

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

4-01-2021

**Work Session Minutes
April 1, 2021**

A work session of the Forks Township Board of Supervisors was held on Thursday, April 1, 2021 at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Chairman O'Neil opened the meeting at 7:02 p.m. followed by the Pledge of Allegiance.

Board Members:

John O'Neil, Chairman
Dan Martyak, Vice Chairman
Tim Hughes, Secretary/Treasurer
Kelly Keegan, Member
Ty Corallo, Member

IN ATTENDANCE:

Donna M. Asure, Township Manager
Lisa Pereira, Twp. Solicitor
Sean Policelli, Engineer - virtually
Greg Dorney, Chief of Police – virtually
William Donovan, Finance Manager
Steve Kramer, Public Works Director - virtually
Rachel Sulzbach, Parks & Recreation Director - virtually
Tim Weis, Building & Zoning Officer – virtually
Dean Turner, Chairman, Planning Commission

Public Comment:

Jeff Stewart of 1405 Fox Run Road asked the board for an update on the paving of their road. J. O'Neil stated that the board had guaranteed the residents the road would be paved, and they are going to have it done as soon as the weather allows. Mr. Stewart asked why the township was not drawing on the letter of credit as discussed, several years ago. L. Pereira, township solicitor responded that the letter of credit mentioned at that time was related to a different phase of the development project and could not be drawn upon for this issue. She further explained that the township is working directly with the developer to resolve the Phase IV issues, work with him to get the road paved and ultimately take over the road before next winter.

Supervisors Comments:

John O'Neil -

- Supervisor O'Neil stated that the board has before them a resolution for consideration to be sent to the local state elected officials requesting, they not support the governor's plan to charge all municipalities for state police. The cost to Forks Township would be just about \$100,000.00 when we already have a township police department.
D. Martyak made a motion, seconded by T. Hughes to adopt Resolution 2021-0401-01 requesting state elected officials not support the Governor's plan to tax all municipalities to fund the PA State Police. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.
- J. O'Neil congratulated R. Sulzbach and her staff on a successful easter egg hunt held Saturday, March 27th for 100 children.
- The Chamber of Commerce recorded the Forks State of the Township on March 31, 2021. Each department head gave a brief overview of their department and 2020. It will be aired on

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Wednesday, April 14th at noon. The board asked the manager to send out a link to the broadcast.

Dan Martyak –

- Supervisor Martyak commented on the nice article in the Philadelphia Inquirer which spoke to local government boards and their ability to not allow party lines to affect decisions. A reported from the Philadelphia Inquirer interviewed several board members as well as having a photographer attend the last meeting of the board. A photo was in the article.

Tim Hughes – none

Ty Corallo –

- Supervisor Corallo reported that he attended the first meeting of the Northampton County Council of Governments via ZOOM. The agenda spoke about the COVID relief package coming to the Lehigh Valley and the opening of the new Lehigh Valley Health Network site on Hecktown Road. Mr. Corallo plans to attend as many meetings as possible as he found the information very interesting.

Kelly Keegan –

- Supervisor Keegan spoke to the board about the upcoming Zoning Hearing Board meeting on April 12th where the Klein family, a longtime family farming business in Forks Township has asked for relief from the required minimum acreage of 3 acres in his district to build two homes for his children to return to the farm to continue the operation of the family business. The board agreed this is a positive thing and support the request of the applicant.

Announcements – none

Hearings – none

Presentations – none

Action Items –

Resolution 2021-0401-02 – Destruction of Township Records

T. Hughes made a motion, seconded by T. Corallo to adopt Resolution 2021-0401-02 a resolution approving the destruction of certain township records per the township record retention policy. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

No parking ordinance

T. Hughes made a motion, seconded by K. Keegan to authorize the solicitor to advertise for a hearing to be held on April 15, 2021 for consideration of an ordinance for no parking on Sullivan Trail. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

2021 Road paving projects

T. Hughes made a motion, seconded by T. Corallo to approve advertising the bids for the 2021 road paving project to be paid from the liquid fuels account as recommended by S. Kramer. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

EAJSA agreement addendum

D. Martyak made a motion, seconded by T. Corallo to authorize the execution of the Easton Area Joint Sewer Authority addendum as requested by EAJSA. Under discussion L. Pereira stated that this is an addendum to the 1988 agreement with the sewer authority and the member municipalities. It adds Tatamy as a new member, cleans up some housekeeping issues involving the 2015 bond and adds an

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addendum which shows each municipalities allocation. The document was reviewed by Gilmore & Associates to validate the allocation listed for Forks Township. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Infradapt

T. Hughes made a motion, seconded by K. Keegan to authorize the Chairman to execute the revised agreement with Infradapt to include Mobile Device Management (MDM) for the police department and an additional firewall and managed services for the recycling center at an additional cost of \$314.30 per month for a monthly cost of \$7035.30. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Treasurer's Report

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through March 31, 2021 in the amounts of General fund \$ 77,046.16; Utility fund \$308,662.74; and State Liquid Fuels Fund \$ 1,940.44. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the gross payroll for pay period ending March 28, 2021 in the amount of \$167,959.01. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion on Ladder Truck Repair

J. O'Neil stated they had a purchase order before them for consideration of approval for the repair of the ladder truck. He stated the costs include transportation, one way and repair costs. A report was provided from the company that stated the damage was due to human error and warranty would not cover the repair.

