

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

7-01-2021

**Work Session Minutes
July 1, 2021**

A work session of the Forks Township Board of Supervisors was held on Thursday, June 3, 2021, at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Chairman O'Neil opened the meeting at 7:00 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
Greg Dorney, Chief of Police
William Donovan, Finance Manager
Steve Kramer, Public Works Director
Rachel Sulzbach, Parks & Recreation Director
Tim Weis, Building & Zoning Officer – virtually
Dean Turner, Chairman, Planning Commission

Supervisors Comments:

John O'Neil -

- Supervisor O'Neil congratulated R. Sulzbach and the park staff on another successful tacos and trivia night
- J. O'Neil stated that the visioning meeting held last week was attended by approximately 50 residents with a lot of great discussion. Thanked D. Turner for a job well done

Dan Martyak – none

Tim Hughes – none

Ty Corallo – none

Kelly Keegan – none

Announcements – An executive session was held prior to the meeting tonight at 6:15pm for personnel issues

Public Comment: none

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Presentations –

Greg Moyer Foundation and St. Luke's AED's

Rachel Moyer, founder of the Greg Moyer Foundation on behalf of her son, presented the township with 14 new AED's. The township applied for and received a grant through St. Luke's to help offset the cost of the units. The Moyer foundation can obtain AEDs at a reduced cost through their foundation. Mrs. Moyer thanked everyone for their partnership to get AEDs into every public building. She stated that CPR alone has a survival rate of 4-6% whereas an AED, used within the first two minutes of an event raises that survival rate to over 80%. St. Luke's thanked the township for approaching them to be a part of this and allowing them to provide funding for this wonderful project. The AED's will provide all new AEDs for the police cars as well as a new AED in the police building. The other AED's will be added to the ones already in the Community Center and the municipal building. D. Martyak asked if township staff was trained. It was reported that we have an in-house trainer, many staff are trained, and we have budgeted for certification and recertification of all staff in this year's budget. The Board thanked both the Moyer Foundation and St. Luke's for providing this opportunity to allow the township to be prepared in an emergency

Action Items –

Resolution 2021-07-01

T. Hughes made a motion, seconded by K. Keegan to adopt Resolution 2021-07-01, a resolution to approve the destruction of certain township records. 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 June 29, 2021, in the amounts of General fund \$ 72,336.65; Utility fund \$313,919.06; State Liquid Fuels Fund \$ 1,545.64; and Escrow Fund - \$29,650.32. 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 June 20, in the amount of \$ 194,221.98. 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 purchase order to Johnstone Supply for four (4) Bell & Gossett circulator pumps for the township municipal building and fire department in the amount of \$7479.42 to be paid from the Capital Improvement Fund as requested by Matt Border, Facility Manager. 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 T. Corallo to ratify the purchase order to Easton Suburban Water in the amount of \$5030.00 to be paid from the Recreation Capital Fund for the tap in fees to connect 708 Zucksville Road to public water. 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 approve purchase order for Dallas Data Systems for overrun of purchased support and additional hours of support in the amount of \$6,525.00 to be paid from the utility fund. 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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OLD BUSINESS

Approval of Minutes:

T. Hughes made a motion, seconded by K. Keegan to approve the minutes of the June 3, 2021, work session of the Board of Supervisors. 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 approve the minutes of the June 17, 2021, regular meeting of the Board of Supervisors. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion Items

Ben-Jon Rec Path –

J. O'Neil stated that the rec path at Ben-Jon Road needed to be closed due to safety issues as the construction on the property begins. The path was put in years ago. The plans have been approved for several years but the development of the property is just beginning. They must build a bridge over the swale and construct the road connecting Ben-Jon to Meco. The rec path is in the area of the construction and once completed the rec path will be rebuilt. J. O'Neil apologized to the residents on behalf of the township as we did not do a good job communicating the closure of the path to the residents. He assured everyone this will be done better in the future. Tara Armstrong of 4140 Fox Wood Circle stated she has many friends who are upset by the closing of the path and asked if we knew how long it might be closed. S. Policelli stated that though we are uncertain it could be closed for a year.

