

**FORKS TOWNSHIP, NORTHAMPTON COUNTY**  
**Board of Supervisors**

**2-02-2023**

**Work Session Minutes**

A work session of the Forks Township Board of Supervisors was held on Thursday, February 2, 2023, at the Forks Township Municipal Building, Easton, PA. Chairman O'Neil opened the meeting at 7:00 p.m., followed by the Pledge of Allegiance.

**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  
Mark Roberts, Director of Public Works  
Kacee Stout, Director of Finance  
Mike Friel, Assistant Chief of Police  
Lisa Pereira, Township Solicitor  
Sean Policelli – Gilmore & Associates, engineer

**Supervisors Comments:**

Chairman O'Neil –

J. O'Neil stated that he saw the new digital sign board lite up at the front entrance of the complex and it looks good.

T. Corallo - none

T. Hughes –

T. Hughes reported that he attended the "Wrestle like a girl" wrestling match over the weekend at the community center. It was very well attended, and the staff did a very good job with the event.

K. Keegan –

K. Keegan gave an update on the open space task force. The next committee meeting will be Wednesday, February 8<sup>th</sup> and will be attended by Sherry Acevedo from the county and Jason Smith of Bushkill Township. The committee is planning public outreach through flyers, the township website, attendance at various organization's meetings throughout the township and speaking to residents. The committee will be approaching the board of supervisors at their March meeting to have the referendum to impose an additional earned income tax for open space on the upcoming November ballot. The deadline to have this to the county election department is August. Currently 10 municipalities have an open space program with more looking into the possibility of doing this.

D. Turner - none

**Announcements:**

J. O'Neil announced there will be an executive session tonight immediately following this meeting concerning personnel issues.

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**Public Comment:** none

**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 February 1, 2023, both by check and online as follows –

- Davidheiser's – check - \$198.00
- Constant Contact (ACH) – annual renewal - \$346.50
- Selective Insurance (ACH) - \$272.00
- Savvy Citizen (ACH) - \$600.00 annual renewal

Under discussion, J. O'Neil asked about the Savvy Citizen invoice. He stated that he had believed the new website would be doing this. D. Asure reported that the new website does send alerts but not easily from mobile devices as we use now when out on the road. Savvy Citizen lowered their fees from \$3890.00 per year to \$600.00 per year. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through January 31, 2023, in the amount of General Fund - \$ 57,336.42; Utility Fund - \$ 36,050.08; Utility Capital - \$540.94; State Liquid Fuels - \$ 1,304.37; Escrow Fund - \$ 47,232.90; ARPA - \$18,174.10. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for pay period ending January 29, 2023, in the amount of \$ 197,594.80. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve PO #2830 to Deere & Company for the purchase of a zero-turn lawn mower for the parks department as requested in the 2023 budget, in the amount of \$23,030.77 to be paid from the recreation capital fund. All in favor. Motion carried.

**Resolution 2023-02-02**

T. Hughes, township treasurer stated that the township looked at various banks to bring in better rates for the township residents. After discussion with the banks, it was found that Unity Bank will better meet the needs of the finance department as well as providing additional revenue to benefit the residents.

T. Hughes made a motion, seconded by T. Corallo to adopt Resolution 2023-02-02 designating the depositories of the township which will replace Resolution 2023-01-03-06 originally approved on January 3, 2023. Under discussion, J. O'Neil asked why the motion does not contain the name of Unity Bank. D. Asure stated that the resolution itself does state Unity Bank. J. O'Neil thanked Fidelity for the long and great partnership. This was a difficult decision but none the less a business decision in the best interest of the residents. He thanked Fidelity for the years of service. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

**Old Business**

**Approval of Minutes**

T. Corallo made a motion, seconded by T. Hughes to approve the minutes of the January 19, 2023, regular meeting of the board of supervisors. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, abstain due to being absent. Motion carried.

**Action Item:**

NP Forks Township Industrial Park (197 Padula Road) -  
Curbing cost estimate and project update –

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S. Policelli, twp. Engineer stated that developer is preparing a plan showing the curbing. The improvements yet to be done are far below the 15% retainage for the maintenance period. The concerns of the ADA crossing are also being addressed by the developer. L. Pereira, twp. Solicitor, stated that it needed to be understood that this project is not going into maintenance at this time.

Bond Reduction –

T. Corallo made a motion, seconded by T. Hughes to approve the reduction in the bond for Commerce 33/Padula Road Warehouse Land Development in the amount of \$2,852,888.46 as recommended by Gilmore & Associates letter of January 13, 2023. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

**Discussion Items –**

Lafayette Hills –

This was originally scheduled to be on the agenda and the develop asked to be removed and placed on the February 16<sup>th</sup> agenda.

Spring House Lease –

It was reported that in 2008 the township entered into an agreement with Lafayette College to leave the Spring House on Bushkill Drive. the township in turn subleases the property to the Forks Township Historical Association. The lease was for ten years and automatically renewed in 2018. It is set to auto renew at the end of March 2023. Lafayette College is updating their records and realized that they have not received insurance certificates from the township nor been billed the \$100 annually for this lease. The parks department maintains the property which is a large task when the property floods which is often does. J. O'Neil asked what the insurance costs are for this property. D. Asure was unsure but will definitely check into that. D. Turner stated that he thought the township should continue this lease as it is an historic property and events could be held on site.

D. Turner made a motion, seconded by T. Corallo to continue the lease with the Lafayette College Spring House and sublease with Forks Township Historical Association for \$100 per year plus insurance coverage as required by the lease. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

Training Budget for volunteers –

D. Turner asked for a discussion concerning a budget for volunteers who would like to attend trainings relevant to the boards they are appointed to. We do send the planning commission members to the LVPC seminars. Not all attend. There are webinars that could be used, both during meetings or on their own time as well as PSATS seminars. The board thought this would be a good idea. It was discussed to limit the trainings to 2 courses per year. The board asked that Mr. Turner work with the chairman of the planning commission, the township solicitor and the township manager to develop a policy that they could consider at a future meeting.

IRS Mileage rate –

The IRS mileage rate has increased since the approval at the January 3<sup>rd</sup> reorganizational meeting. J. O'Neil made a motion, seconded by K. Keegan to increase the mileage rate paid to employees traveling on township business in personal vehicles to match the IRS rate of 65.5 cents per mile. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

Hometown Hero Banners –

D. Asure reported the township had received a grant from the Chamber of Commerce, in the amount of up to \$2000 for the Hometown Hero Banner program. This is a one for one match so each dollar from the chamber must be matched with a dollar from the township. The banners cost \$170 including the

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banner and the brackets. We will use Sullivan Trail and the park for display. The board reviewed the sample banner as well as a welcome to Forks Township banner. The board would like to see about 6 welcome banners at the beginning and the end of the area which the banners will be hung. They discussed the amount of money that each purchase should be reduced by utilizing the grant. The township manager was given direction to reduce the purchase cost of the banner by \$75.00 until the \$2000 grant has been exhausted.

**Public Comment**- none

K. Keegan made a motion, seconded by T. Hughes to adjourn into executive session at 7:35pm. J. O'Neil stated that the board will not reconvene after the executive session is finished. Motion carried.