

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

4-20-2023

Regular Meeting Minutes

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, March 16, 2023 at the Forks Township Municipal Building, Easton, PA. Chairman O'Neil opened the meeting at 7:00p.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 - absent

IN ATTENDANCE:

Lisa Pereira, Twp. Solicitor
Sean Policelli, Twp. Engineer
Donna M. Asure, Township Manager
Michael Friel, Acting Chief of Police
Mark Roberts, Director of Public Works
Kacee Stout, Director of Finance
Mike Vinci, Fire Chief

Supervisors Comments:

J. O'Neil, Chairman –

J. O'Neil stated that the parks department did a great job with chalk the walk this past weekend. There was a great turnout. He encouraged the board to stop by and meet Ashley Fehnel, the new recreation manager.

T. Corallo, Vice-Chairman – none

T. Hughes, Sec't/Treasurer – none

K. Keegan, member – none

D. Turner – absent

Announcements:

Public Comment: (non-agenda items) –

Roseann Emig – 2323 Ben Jon Road – Mrs. Emig stated that she understands there was a right to know request concerning the open space committee. She was concerned about private information being disseminated through that request. D. Asure stated that private information such as emails and phone numbers are redacted from right to know requests.

Department Head reports

Fire –

- Report on drive – the company did respond to the large fire in Easton a week ago.

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- M. Vinci prepared a presentation for the board, and stated the intent was to inform the board concerning the difference in the three organizations that make up the fire company, budgets, calls and funding. The board responded to Mr. Vinci's discussion with additional information on the funding that Forks Township provides the fire company.
- The board was advised that Northampton County is upgrading their communication system and will be going to an 800 MHz system by next summer. This will require the fire company to replace all their radios, including all handheld radios and those in the vehicles. This upgrade will be very costly. They will look for grants.
- J. O'Neil asked if the fire company was going to respond to the question concerning the grant. Mr. Vinci stated that the company's membership stated they were not going to split the grant with the township.

Police –

- Report on drive

Fiscal –

- Report on the drive
- The board thanked K. Stout for the good job she was doing with the fiscal reports and also for finding ways to earn more interest.

Parks & Recreation –

- Report on drive

Public Works –

- Report on drive

Zoning –

- Report on drive

Solicitor –

- Nothing additional other than items on the agenda.

Engineer –

- Nothing additional

Township Manger –

- Report on the drive

Hearings:

Top Star Liquor License – Ord 392

J. O'Neil opened the hearing at 7:32pm. L. Pereira reported that there had been a hearing several months ago by this same applicant who unfortunately lost the license at auction which had been approved at that hearing. They have since acquired another license which is why the hearing this evening. There is no new testimony as the purpose tonight is to, if the board approves, pass the ordinance which will approve the new liquor license and rescind the prior ordinance. This is for the Exxon gas station/Top Star convenience store. There were no questions/comments from the board and no public comment. J. O'Neil closed the hearing at 7:35pm.

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K. Keegan made a motion, seconded by T. Corallo to adopt Ord 392, repealing Ord 389 and approving the transfer of liquor license number R-18119 into Forks Township. Roll call vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

Daniel's Health – Conditional Use Hearing

J. O'Neil opened the hearing at 7:36pm.

L. Pereira explained that this is the second continuance of this conditional use application. Donald Souders, attorney for the applicant, contacted the township solicitor this afternoon and stated they were no longer pursuing this application. The applicant was informed that the township would need a formal withdrawal for our records. She requested that the board continue this hearing until the formal withdrawal is received. There were no questions or comments from the board and no public comment. Chairman O'Neil closed the hearing at 7:40pm.

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 May 18, 2023. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

Presentations –

Equi-librium polo match – mass assembly permit application -

This is an application for a fund-raising polo match to be held at Braden Airpark on Sunday, September 17, 2023. It has been held for eight years and has been successful in raising money for Equi-librium. Under our ordinances this qualifies as a mass assembly and requires the permit to be approved by the board of supervisors.

T. Corallo made a motion, seconded by K. Keegan to grant the permit and waive the fee of \$100 for the fund-raising polo match to be held by Equilibrium at Braden Airpark on Sunday, September 17, 2023. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

Invited Guest Reports:

Planning Commission – Matt Menkowski stated there was no report.

FBA –

D. Asure stated the D. Turner attended the last meeting. There was discussion on where the Forks Township dues go and how they are mixed into Easton's chamber's dues.

Treasurer's Report –

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

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

- PSATS – webinar - ACH - \$ 55.00 – 4/6/23
- Infradapt – (ACH) - \$7,050.30 – 4/10/23
- FP Finance (postage machine) - \$119.00 – 4/11/23
- AFLAC - \$522.72 – 4/11/23
- Verizon - \$1,541.26 – 4/14/23

All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through April 18, 2023, in the amount of General Fund - \$ 216,972.96; Real Estate Fund - \$ 3,051,833.80; Utility Fund - \$ 672,236.33; State Liquid Fuels Fund - \$ 68,212.15; Escrow Fund - \$ 4,136.00. All in favor. Motion carried.