The board discussed the following options:

- Paying the invoice from the current 2021 Fire Dept budget
- Having the township pay from the general fund and not impact fire dept budget
- Splitting the bill with the fire company
- Turning this into insurance

T. Weis commented that similar issues have happened in the past. The past issues had the invoice charged to the fire department allocated budget and the Fire Department worked within the balance of their allocation for the remainder of the year. T. Corallo stated he thinks the fire department should not pay or at least not pay for the entire bill. J. O'Neil reminded the board that it was 2 weeks before the township was alerted that there was an issue with the brand-new fire truck. J. O'Neil recommended meeting with the Fire Chief to discuss how issues are to be reported to the township.

After more discussion, the board requested the manager speak to the fire chief and have him schedule a meeting with township representatives where he will present a policy on reporting incidents within 24 hours to the township manager and/or public works when it involved township property or personnel.

K. Keegan made a motion, seconded by T. Corallo to approve the purchase order to Glick Fire Protection in the amount of \$13,308.00 to be paid from the fire department 2021 allocation for the repair of the 2020 ladder truck. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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Fort James III, Lot 8 – Letter of Credit release

T. Hughes made a motion, seconded by K. Keegan to approve the full release of the Fort James, III, Lot 8, Letter of Credit in the amount of \$1,269,122.75 conditioned upon the escrow check in the amount of \$165,537.75 to be held as maintenance security clearing the bank and an escrow being established for any future inspections. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Old Business

Minutes

T. Corallo made a motion, seconded by T. Hughes to approve the minutes of the March 18, 2021 regular meeting of the Board of Supervisors. Under discussion T. Hughes stated that the minutes correctly reflected what was stated at the meeting concerning the FBA but as a correction April 24th through May 1st is Small Business Week and not restaurant week. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, abstain. Motion carried.

Personnel –

D. Asure reported to the board that she had interviewed a young man who was interested in an internship with the township for the summer. He is a community planning major at Kutztown finishing his freshman year.

T. Corallo made a motion, seconded by K. Keegan to approve the hiring of Tyler Mitch as an intern in the administrative offices of the township effective April 5, 2021 at a rate of \$10.00 per hour for up to 15 hours per week with no benefits. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion Items

Detention Pond at Steeple Chase

The board discussed with various department heads the detention pond at Steeple Chase in a private community and the ownership and maintenance responsibilities. There is currently an old fence which if the township is responsible for should be scheduled for replacement. There has been discussion over the years as to whether or not to fence and whether the township owns this pond. L. Pereira researched this prior to the meeting, and it appears the pond may have been intended to be turned over to the township, but the process was never completed. The board discussed the changes made to SALDO several years ago concerning this issue. The board agreed they should follow their own rules. In order to make a decision the township staff and professionals need to research this and make a recommendation to the board following the SALDO requirements as stated to the board by S. Policelli. L. Pereira will work towards having the developer turn this pond “officially” over to the township. T. Weis stated this was designed to be a natural pond.

Segal & Morel – Street Lights

Segal & Morel have requested assistance with getting streetlights turned on in their development, Riverview West, prior to the township taking them over. S. Kramer reported that for some reason Met-Ed will not put them in the developer’s name with the intention of putting them in the township’s name in 18 months. Segal & Morel will put money in an escrow, equal to 18 months of electric bills for the lights and the township will pay the bill, drawing down on the escrow.

T. Hughes made a motion, seconded by T. Corallo to approve the township putting the lights in the township’s name contingent upon the developer providing an escrow in the amount of the electric bill for the lights for the 18-month maintenance period to be used to pay the Met-Ed invoices for these charges. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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VIRTUS Stocks

W. Donovan, finance manager, explained to the board that the township owns stocks in VIRTUS. It appears in the late 1990's or early 2000's the then township manager agreed to accept seven shares of stock when a company split. The township has been receiving dividend checks of about \$7.00 per month. He recommended to the board that they execute the document provided from the company to allow the stocks to be sold. The township will realize approximately \$1700 from the sale of the stocks. T. Hughes made a motion, seconded by K. Keegan to authorize the sale of the VIRTUS stocks. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

DEPARTMENT HEADS ROUND TABLE

Township Manager- nothing additional

Police- nothing additional

Fiscal – W. Donovan reported that he has been learning as much as he can about our systems and processes. He is realizing that our chart of accounts does not match the states, we need to develop internal control policies as there are none, he would like to look into various options for the investing of some cash and stated that the township accounting system is antiquated and very difficult to utilize.

Parks & Recreation- R. Sulzbach reported the person offered the opening in the parks department has declined the job. The job is reposted until April 9th.

Public Works- S. Kramer stated they are getting ready for the paving projects throughout the township.

Zoning – T. Weis reported that he is preparing for his L&I Audit which occurs every five years.

Solicitor- L. Pereira reported that the continuation of the conditional use hearing for RB Park Plaza, LLC will occur at the April 15th meeting of the board. The developer is submitting new plans to address the concerns of the drive through. These changes will be reviewed at the April 8th planning commission meeting.

Engineer – S. Policelli stated that a new round of ARLE grant funding has been announced. This is a very competitive grant as there is no match. He would need to know in May if the board was interested as the submissions are due in June. Must be a road related project.

Fire- Report on drive

Planning Commission – Chairman Turner stated that Gilmore has reported they have received 1200 completed surveys as of today. The deadline has been extended until April 19th to take advantage of it being mentioned at the State of the Township address. Mr. Turner reminded the board there will be a joint work session with the two boards on May 6th and topics for that work session should be submitted by April 16th so they can be reviewed, and an agenda created.

Public Comment –

D. Martyak welcomed the high school students in attendance at the meeting.

Adjournment -

Upon a motion by K. Keegan, seconded by T. Corallo, the meeting was adjourned at 8:13pm. All in favor. Motion carried.