

**FORKS TOWNSHIP, NORTHAMPTON COUNTY
BOARD OF SUPERVISORS**

11-02-2023

Joint Work Session – 7:00pm

A joint work session of the Forks Township Board of Supervisors and the Forks Township Planning Commission was held on Thursday, November 2, 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.

BOS Members present:

John O'Neil, Chairman
Ty Corallo, Vice-Chairman
Tim Hughes, Secretary/Treasurer
Kelly Keegan, Member
Dean Turner, Member

PC Members Present:

Ian Heck, Chairman
Eric Konecke, Vice-Chairman
Matt Menkowski, Secretary
Matt Sprung - member
Anthony Klapatch – member
Jeremy McIntosh - alternate

IN ATTENDANCE:

Donna M. Asure, Township Manager
Lisa Pereira, Twp. Solicitor

Absent: (PC)

Robert Rusnak - member
Kevin Jiorle – member
Hunter Keim - alternate

Supervisor Comments

J. O'Neil – none
T. Corallo - none
T. Hughes – none
K. Keegan – none
D. Turner - none

Announcements –

An executive session was held on the following dates -

- Executive session held, Monday, October 23, 2023 at 7:15pm following the budget work session for personnel issues.
- Executive session held, this evening, November 2, 2023 at 5:45pm for personnel issues.

No decisions were made in the executive sessions

Public Comment: none

Treasurer's Report –

Treasurer Tim Hughes reported the township's debt currently stands at \$3,253,000.00.

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T. Hughes made a motion, seconded by K. Keegan to ratify the following online/ACH payments –
- AFLAC – ACH - \$348.48 - (10-31-23)
All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through
October 30, 2023, in the amount of General Fund - \$ 80,299.39; General Capital Fund - \$ 79,117.87;
Utility Fund - \$ 133,599.77; Real Estate Fund - \$ 9,912.41; Liquid Fuels Fund - \$ 248,326.28; Escrow
Fund - \$ 700.00. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify payroll for pay period ending October 22, 2023,
in the amount of \$ 159,211.26. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2966 to Victory Gardens
Inc, in the amount of \$ 19,500.00 to grind and haul away natural wood materials from recycling center,
to be paid from the Utility Fund, as recommended by Mark Roberts, Director of Public Works. All in favor.
Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2968 to Ryan Amato
Painting, LLC, in the amount of \$ 6,600.00 to paint all rooms and hallways in the Community Center
(does not include bathrooms, vending area, gym and kitchen due to type of material on walls) to be paid
from the General Fund as recommended by Matt Border, Director of Facilities. All in favor. Motion
carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2963 to Duke's, in the
amount of \$7,840.00 for 8" sewer pipe root control as budgeted in the 2023 Utility Capital budget and
recommended by Mark Roberts, Director of Public Works. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order #2972 to Dival Safety &
Supplies, costars #012-E22-274, in the amount of \$ 33,705.00 for gas and oil pipeline detection
equipment to be used by the fire company and reimbursed to the township from the TAG grant awarded
in the amount of \$33,135.00 with the balance of the payment coming from the fire department
allocation. All in favor. Motion carried.

**Old Business –
Minutes -**

T. Hughes made a motion, seconded by T. Corallo to approve the minutes of the October 19, 2023,
regular meeting of the board of supervisors. All in favor. Motion carried.

D. Turner made a motion, seconded by T. Hughes to approve the minutes of the October 23, 2023,
budget work session of the board of supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Turner to approve the minutes of the October 30, 2023, work
session of the board of supervisors. All in favor. Motion carried.

DISCUSSION WITH PLANNING COMMISSION

No parking on certain township roads -

Mark Roberts, Director of Public Works discussed with the boards the current ordinance in place which lists roads which should be posted as no parking. He created a list of recommendations as to which roads should remain on the list and which should be repealed by ordinance. Several of the roads were approved as no parking between 2016 and 2021 but the roads may never have been posted. It currently costs about \$138/sign for a no parking sign. The boards spoke about the various roads and requested that the township manager, the Director of Public Works and the township solicitor create a draft amendment to the ordinance as recommended by Mr. Roberts. They also requested that the roads that

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should be posted. The residents of Newlins Road should be alerted by letter to this restriction which should go into effect on January 1, 2024.

Planning Commission Appointments –

J. O'Neil stated that the board of supervisors received a letter from the planning commission concerning the potential replacement of a current member of the planning commission. Under the bylaws adopted by the planning commission there is an attendance component. This member has missed more meetings than allowed by the bylaws. The board of supervisors asked that the planning commission make a recommendation on the replacement of this member and the board will consider this recommendation at a future meeting.

REM District changes –

I. Heck reported that the planning commission had a work session with Shawn McGlynn, the township zoning officer to discuss the Recreation, Education, and Municipal (REM) District. Discussion surrounded when does an applicant have to come before the planning commission in this district, does the project always trigger a land development plan, can a comprehensive plan for the entire parcel be required from the owner and overall how can we avoid piece mealing the projects together on this type of zoned property. S. McGlynn stated that impervious surface, parking and a master sign plan are some of the ways the applicant would be required to share their vision of the entire parcel. M. Sprung asked the board of supervisors if the planning commission would be involved with the plan of a parcel of land owned by the township. J. O'Neil explained that Gilmore & Associates is providing a proposal for the master plan for the park. Discussion followed on what was being looked at, who would be involved and how does the planning of a park proposal flow through the township boards.

Tatamy Trail with Forks connection –

Based on the prior discussions on a trail connection from Tatamy to Stockertown, M. Sprung explained some of the conversations he has had to find out details about the current recreational path in this area. Tatamy is working to create a path, that is supported by the county, which hopefully some day may go all the way to Stockertown. The piece that is missing is along Uhler by Bi-State. M. Sprung will continue to look into this project for future discussions.

Public Comment –

M. Sprung asked M. Roberts about the need to have line painting done in the area of Bushkill to Zucksville. It was explained that these are state roads and PennDot would be responsible for the line painting. M. Roberts will reach out to see if there are any plans to have line painting done in this area.

J. O'Neil asked M. Roberts to check on the stop sign at Arndt Road. It would appear that the white line may be too far back causing people to stop short of the intersection and then have difficulty getting through the intersection.

J. O'Neil stated that if there is a need for information from any of the township professionals that members should reach out to the township manager, copying the chairman of the planning commission (if a PC member) requesting assistance from the professional. This way we can control the use of professionals and the cost that comes with that.

Gene Parziale – 1904 Quail Court asked if the township was prepared for an application for medical marijuana facilities. The township responded that we are.

D. Turner stated that during the interviews of the three companies for the growth management plan they mentioned that our zoning ordinances do not match up with our comprehensive plan. The firms recommended that this issue be looked at by the planning commission and then the board of supervisors.

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The board asked the township manager to pass on any examples of the inconsistencies to the Chairman of the Planning Commission.

Adjournment -

Upon a motion by K. Keegan, seconded by D. Turner, the meeting adjourned at 8:03pm. All in favor.
Motion carried.