

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

2-16-2023

Regular Meeting Minutes

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, February 16, 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
Kacee Stout, Director of Finance
Mike Vinci, Fire Chief

Supervisors Comments:

J. O'Neil, Chairman – absent

T. Corallo, Vice-Chairman – none

T. Hughes, Sec't/Treasurer – none

K. Keegan, member –

K. Keegan stated there will be an open space committee meeting on Wednesday, February 22nd at 7:00pm. This is not the normal starting time which is usually 6:30pm.

Mrs. Keegan also stated that February 19-25th is Engineers week and thanked Gilmore for the work they do for Forks Township.

D. Turner – none

T. Corallo asked for a motion to suspend the agenda and discuss the utility mailing item that is listed under new business. K. Keegan made a motion, seconded by T. Hughes to suspend the agenda. All in favor. Motion carried.

Mail Services for Utility Billing –

K. Stout, Director of Finance spoke to the board about the conversation to our new utility software through Edmunds GovTech. The staff did an analysis of what was being spent with our current utility software and mailing services and found that other companies offered the same services at less cost. Edmunds does not provide the mailing services. K. Stout is recommending Professional Mail services as they have worked with Edmunds software, allow for double sided printing for township messages at a minimal cost and will provide a substantial savings over what we are paying our current vendor for these services.

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

2-16-2023

K. Keegan made a motion, seconded by T. Hughes to accept the proposal from Professional Mail services for the mailing of the Forks Township utility bills contingent upon a review by the solicitor for changes she believes are necessary for the contract. All in favor. Motion carried.

Announcements: none

Public Comment: none

Hearings:

Daniel's Healthcare – conditional use -

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

L. Pereira explained that the hearing is for Daniels Healthcare, a medical waste processing facility who is requesting an expansion. Our ordinance requires this use, a G7 – manufacturing use – to have a conditional use hearing. The hearing has been properly advertised and the applicant is present.

Dona Souders, attorney for the applicant, stated that his client had been before the planning commission and is working to address their questions. He would like to request this hearing be tabled in order to appear before the planning commission at their March meeting to answer their questions and hopefully receive a positive recommendation.

Vice-Chairman Corallo closed the hearing at 7:08pm.

T. Hughes made a motion, seconded by K. Keegan to continue the conditional use hearing of Daniel's Health until the Board of Supervisors meeting of March 16, 2023. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

Presentations –

Lafayette College – Gummeson Grounds – conditional/final approval and waivers

Representatives of the college were present to give an overview of the expansion of the Lafayette College field which will be used for soccer games and tournaments. T. Hughes asked what type of teams hold matches at this field. The board was told that both male and female teams play on this field. The capacity of the stands will increase from approximately 738 to 982 people, there will be landscaping improvements as well as additional parking. They are in receipt of the Gilmore review dated January 27, 2023 and will comply with all additional comments.

Waivers

D. Turner stated that all waivers and approval were recommended by the planning commission 7-0.

T. Hughes made a motion, seconded by D. Turner to grant the waiver request from SALDO Section 175-26.D(1)(b) – Article III, a requirement to provide site and lot boundaries with closure errors not exceeding 0.001 foot. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to grant the waiver request from SALDO, Section 175-26.D(1)(d), Article III a requirement to provide the location and type of all existing monuments for the approximately two-hundred twelve (212) acre parcel. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to grant he waiver request from SALDO, Section 175-48.B(2)(c)[1], Article III, a requirement to set concrete monuments at each angle of the perimeter of the property for the approximately two-hundred twelve (212) acre parcel. All in favor. Motion carried.

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

2-16-2023

T. Hughes made a motion, seconded by D. Turner to grant the waiver request from SALDO, Section 175-26.B(3), Article III, a requirement to submit plans at a scale of 1" = 50' or 1" = 100' and in lieu of submit plans to a scale of 1" = 30'. All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to grant the waiver request from SALDO, Section 175-16, -24, -25, -27, and -28, Article III, a requirement to submit separate Preliminary Land Development Plans and Final land development plans and to submit Preliminary/Final Land Development Plans. All in favor. Motion carried.

Conditional/Final approval -

T. Hughes made a motion, seconded by D. Turner to approve conditional/final approval of the Lafayette College – Gummeson Grounds land development plan, contingent upon meeting on the conditions in the Gilmore letter dated January 27, 2023, and as recommended by the planning commission. All in favor. Motion carried.

Rempel Lot Line Adjustment –

No one representing the applicant was present at the meeting. S. Policelli explained this is a simple lot line adjustment. The applicant wants to build a home in the middle of the property and needs to combine the lots to do so.

The only issue is the unopened paper street, Orchard Road, on the outer border of the property. This was originally approved many years ago when the lots were subdivided. M. Roberts, Director of Public Works stated there would be no use for the road at this time so the road should be vacated.