Twin Rivers Tubing

L. Pereira reported to the board that she and the board had received correspondence concerning Frost Hollow Overlook County Park which is owned by the county. The resident was concerned that the county has now leased the property to a business thus the property should no longer be considered tax exempt. L. Pereira explained that the County Assessment Office and the County Board of Appeals would have to oversee the exempt status of this property. She informed the board that there would be nothing that could be done by the township. The board instructed Ms. Pereira to contact the resident with this information.

Riverview Update

Discussion was held concerning all open issues raised by HOA of Riverview. T. Hughes stated that he was on the shared drive looking for the excel spreadsheet he had requested and found a memo instead. T. Weis stated that he felt the memo was sufficient as he had addressed all the issues raised by the residents. T. Weis spoke to using the 2015 code going forward. When asked about the enclosure he stated that he has to rely on the building inspector, and he states everything is fine. T. Hughes stated that he felt the memo placed on the drive was inaccurate when it ended with "chapter closed". There was discussion that the spread sheet would allow for a document that can be updated, added to, and shared by all. The board instructed that we ask the administrative assistant in zoning to begin putting together a spread sheet on Friday. Significant discussion centered around the grading of certain properties. T. Weis reported that he is allowed to accept certified plans from an architect for the grading. This is what he has done for 2460 Napa Drive. J. O'Neil asked who then certifies the sealed drawings are correct according to the plan that was submitted. T. Weis stated that the surveyor is a professional and the plans are what we go by. T. Weis stated that having an as built is no different than any other project, we go out, inspect, and move on. It was decided that Gilmore will receive a copy of the plans Friday morning and will review them per the approved land development plan. Lots 84 and 85 were discussed. It was stated that the changes would require a new drainage plan. T. Weis was unsure if a new plan was submitted. He stated the inspection would catch it. Additional issues and properties were discussed with members of the HOA who were present. Issues included issuance of building permits, walkout

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basements added after final plan approval, temporary certificates of occupancy and security fencing around open foundations and whether it is allowed to be required for residential construction. T. Weis stated it is only for commercial construction, but he has made arrangements with this developer to fence in his construction areas. The township will contact the state code official to ask about the fencing issue. T. Weis reported that the township does issue temporary CO's only in the winter when grass seed cannot be planted. He is unsure if temporary COs were issued for these properties. All other issues must be addressed and inspected and would not be a part of a temporary CO. The residents thanked the board for their assistance.

Zoning Project Listing – duplicate listing

Detention Ponds –

The board discussed the retention ponds, their ownership and what if any maintenance responsibilities fall on the township. The township has been maintaining many different properties for many years. Maintenance ranges from fencing, mowing, trimming, and spraying. This discussion began a few months ago as there is a need to understand, especially for fencing, what are the township's obligations so we can budget for them. There were several spread sheets on the drive, and it was confusing. D. Martyak stated we need one spreadsheet with property, who owns them, do they require fencing or not, etc. We will combine the information onto one spreadsheet. Discussion was then held on the information provided. L. Pereira stated she has not received all the requested and necessary information for the properties in question. T. Weis stated he did not understand she did not have what she needed and would provide the information next week. S. Policelli stated he was not able to review most properties as to the storm water issues as he also did not have all the information on each property. There were several properties that required guidance from the board –

- Edgewood/Colby Park - the property is owned by a company from New York. The board directed that the township stops maintaining this property and L. Pereira will contact them with this information.
- Spring House – this property is owned by Lafayette College and leased to Forks Township with a sublease to the Historical Society. The board instructed that the township would continue to mow, spray and trim as they have been doing.
- College Park – this issue came up in 2018 with no record of a decision. The property is privately owned, and the maintenance is stated in the deed as the property owner's responsibility. The board asked that D. Asure and L. Pereira reach out to the property owner and explain the situation and inform them that the township will cease maintenance on this property as of September 1, 2021.
- Steeple Chase and Sullivan's March – still need information from the township concerning the plans and agreements to see what is required
- Pittstop – this is a township right of way at Knox Avenue and Sullivan Trail and requires the township to continue to maintain.

Guani Gomez of 4102 Foxwood Circle spoke for the residents in the vicinity of the Steeple Chase detention basin. He stated the township has been maintaining for perhaps 17 to 18 years so why would they consider stopping now? The township explained that we do not own the property so it is uncertain if we should be maintaining. L. Pereira explained that the documents she does have do not say who owns or maintains this basin and has requested more information to continue researching the issue. The resident explained that there are railroad tracks along one side and the fencing is a barrier to the tracks. D. Turner, Chairman of the planning commission explained that the requirements for railroad track buffers have decreased over the years. The residents asked that the township continue to maintain the detention pond and the fencing. The board requested this topic be placed back on the July 15th board of supervisors' agenda.