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T. Hughes made a motion, seconded by K. Keegan to approve the following checks made payable to Unity Bank to begin process of opening new bank accounts – General Fund - \$ 1,500,000.00; General Capital Fund - \$ 130,655.77; Utility Fund - \$ 540,000.00; Utility Capital Fund - \$ 112,042.60; Sewer Tap In Fund - \$ 262,000.00; Real Estate Fund - \$ 37,900.06; Escrow Fund - \$ 208,000.00 and Transportation Impact Fee Fund - \$ 149,999.15. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for the pay period ending April 9, 2023, in the amount of \$ 157,195.43. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2853 to American Rock Salt Company, LLC, costars road salt contract, in the amount of \$ 23,809.57 to be paid from Liquid Fuels. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2848 to American Rock Salt, for winter salt, in the amount of \$ 21,850.81, to be paid from the liquid fuels account. Under discussion, J. O'Neil asked PW Director, Mark Roberts, how much salt do we still need to buy. Mr. Roberts explained that with the 325-ton delivery that was received today we have met our obligation of buying 60% of the order placed through co-stars. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2863 to Monarch Precast Concrete, as lowest of three attempted quotes, in the amount of \$ 17,950.00, to be paid from the Utility Capital Fund as part of the Rambilwood Basin retrofit project and grant. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2865 to Koch 33 Collision in the amount of \$6,006.36 to be paid from the fire company allocation line for repairs to the 2020 police vehicle. All in favor. Motion carried.

OLD BUSINESS

Minutes

T. Hughes made a motion, seconded by K. Keegan to approve the minutes of the April 6, 2023, work session of the Board of Supervisors. Roll Call Vote: T. Corallo, abstain (was absent); T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

Resolution 2023-04-20-01 –

ARLE and GLG Kesslersville documents -

T. Hughes made a motion, seconded by T. Corallo to adopt resolution authorizing Chairman of the Board of Supervisors to execute PennDot Signal Maintenance agreements for ARLE grant and GLG grant on Uhler/Kesslersville. Under discussion the board asked what this project included and were told it is the ADA upgrade issues as well as video detection upgrades between Town Center and Zucksville as well as video detection for Uhler/Kesslersville. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

Resolution 2023-04-20-02 –

Intergovernmental Agreement with EASD

K. Keegan made a motion, seconded by T. Hughes to adopt Resolution 2023-04-20-02 authorizing the intergovernmental agreement with the EASD for the bus patrol program. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O'Neil, yes. Motion carried.

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NEW BUSINESS –

Possible dangerous structure – 1010 Hillside Avenue

T. Corallo made a motion, seconded by T. Hughes to authorize the zoning department to conduct an investigation into a possible dangerous structure at 1010 Hillside Avenue. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O’Neil, yes. Motion carried.

Unclaimed Property

D. Asure explained that the township has uncashed checks that were escheated and are unclaimed sitting in Harrisburg. This action will allow us to claim the funds which are totally a little over \$6000.

T. Hughes made a motion, seconded by T. Corallo to authorize the Chairman of the Board of Supervisors to sign all claim forms dealing with PA Unclaimed Property for Forks Township. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O’Neil, yes. Motion carried.

Legacy at Sullivan Trail –

L. Pereira spoke to the board concerning a license agreement entered into by the board of supervisors in January 1999 with Wells Fargo at the corner of Sullivan Trail and Uhler Road. This allowed the bank to create parking in the township’s easement with the agreement that when the easement was needed for road improvements, the bank, at its own cost would have to move the parking out of the right of way. The township has the right to unilaterally terminate the license agreement. The easement is needed for the Legacy project to complete the road improvements which are required as part of their land development plan and by PennDot.

T. Corallo made a motion, seconded by K. Keegan to terminate the license agreement with Wells Fargo concerning the easement and right of way for parking and the sign and have the solicitor send a letter stating this decision. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O’Neil, yes. Motion carried.

Personnel –

Easton Area Joint Sewer Authority appointment

T. Hughes made a motion, seconded by K. Keegan to appoint James Frank as the Forks Township representative to the Easton Area Joint Sewer authority with a term to expire December 31, 2024. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O’Neil, yes. Motion carried.

Seasonal laborers

T. Corallo made a motion, seconded by K. Keegan to rehire the following seasonal workers effective Monday, May 15, 2023, at a rate of \$15.25/hour with no benefits as recommended by the Director of Parks & Recreation – Frank Castrovinci, John Castrovinci, and Connor Michel. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, absent; J. O’Neil, yes. Motion carried.

Public Comment- none

K. Keegan made a motion, seconded by T. Corallo to adjourn the meeting at 7:59pm. All in favor. Motion carried.