D. Turner made a motion, seconded by T. Hughes to approve the Rempel Lot line adjustment, contingent upon meeting on the conditions in the Gilmore letter dated December 1, 2022 and as recommended by the planning commission. This would include vacated the unopened road known as Orchard Road. All in favor. Motion carried.

Lafayette Hills –

Discussion with Joel Weiner, Esq, representing Abe Atiyeh as well as representatives from DR. Horton and Muschlitz concerning the Lafayette Hills at the Bushkill development took place. The ownership of the property is changing and though they have been working diligently to complete all conditions of the approval granted in May 2020 and extensions granted through February 28, 2023 they still may need a "cure" period in case there are clerical errors in any document. The board was assured that all documents will be in the hands of the township solicitor, David Backenstoe, on or before close of business on February 28, 2023, including the letter of credit. D. Backenstoe, gave a chronological history of the approvals for this project and the items needed to meet all the conditions.

T. Hughes corrected the statement "the board said to get things done quickly" and said the "board said to adhere to the deadlines".

D. Turner made a motion, seconded by K. Keegan that the Developer for the project currently known as Lafayette Hills at the Bushkill, must comply with all the conditions of the May 21, 2020, Conditional Approval as extended. Those conditions include, but are not limited to, Developer delivering to the Township Solicitor all of the Developer Agreements (executed by the Developer), including the Stormwater Easements and the agreed upon letter of credit, on or before February 28, 2023. In the event that a clerical error to the agreements is discovered, then in that event Developer shall be given an additional 20-day cure period until March 20, 2023, to correct any of the referenced clerical errors. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

2-16-2023

Invited Guest Reports:

Planning Commission – no report

FBA –

D. Turner stated he attended the FBA meeting on Wednesday, February 8th. They discussed many upcoming events including the Shamrock Shuffle – March 2 – 17; The Easton Mayor breakfast on March 9th and the Snowball, which is sold out, on March 25th.

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 –

- Infradapt - \$7050.00
- Finance Pro (monthly postage machine fee) - \$145.00
- Verizon Wireless invoices - \$2027.09

All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through February 14, 2023, in the amount of General Fund - \$ 229,506.64; Real Estate Fund - \$ 258,228.34; Utility Fund - \$ 18,862.91; Utility Capital Fund - \$ 888.75; State Liquid Fuels Fund - \$ 21,789.96; Tap-In Fund - \$25,939.00; Escrow Fund - \$ 55,323.76. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for pay period ending February 12, 2023, in the amount of \$150,117.60. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2832 to American Rock Salt Company, LLC, costars road salt contract, in the amount of \$12,803.05 to be paid from Liquid Fuels. All in favor. Motion carried.

OLD BUSINESS

Minutes

K. Keegan made a motion, seconded by D. Turner to approve the minutes of the February 2, 2023, work session of the Board of Supervisors. All in favor. Motion carried.

NEW BUSINESS –

Sullivan Parke Apartments –

T. Hughes made a motion, seconded by K. Keegan to approve the reduction in the letter of credit for Sullivan Parke Apartments in the amount of \$68,047.65 as recommended by Gilmore & Associates. All in favor. Motion carried.

Personnel –

K. Keegan made a motion, seconded by D. Turner to ratify the commencement of pension benefit payments to Greg Dorney effective February 1, 2023. All in favor. Motion carried.

K. Keegan made a motion, seconded by D. Turner to ratify the hiring of Ashley Fehnel as Recreation Manager, exempt position, effective February 13, 2023, at a salary of \$55,000 (exempt position) with conditions and benefits as outlined in offer of employment letter. All in favor. Motion carried.

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

2-16-2023

Department Head reports

Fire –

- Report on drive
- T. Hughes asked about the number of false alarms. M. Vinci stated most are not repeat offenders.

Police –

- Report on drive

Fiscal –

- Report on the drive

Parks & Recreation –

- Report on drive

Public Works –

- Report on drive
- T. Hughes asked about the road closure on Frost Hollow Road the day before. M. Roberts stated that PennDot closed the road for a guiderail replacement. What was supposed to be a couple of hours turned into a much longer time. The township will post on Savvy these types of events.

Zoning –

- Report on drive

Solicitor –

- nothing additional

Engineer –

- nothing additional

Township Manger –

- Report on the drive
- Annual reports being filed with the state on time
- Hometown hero banners going out tomorrow

Public Comment-

A gentleman spoke about the property across the street from his. He lives at 3670 N. Delaware and is concerned about the property being cleared for building. The zoning officer will be notified to check this out.

K. Keegan made a motion, seconded by T. Hughes to adjourn the meeting at 7:51pm. All in favor. Motion carried.