

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

**10-30-2023**

**Budget Work Session Meeting Minutes**

A budget work session of the Forks Township Board of Supervisors was held on Monday, October 30, 2023, at the Forks Township Municipal Building, Easton, PA, and was called to order by Chairman O'Neil at 5:30 pm.

**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

The purpose of the work session was to interview three firms who have submitted proposals to provide the beginning discussions of a growth management/open space plan for the township. The interviews were held virtually with each company.

EPD – A.J Schwartz and Carolyn Yagle spoke to the board about the process EPD would use to achieve this first step of managing growth. The process would take about 2 months and would require some conversations with township staff, reviewing current ordinances and zoning in place and preparing options for the township to use to achieve management of growth as the next steps. This will end in a work session with the board of supervisors. EPD approximated this work would be 33 hours at a cost of \$4050.00. The project as outlined in the proposal should take about 2 months to complete to then request the sit down with the board of supervisors. EPD stated they have worked with many municipalities in the Lehigh Valley such as Palmer, Upper and Lower Nazareth and others. Most of the work would be done remotely but would require a visit to the township.

Urban Research & Development Corporation (URDC) – Charlie Schmehl of URDC presented his proposal to the board. URDC gave the board a quote of \$1505 for a limited scope of work, one meeting and one memo to get started. After that, Mr. Schmehl stated he would provide another quote to continue the work towards a list of recommendations for growth management/open space for the township. That product would take approximately 4-5 months to complete. Mr. Schmehl spoke of the various funding options for purchasing open space and easements. URDC has done work in Forks Township previously and has worked with many municipalities in the Lehigh Valley.

Herbert, Rowland & Grubic, Inc (HRG) – Tim Staub of HRG spoke to the board about the process HRG would use to achieve what the township is looking for. Mr. Staub stated he has reviewed the current ordinances in place and found some areas that could be improved to achieve growth management. HRG has not done this type of project for municipalities within the Lehigh Valley at this time. The cost would be approximately \$4000, with the township being contacted when billing reaches 75%. The scope of work outlined in their proposal included one open space workshop, reviewing existing land use and zoning practices and prepare a memo on preservation techniques. This process would take about 2 months.

The board briefly discussed each of the proposals with the pros and cons of each. The township manager was asked to check with surrounding municipalities as to their experiences with the various firms. The board stated this would need to be back on an agenda for the board to make a decision on the selection of a consultant.

At 6:50pm, the board announced they were entering into an executive session for personnel issues and the public left the meeting.

The board reconvened at 7:10pm and having no further business the work session was adjourned.