

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

9-07-2023

Work Session Minutes

A work session of the Forks Township Board of Supervisors was held on Thursday, September 7, 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
Lisa Pereira, Township Solicitor
Mark Roberts, Director of Public Works
Kacee Stout, Director of Finance

Supervisors Comments:

Chairman O'Neil –

J. O'Neil reminded everyone that Forks Days is coming up on September 15 – 17, 2023. It starts at 5pm on Friday night, and 11am on Saturday and Sunday.

T. Corallo – none

T. Hughes – none

K. Keegan – none

D. Turner –

D. Turner stated that he has been speaking with a landowner who was affected by the recent text amendment passed by the board of supervisors. He stated that though the township did everything as required by the MPC for the enactment of this amendment, he would like, in the future, that the board consider notifying all property owners that would be affected by a change.

Announcements:

J. O'Neil announced that there was an executive session held this evening, September 7, 2023, at 6:00pm for personnel issues. No decisions were made in the executive session.

Public Comment: none

Hearings:

Ordinance 395 – Annexation of Braden Park -

L. Pereira, township solicitor explained that this ordinance is to take formal action to allow the annexation of Braden Park to Tatamy. The public hearing for this ordinance was held jointly with Tatamy Borough Council on Thursday, August 24, 2023, in Tatamy. She also confirmed that this meeting for the consideration of the adoption of the ordinance was properly advertised on August 31, 2023.

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J. O'Neil explained that the board of supervisors held a joint hearing with the Tatamy Borough Council in Tatamy to discuss this issue. The land is owned by Tatamy but is currently in Forks Township. The laws have changed to make it easier to allow annexation of land.

T. Corallo made a motion, seconded by K. Keegan to adopt Ordinance 395, an ordinance annexing the land owned by Tatamy Borough and designated as Braden Park to the Borough of Tatamy from the Township of Forks. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. 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 – (8-24-23)
- Selective Insurance – \$145,378.00 – 8/29/23

All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the payment of vouchers received through August 25, 2023, in the amount of General Fund - \$ 42,322.89; Utility Fund - \$ 28,230.60; Utility Capital Fund - \$ 4,150.00; State Liquid Fuels Fund - \$ 6,803.74; General Capital Fund - \$ 176,172.41; Escrow Fund - \$ 1,128.35. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve payment of vouchers received through September 5, 2023, in the amount of General Fund - \$ 52,680.59; General Capital Fund - \$ 851.82; Real Estate Fund - \$ 18,656.48; Utility Fund - \$ 6,697.99; State Liquid Fuels Fund - \$ 11,169.48. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for the pay period ending August 27, 2023, in the amount of \$ 164,697.02. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2933 to EM Kutz, Inc, costars #025-E22-399, in the amount of \$ 26,863.00 for a replacement body for 2009 International dump truck to be paid from General Capital Fund. Under discussion Mark Roberts, Director of Public Works reported that this truck is currently out of service. The only thing it needs is a new body. All in favor. Motion carried.

T. Hughes made a motion to approve purchase order #2932 to Star GMC, costars #025-E22-537, in the amount of \$ 52,070.00 for a 2024 GMC Sierra 3500HD mechanics truck to be paid from General Capital. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2931 to EM Kutz, Inc, costars #025-E22-399, in the amount of \$ 16,064.00 for a snowplow package, toolbox, light bar and other needed upfits for the 2024 GMC Sierra 3500HD (mechanics truck) to be paid from General Capital. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2940 to Axon Enterprise, Inc in the amount of \$32,941.72 for the purchase of the Taser bundle as awarded by bid and to be reimbursed by the PPCD grant. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2945 to Rehrig Pacific Company, in the amount of \$20,000.00 as the lowest of three quotes to provide 95-gallon trash carts (124 – trash; 123 – recycling) to be paid from the Utility Capital Fund. Under discussion the board asked

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if the cans are paid for by the residents. M. Roberts explained that these are to both replace broken carts for current residents and to start having a supply for the new homes being built. The township is able to return the broken carts for credit but not until we reach a certain number, and we are almost to that point. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2943 to Reliable Sign & Striping, in the amount of \$ 5,858.00, for various street sign supplies to be paid from the State Liquid Fuel Fund. All in favor. Motion carried.

Old Business

D. Turner made a motion, seconded by T. Hughes to approve the minutes of the August 17, 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, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to table the minutes of the August 24, 2023, joint meeting of the board of supervisors with Tatamy Borough until some corrections can be made. All in favor. Motion carried.

Action Items

Roof Top Unit Bid –

T. Corallo made a motion, seconded by T. Hughes to ratify going out to bid for a 20-ton roof top unit for the administration building as budgeted in the 2023 General Capital Budget. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

Lafayette Hills at the Bushkill – Phase I – letter of credit reduction -

T. Corallo made a motion, seconded by D. Turner to approve the request for a reduction in the letter of credit for Lafayette Hills at the Bushkill, Phase I, release no. 2, in the amount of \$1,561,810.40 as recommended by Gilmore & Associates. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

Sullivan Park Apartments, Phase 2 – letter of credit reduction -

T. Hughes made a motion, seconded by T. Corallo to approve the request for a reduction in the letter of credit for Sullivan Parke Apartments, Phase 2 (lot B), release no. 3, in the amount of \$57,815.35 as recommended by Gilmore & Associates. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

Discussion Items

Purchase Cards –

K. Stout, Director of Finance explained the township has been looking into purchase cards to replace the debit card we currently use. The department heads will have physical cards to use while administration will have digital cards to pay larger invoices from vendors. The purchase cards, or Pcards, would be issued to department heads, set by policy with spending limits and guidelines. The township would enter into an agreement with PLGIT (Pennsylvania Local Government Investment Trust) who sponsors the cards. Each department head would be asked to sign an employee agreement acknowledging awareness of the policies governing the use of the cards. The township can earn rebates by using the administrative cards to pay monthly invoices which would assist in adding some revenue to the accounts from which the payment is made. The rebates must go back into the account that paid the original invoice. Under discussion, Matt Menkowski, 1140 Vera Drive asked if the employees will be required to turn in receipts. It was reported that yes, the purchasing policy in place would require that purchases all have receipts which are submitted to fiscal.

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T. Corallo made a motion, seconded by D. Turner to adopt the Forks Township policy on the use of Purchase Cards. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

T. Hughes made a motion, seconded by D. Turner to authorize the Chairman of the Board of Supervisors to execute the agreement with PLGIT for Purchase Cards (Pcards), naming the Township of Forks as the member and the Director of Finance as the Program Administrator and the township manager as alternate program administrator. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to approve the Purchase Card employee agreement which each employee who shall be issued a purchase card shall execute. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, yes; D. Turner, yes; J. O'Neil, yes. Motion carried.

No parking on township roads – Chapter 195

Discussion was held with the board and the Director of Public Works concerning the current ordinance in place that restricts parking on certain streets in the township. The roads, though the ordinance was passed several years ago, have not been posted for no parking. J. O'Neil stated that Newlins Road, which is listed as no parking is a dangerous road and residents should be using their garages or driveways. Newlins Road has never been posted as "No Parking". There are some roads on the list that really do not need to be on the list such as Kessler'sville Road to Plainfield Township. M. Roberts will go through the listing and recommend the roads that should be posted and roads that should be removed from the list by repealing parts of the ordinance.

Public Comment-

Matt Menkowski – 1140 Vera Drive – asked about the open space proposals. It was reported that three proposals have been received. The board needs to decide on the next steps.

Adjournment

K. Keegan made a motion, seconded by D. Turner to adjourn the meeting at 7:43pm. All in favor. Motion carried.