Grants listing and updates

S. Policelli submitted a grant listing to the board. Discussion was held on the need for some additional information to be added. Make into an excel spreadsheet for review at the next work session.

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CDBG Urban County Designation –

The township received a document from Northampton County requesting continued participation in the urban county designation. This allows Forks Township to apply, through Northampton County for CDBG funding for programs.

T. Hughes made a motion, seconded by T. Corallo to authorize the Chairman of the Board of Supervisors to execute the cooperative agreement with Northampton County to be designated as an Urban County Designation for CDBG Block Grants for the years 2022 – 2024. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Draft Ordinances –

L. Pereira stated that as per the direction of the board, draft ordinances for Dangerous Structures and Nuisance Junk Vehicles have been placed on the drive. The board will review for discussion at the next meeting.

ARPA Funds -

D. Asure reported that the township has received the first half of the federal ARPA money and it has been placed in a separate account. We have until December of 2024 to commit the funds and December of 2026 to have them spent. The department heads have been discussing ideas for this funding. The board will continue the discussions with the department heads to make the best decision for this money.

Pending Matters Listing –

T. Corallo stated that the pending matters list is on both the management drive and on Teams. It was discussed how to best track these issues and update this document.

DEPARTMENT REPORTS

A. Township Manager –

- A grant was applied for and received through the Chamber of Commerce. It is for \$2000 with a match of \$2000 and the project was Hometown Hero banners for Sullivan Trail. The match can be from residents who want to honor their heroes and from businesses who would like to do a welcome to Forks Township banner.
- A letter has been sent to the IRS requesting a refund of the overpayments made
- D. Asure asked the board to consider adding to the fee schedule a \$25 permit fee for the new dumpster/container permit just created as well as a fee for final certifications for utilities. Just this past week alone there were over twenty requests for certifications.
- J. O’Neil asked how the delinquent collections for the utility account were going. The board was informed that the ordinances must be updated to help with this project. D. Martyak recommended adding to the pending matters list. It was reported that it is already on the list. It was discussed whether we should put an article in the newsletter about being delinquent with your utility payments.

B. Police

- Chief Dorney stated he has a report on the drive.
- Thanked the township for moving forward with the purchase of the AED’s.

C. Finance

- W. Donovan stated he had budget to actual reports on the drive.
- He is continuing to work on the utility billing and processing.
- He is working to recognize all revenue on a modified accrual basis and other ongoing projects.

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- The board discussed the need to look at calendars soon to approve budget work sessions.

D. Parks & Recreation

- R. Sulzbach stated her report was on the drive
- There are sound of summer concerts happening as well as the movie the Call of the Wild on July 10th.

E. Public Works

- S. Kramer stated his report is on the drive
- The recycling program will include gas, oil, and anti-freeze so this will require a permit from the EPA.

F. Zoning Dept.

- The zoning report is on the drive
- T. Hughes asked where we stand with the citation filed against Mavis that had to be redone. It was reported that the township requires an ORI number (originating agency identifier). The township does not have a number on file with the Magisterial District Judge so no non-criminal complaints can be filed through the zoning office. T. Weis stated he is still working on the application.

G. Solicitor – Lisa Pereira-

- Nothing additional to report

H. Engineer – Sean Policelli –

- S. Policelli stated most items are on the project list
- There is a new grant available, TSSA, alternative means of transportation with no match required. The township must do the design and permitting so that is almost like a match. \$50,000 minimum request to \$1 million dollar cap. Possibly a grant for the Frutchey Hill bridge trestle for bike path. Grant must be submitted by August 16th.

I. Fire – no report

Public Comment –

J. O'Neil reported that the visioning meeting for the comprehensive plan was held last week, and it was attended by 50 residents. It went very well with a lot of good discussion. The board wished everyone a happy and safe 4th of July.

Adjournment -

Upon a motion by K. Keegan, seconded by T. Corallo, the meeting was adjourned at 9:43pm. All in favor. Motion carried.