

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

**8-03-2023**

**Work Session Minutes**

A work session of the Forks Township Board of Supervisors was held on Thursday, August 3, 2023, at the Forks Township Municipal Building, Easton, PA. Vice-Chairman Corallo opened the meeting at 7:00 p.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:**

Donna M. Asure, Township Manager  
Mark Roberts, Director of Public Works  
Lisa Pereira, Township Solicitor

**Supervisors Comments:**

Chairman O'Neil – absent

T. Corallo –

T. Corallo thanked the township administrative intern, Nick Zarbin for his hard work during the eight weeks he was with the township. He wished him the best of luck in his sophomore year at Lafayette.

T. Hughes –

T. Hughes stated that the National Night Out held this past Tuesday was a wonderful event and the police department did a great job putting it together.

K. Keegan – none

D. Turner – none

**Announcements:** none

**Public Comment:** none

**Hearings:**

Ordinance 393 – Creation of Industrial Designation District

T. Corallo opened the hearing at 7:01pm.

L. Pereira, township solicitor explained the MPC requires a public hearing to enact a zoning amendment. The amendment was legally advertised, written notices were mailed to all properties being rezoned and the properties had been posted. The Forks Township planning commission and LVPC reviewed and commented on the draft ordinance.

T. Corallo opened the hearing to public and board comment. T. Corallo closed the hearing at 7:22pm.

D. Turner made a motion, seconded by K. Keegan to adopt Ordinance 393, an ordinance amending Chapter 200, Zoning, of the Forks Township Code of Ordinances, by deleting the Industrial District in its entirety and adding the ID Industrial Designation District. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, absent. Motion carried.

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Ordinance 394 – prohibiting the declawing of cats and the selling of certain animals by pet stores

T. Corallo opened the hearing at 7:24pm.

L. Pereira, township solicitor, stated the hearing had been legally advertised.

T. Corallo opened the hearing up to discussion by the public or the board. There was none.

T. Corallo closed the hearing at 7:25pm.

K. Keegan made a motion, seconded by T. Hughes to adopt Ordinance 394, an ordinance amending Chapter 54 of the Forks Township Code of Ordinances, Animals, by adding new sections, Declawing of cats, and prohibiting the sale of dogs, cats, rabbits and guinea pigs by pet shops. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O’Neil, absent. Motion carried.

**Treasurer’s Report –**

The township total debt is \$3,253,000.00.

T. Hughes made a motion, seconded by K. Keegan to ratify the following online/ACH payments –  
- AFLAC – ACH - \$348.48 – (7-07-23)

All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve payment of vouchers received through July 31, 2023, in the amount of General Fund - \$ 47,242.83; Real Estate Fund - \$ 18,494.94; Utility Fund - \$ 13,583.38; Utility Capital Fund - \$ 11,785.00; State Liquid Fuels Fund - \$ 4,390.63; General Capital Fund - \$ 53,040.15; Escrow Fund - \$ 3,277.20. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for the pay period ending July 30, 2023, in the amount of \$ 172,138.34. All in favor. Motion carried.

**Action Items –**

Klein Farm ASA request –

T. Corallo asked the township manager to explain the Agricultural Security Area. D. Asure explained that this area was created in the 1990’s to protect the farming community and the industry of farming. It protects against nuisance complaints from neighbors, nuisance ordinances being developed by the township and adds an additional layer against condemnation. It does not permanently protect a piece of property but a property must be in an ASA area to be considered for the farmland preservation program. The Klein’s have requested to add an additional 78.65 acres to the land that is already in the ASA area. The action tonight will allow the solicitor to move forward with the information about this property that must be recorded at the county.

T. Hughes made a motion, seconded by D. Turner to approve the application of Jacob and Amanda Klein to include 78.65 acres of land at 1000 Frutchey Hill Road Easton, PA 18040 to the Agricultural Security Area and authorize the solicitor to prepare the resolution and necessary documents for adoption at future meeting. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O’Neil, absent. Motion carried.

Weather Works Agreement -

T. Hughes made a motion, seconded by K. Keegan to ratify the agreement with WeatherWorks for the renewal of contracted services for July 1, 2023-June 30, 2024, for customized forecast services in the amount of \$1,680.00 (PO 2912) to be paid from the General Fund. All in favor. Motion carried.

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PennDot Digital Speed Sign permit renewal -

D. Asure explained this is the annual renewal request required by PennDot to continue to have the police department use the digital speed signs throughout the township. Chief Friel has reviewed the roads currently approved and has requested to keep those roads and add a few more. Under discussion D. Turner stated that he would like to also see Richmond Road between Glover and Padula added to the list. The board agreed. The new roads requested shall be Church Lane between Shadowstone Drive and Kesslersville Road; Richmond Road between Padula Road and Short Road; Richmond Road between Glover and Padula Road and Meco Road between Wagonwheel Drive and Mitman Road.

D. Turner made a motion, seconded by T. Hughes to authorize the signing of a letter to PennDot requesting the extension of the permit to place digital speed signs throughout the township and requesting additional streets to be added to the permit. All in favor. Motion carried.

Riverview West Phase 5 LOC reduction –

T. Hughes made a motion, seconded by K. Keegan to ratify the request to reduce the letter of credit for Riverview West Phase 5 land development project as recommended by Gilmore & Associates. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O’Neil, absent. Motion carried.

2023 Road Paving Project –

The bids for the 2023 Road Paving Project were opened this morning, August 3<sup>rd</sup> at 10am. There were three interested bidders.

T. Hughes made a motion, seconded by D. Turner to award the 2023 road paving bid to H&K Group, Inc in the amount of \$337,562.48 as the lowest responsible bidder to meet all bid requirements contingent upon execution of a contract reviewed and approved by the solicitor. All in favor. Motion carried.

CEW bid award –

One bid was received for the CEW bid request.

T. Hughes made a motion, seconded by K. Keegan to award bid for CEW’s to Axon in the total amount of \$45,744.44, of which \$32,941.72 is due and payable immediately, and annual payments of \$3200.68 due July of 2024, 2025, 2026 and 2027 to be paid from the general fund contingent upon all comments from the solicitor being addressed. (\$32,485.00 of total cost to be reimbursed through the awarded LSA grant) All in favor. Motion carried.

**Public Comment-**

Matt Menkowski – 1140 Vera Drive – asked about the open space proposals. It was reported that requests were made to three companies and we are awaiting their responses.

**Adjournment**

K. Keegan made a motion, seconded by D. Turner to adjourn the meeting at 7:35pm. All in favor. Motion carried.