

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

9-21-2023

Regular Meeting Minutes

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, September 21, 2023 at the Forks Township Municipal Building, Easton, PA. Chairman O'Neil opened the meeting at 7:01 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 - Absent
Dean Turner, Member

IN ATTENDANCE:

Lisa Pereira, Twp. Solicitor
Sean Policelli, Engineer
Donna M. Asure, Township Manager
Mike Friel, Chief of Police
Kacee Stout, Director of Finance
Rachel Sulzbach, Director of Parks & Recreation

Supervisors Comments:

J. O'Neil, Chairman –

J. O'Neil complimented Rachel Sulzbach and her staff for the flawless job they did with community days this past weekend. He also thanked all the township staff who came out to help make this event a great success.

Jersey Mike's will have a ribbon cutting on Wednesday, September 27th at 9:30am.

T. Corallo, Vice-Chairman – none

T. Hughes, Sec't/Treasurer – none

K. Keegan, member – none

D. Turner –

D. Turner stated he spoke with a lot of residents during community days. He received a concern about the lack of shoulders and guiderail along Zucksville and Bushkill Drive. He asked if public works could look into this.

Announcements:

An executive session was held Tuesday, September 19th at 5:30pm for personnel issues.

Public Comment: (non-agenda items) –

Robert Parella – 3089 Corey Terrace - Mr. Parella asked if flooding could be managed by the "reverse drilling of a well". This would allow the water to go down into a cavern and into the bedrock. S. Policelli stated there is some information on stormwater injection wells but would have to consult those who have a little more information on this to determine effectiveness and costs.

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Department Head reports

Fire –

- Report on Drive

Police –

- Report on drive
- Call volume and arrests are up, 702 calls in August
- Re-accreditation took place on September 9th and all went well. Corporal Dressler did a very good job
- T. Hughes asked if there was a way to have the flashing light outside of the police department turn to red if the police needed to get out onto Sullivan Trail to respond to a call. The various options were discussed

Fiscal –

- Report on the drive
- Portnoff notices have gone out and they have collected approximately \$28,000 in real estate and \$10,000 in sewer fees. Other residents are coming in to the township to pay delinquent bills before they are in the hands of Portnoff
- The PLGIT application for the purchase cards has been submitted

Parks & Recreation –

- Report on drive
- R. Sulzbach thanked everyone for the support for community days
- October 11th is Big Rig Roundup

Public Works –

- No report

Zoning –

- Report on drive

Solicitor –

- L. Periera spoke to the board about a change in the SALDO that is being considered. At this time a developer pays the recreation fee at the time they receive their building permit. There is an option to change our ordinance to have the recreation fees paid at the time of plan recordation. This would provide the money at one time and would not have to be tracked for each individual building permit being issued. The language would also be updated to reflect the changes in the law on the spending of recreation fees.
D. Turner made a motion, seconded by T. Corallo, to authorize the township solicitor to draft language to amend the township's SALDO as it relates to the collection of recreation fees.
Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes.
Motion carried.

Engineer –

- Nothing additional

Township Manger –

- Report on the drive

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- There has been a notice placed on the township's website and digital board concerning the increase in trash/recycling collection fees that went into effect on September 1st with the new hauler's contract
- Working on the time attendance with the company. Thanks to the department heads for their patience as this gets worked out
- GLG Sullivan Trail project moving forward with the parts being ordered
- We have received notification of the foreign fire insurance in the amount of \$130,443.69. The check will be in the next bill run and the report will be submitted to the state
- We are working with the grant writer on LSA grants – the county grant is being submitted for the police department's record management system and is due September 30, 2023. The state LSA is due in November, and we are working to submit a request for funding for the Frutchey Hill Road project which is now believed to possibly cost \$5 million dollars.
- Proposals from three open space consultants have been distributed
- Halloween trick or treating is Tuesday, October 31st from 6-8pm

Hearings: none

Presentations –

GIC Lehigh Valley –

Pennonni Engineer was present to explain their request to approve a signatory for the DEP application that is required due to the sewer line extension.

T. Corallo made a motion, seconded by T. Hughes to approve the request to have the Chairman or Vice-Chairman of the Board of Supervisors execute the required DEP Water Quality Management (Part II) Application General Permit for Sewer Extensions, Notice of Intent, contingent upon the township receiving all outstanding documents as set forth in the conditional plan approval and confirmation from the township engineer that the notice of intent form is complete and correct. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

Invited Guest Reports:

Board Reports:

Planning Commission – no report

FBA – D. Turner reported that there will be a ribbon cutting at Jersey Mikes on September 27th and a cash mob at Uncle Loui G's on September 26th at 4pm. He asked the board if they would approve of the Forks Business Association events being posted to Savvy Citizen's calendar, so people are aware and come out to support the local businesses. The board is fine with this as long as they are a member of the Chamber.

