Pro (monthly postage machine fee) - \$119.00
- Verizon Wireless invoices - \$1,471.39
- Reed training and Associates (police training for two officers) - \$1,260.00
- Gracie Survival Tactics (police training for two officers) - \$2,400.00

All in favor. Motion carried.

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T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through January 17, 2023, in the amount of General Fund - \$ 247,336.39; Real Estate Fund - \$ 27,243.25; General Capital Fund - \$ 7,490.01; Utility Fund - \$ 518,373.67; State Liquid Fuels Fund - \$ 9,792.73; Escrow Fund - \$ 12,818.43. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable to District Court 03-2-09 for the filing of six civil complaints in the total amount of \$1,260.50. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for pay period ending January 1, 2023, in the amount of \$168,517.67 and gross payroll for the pay period ending January 15, 2023, in the amount of \$ 161,768.70. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2826 to Fisher & Sons, costars contract #029-038, in the amount of \$8,735.00 for turf materials as requested by parks and recreation. All in favor. Motion carried.

OLD BUSINESS

Minutes

K. Keegan made a motion, seconded by D. Turner to approve the minutes of the December 15, 2022, regular meeting of the Board of Supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the minutes of the January 3, 2023, reorganization meeting of the board of supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the minutes of the January 3, 2023, work session of the board of supervisors. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to approve the minutes of the January 5, 2023 work session minutes, with the following correction, Under Supervisors comments – T. Hughes – The list will be on the February 2nd work session of the board of supervisors (not December 15th). All in favor. Motion carried.

NEW BUSINESS –

Winter Maintenance Contract –

T. Hughes made a motion, seconded by D. Turner to ratify the winter maintenance agreement with Alfero Company for costs as outlined in their 2022-2023 snow removal proposal, to be used at the discretion of the Director of Public Works. Under discussion T. Hughes asked Director of Public Works Mark Roberts about this contract. It was explained that the township contracts with two outside vendors that are used during extreme weather emergencies to keep up with the plowing of the roads. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O’Neil, absent. Motion carried.

Tri-Bros Enterprises LOC –

T. Hughes made a motion, seconded by D. Turner to authorize the township manager and township solicitor to proceed with drawing upon the letter of credit with Fulton Bank for Tri Bros Enterprises, LLC, due to applicant default under the subdivision and land development agreement dated July 8, 2014. Under discussion L. Pereira explained to the board that this entity is behind in paying invoices to the township and has ignored repeated attempts to bring their account current. The agreements with the

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township allow the township to draw upon the letter of credit for instances such as this. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

197 Paula Road – NP Forks Township –

Discussion took place concerning the Commerce 33 project on Padula Road. The developer was represented via ZOOM with project engineers and site contractor representative. The developer had originally requested a \$2.8 million dollar reduction in their letter of credit which was recommended for approval by Gilmore & Associates. Due to the concerns raised by the township Director of Public Works the reduction is not on the agenda for consideration at tonight's meeting until the discussion can be had by the board on the concerns. S. Policelli stated he just learned of the concerns last Friday. He stated that his inspector noticed issues but when brought to the attention of the site contractor was told that the issues were fine. Discussion followed on the concern of the height difference from the pathway to the edge of the road, the path is to be 8 feet wide and is only 8 inches in places. The path along Glover Road is to be concrete and has been done in asphalt. The developer stated that he has paid thousands of dollars to the township for inspections and none of these issues were raised. D. Turner stated that the developer has paid Gilmore & Associates for the inspections and stated he was concerned about the inspections that were done. The Director of Public Works is concerned about many of these issues and believes the curbing deferral should be called in now by the board to address some of the issues occurring along the roadway. S. Policelli agreed that the board is able to call in the curbing deferral at this time.

D. Turner made a motion, seconded by T. Hughes to call the deferral for curbing on Padula Road immediately. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

Under further discussion the board asked about the curbing and the cost. S. Policelli stated a cost estimate would need to be put together on the curbing and any outstanding issues. The board asked that the letter of credit reduction as well as additional information for the cost of the items discussed tonight be placed on the February 2, 2023, work session.

Staff attending PSATS -

The board discussed with the Director of Public Works and the township manager the upcoming PSATS conference and the possible benefits of sending the public works department employees to the event for one day. There is a large exhibit hall, inside and out, with the latest machinery and equipment as well as seminars throughout the day. The cost is \$175 per person as they do not have a day rate. We could use township vehicles or rent a van and provide lunch. The board discussed the many benefits to continued training and education for all. The Director of Parks & Recreation was asked if there would be any benefit to sending her parks staff and she replied that there are really not many seminars geared to her department at PSATS.

K. Keegan made a motion, seconded by T. Hughes to send the public works employees (10 or 11) to the PSATS conference for one day on Monday, April 24, 2023, and provide transportation and lunch. All in favor. Motion carried.

Personnel – none

Department Head reports

Fire –

- Report on drive

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- T. Hughes asked about the number of false alarms. It was explained that they make up about 33% of the calls per year and are a mix of both commercial and residential.
- It was explained that the fire company will be using 600 Kuebler Road as a training opportunity before the building is demolished.

Police –

- Report on drive
- T. Hughes asked if future reports could contain a comparison to numbers for last year. It will be done.

Fiscal –

- Report on the drive
- T. Hughes stated that he likes the new format and appreciated the reports that were provided and the work that K. Stout is doing.

Parks & Recreation –

- Report on drive

Public Works –

- Report on drive
- The board was informed that so far this year there has been four snow events.
- 577 Christmas trees have been picked up.
- The crew is patching roads and street sweeping while the weather cooperates.

Zoning –

- Report on drive

Solicitor –

- nothing additional

Engineer –

- It was reported that since there was no planning commission report that the Richmond Road land development is moving forward as well as the Lafayette college which just received approval from the planning commission.
- D. Turner asked about the meeting scheduled for Friday, January 20th with DEP. The board was told that this is in response to the last meeting where S. Policelli was told to set up a meeting with DEP on the Zucksville flooding project.

Township Manger –

- Report on the drive

Public Comment- none

K. Keegan made a motion, seconded by D. Turner to adjourn the meeting at 8:08pm. All in favor. Motion carried.

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