Treasurer's Report –

T. Hughes reported that the township's outstanding debt is \$3,253,000.00.

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

- Infradapt – ACH - \$7,050.30 – 9/8/23
- FP Finance (postage machine) - \$119.00 – 9/15/23
- Verizon - \$1,500.98 – 9/14/23

All in favor. Motion carried.

T. Hughes made a motion, seconded by D. Turner to approve vouchers payable received through September 18, 2023, in the amount of General Fund - \$ 147,536.60; General Capital Fund - \$ 32,941.72;

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Utility Fund - \$ 497,496.19; Utility Capital Fund - \$ 79.32; State Liquid Fuels Fund - \$ 7,106.07; Escrow Fund - \$ 36,581.04. All in favor. Motion carried.

T. Hughes made a motion, seconded by T. Corallo, to ratify the gross payroll for the pay period ending September 10, 2023, in the amount of \$ 167,055.97. All in favor. Motion carried.

OLD BUSINESS

Minutes

T. Hughes made a motion, seconded by D. Turner to approve the minutes of the August 24, 2023, joint meeting of the Forks Township Board of Supervisors and Tatamy Borough Council. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to approve the minutes of the September 7, 2023, work session of the board of Supervisors. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Corallo to approve the minutes of the September 11, 2023, budget work session of the board of Supervisors. All in favor. T. Hughes abstained due to being absent. Motion carried.

NEW BUSINESS –

20-ton Roof Top Unit -

T. Hughes made a motion, seconded by T. Corallo to accept the bid, and approve a purchase order, from Burkholder's Heating and Air Conditioning, Inc for a Trane 20-ton roof top unit in the amount of \$ 43,625.00, to be paid from General Capital, to replace the current unit on the municipal building. This motion shall include approval of the 50% required deposit in the amount of \$21,812.50. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

Time Clock purchase -

D. Asure explained that the department heads had requested the use of time clocks within their departments. These would go in the police department, public works and the community center. It should make punching in and out easier as not everyone will be trying to get on a computer at the same time.

T. Hughes made a motion, seconded by D. Turner to authorize the Chairman of the Board of Supervisors to execute the document to purchase three time clocks at the cost of \$4,499.85 and agree to a monthly charge of \$19/clock as a warranty (annual cost is \$683.64). Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

Resolution 2023-09-21 – LSA county grant resolution –

D. Turner made a motion, seconded by T. Hughes to adopt resolution 2023-09-21, a resolution approving the submission of a Local Share account (LSA) county grant, in the amount of \$150,000.00 for the purchase of a record management system for the Forks Township Police Department. Under discussion T. Corallo asked if there was a match. There is not. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

Personnel –

The retirement of John Renner as Captain of the Forks Township Police Department, effective September 23, 2023, was acknowledged by the board. The board thanked Captain Renner for his years of service.

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The resignation of Kurt Weaver as part time recycling center laborer effective October 1, 2023, was acknowledged by the board.

T. Hughes made a motion, seconded by T. Corallo to promote Shawn Hummer to the position of Captain, Forks Township Police Department, effective Monday, September 25, 2023, at a rate of \$48.75 and other benefits as listed in the police association agreement. Under discussion, J. O'Neil stated that on behalf of the board of supervisors they look forward to Captain Hummer serving in this position and greatly appreciate his vision for the future of the department. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to approve the conditional offer of employment to Jason Rosenberg as Forks Township police officer effective October 10, 2023, at a starting salary of \$32.11 per hour and benefits as outlined in the police association agreement, contingent upon completing all pre-employment requirements. Roll Call Vote: T. Corallo, yes; T. Hughes, yes; K. Keegan, absent; D. Turner, yes; J. O'Neil, yes. Motion carried.

Public Comment-

Matt Menkowski – 1140 Vera Drive –

Mr. Menkowski commented on the excellent job done by Rachel and her staff.

He stated that during community days he was at the open space booth and there was a lot of discussion on this issue. He also stated that he was wondering if dams and floodplains were put in going down the creek if this might help.

J. O'Neil announced the following upcoming meetings and work sessions of the board of supervisors –

- September 25, 2023 – Budget work session – 5:30pm
- October 5, 2023 – Regular meeting - 7:00pm
- October 10, 2023 – Budget work session – 5:30pm
- October 16, 2023 – Budget work session – 5:30pm

T. Hughes made a motion, seconded by D. Turner, to adjourn the meeting at 8:01pm. All in favor. Motion carried.