

1 FORKS TOWNSHIP  
2 BOARD OF SUPERVISORS  
3 Northampton County, Pennsylvania  
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5 RE-ORGANIZATION MEETING  
6 TUESDAY, JANUARY 02, 2018 – 7:00 PM  
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8  
9 MEETING GENERALITIES

10 The Annual Re-organization Meeting was held at the Forks Township Municipal Building, 1606 Sullivan  
11 Trail, Easton, Pa. - Northampton County.  
12

13 **Board Members present were:**

14 John O’Neil, Chairman  
15 Erik Chuss, Vice Chairman  
16 Bob Egolf, Secretary/Treasurer  
17 Dan Martyak, Supervisor  
18 Ed Moore, Supervisor  
19

20 **Others present were:**

21 John V. Cornell, Township Manager  
22 Barb Bartek, Human Resource Manager  
23 Tim Weis, Building & Zoning Official  
24 Steve Kramer, Public Works Director  
25 James Farley, Finance Director  
26 Rachel Sulzbach, Parks & Recreation Director  
27 Greg Dorney, Police Chief  
28 Sean Policelli, Township Engineer  
29 Wendy Nicolosi, Solicitor  
30 Chuck Gallagher, Fire Chief  
31

32 **Absent Were:**

33 None  
34

35 **Opening of Meeting:** *Wendy Nicolosi* (Solicitor) called the Reorganization Meeting to order  
36 at 7:00 PM on this date starting with the Pledge of Allegiance and then began the  
37 reorganization of the board members.  
38

- 39 I. **Solicitor Wendy Nicolosi** opened the reorganization and requested nominations for  
40 the seat of “**Chairman of the Board of Supervisors**” as the first order of business.  
41

42 ➤ **Supervisor Robert Egolf** moved to nominate **John O’Neil** as CHAIRMAN of  
43 the Board of Supervisors. Seconded by: **Supervisor Dan Martyak** *Supervisor Erik Chuss* voted  
44 nay.

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**Motion Carried: 4 – 1**

*\*\* At this time, the Solicitor turned the meeting over to John O’Neil as Chairman of the Board of Supervisors.*

- II. Call for nomination for Board of Supervisors Vice Chairman (Chairman)
  - Supervisor Ed Moore moved to nominate **Supervisor Erik Chuss** as VICE CHAIRMAN of the Board of Supervisors seconded by: Supervisor Dan Martyak, *being no further nominations Chairman O’Neil called for a roll call Mr. Moore aye, Mr. Martyak aye, Mr. Egolf aye, Mr. Chuss abstained and Mr. Oneil voted aye.*

**Motion Carried: 4 - 0 - 1 abstention [Supervisor Erik Chuss]**

- III. Call for nomination for Board of Supervisors Secretary Treasurer (Chairman)
  - Supervisor Dan Martyak moved to appoint **Supervisor Bob Egolf** as SECRETARY/TREASURER of the **General Fund; Utility Fund; and Sewer Revenue Fund.** Seconded by: Supervisor Ed Moore *vote all in favor.*

**Motion Carried: 5 - 0**

- IV. Call for motion to Re-appoint **Township Solicitor** (Chairman)
  - Supervisor Dan Martyak moved to re-appoint the firm “**Broughal & DeVito**; seconded by Supervisor Bob Egolf *vote all in favor.*

**Motion Carried: 5 -0**

- V. Call for motion to Re-appoint **Zoning Hearing Board Solicitor** Michael Shay
  - Supervisor Bob Egolf made a motion to re-appoint **Michael Shay**; seconded by Supervisors Ed Moore. *Vote all in favor.*

**Motion Carried: 5 -0**

- VI. Call for motion to re-appoint **Donald Miller** for the Vacancy Board (Chairman)
  - Supervisor Ed Moore moved to appoint “**Donald Miller**”; seconded by Supervisor Dan Martyak *Vote all in favor.*

**Motion Carried: 5-0**

- 1 VII. Call for motion to **re-appoint Gilmore Associates** as Township Engineer (Chairman)  
2  
3 ➤ Supervisor Robert Egolf moved to re-appoint “**Gilmore & Associates**; seconded by  
4 Supervisor Dan Martyak vote all in favor.  
5

6 **Motion Carried: 5-0**  
7

8 **VIII.** Call for motion to **waive the non-uniform employee contribution to the non-uniform**  
9 **pension fund for 2017 - Resolution #18-0102-1**

- 10  
11 ➤ Supervisor Ed Moore moved to approve Resolution 17-0103-1; seconded by Supervisor  
12 Dan Martyak vote all in favor.  
13

14 **Motion Carried: 5-0**  
15

16 **IX.** Call for motion to set the **2018 Millage rate** at 7.5 mils (same as last year) **Resolution**  
17 **#18-0102-2**

- 18  
19 ➤ Supervisor Ed Moore moved to approve 2017 Millage rate at 7.0 mils; seconded by  
20 Supervisor Bob Egolf Roll Call vote\_Mr. Moore aye, Mr. Martyak nay, Mr. Chuss nay, Mr.  
21 Egolf Aye and Chairman O’Neil voted aye.  
22

23 **Motion Carried: 3-1**  
24

25 X. Call for motion to approve the **2018 Fee Schedule - Resolution #18-0102-3**

- 26  
27 ➤ Supervisor Dan Martyak moved to approve the 2018 Fee Schedule -Resolution 18-0102-  
28 3; seconded by Supervisor Bob Egolf  
29

30 **Motion Carried: 5-0**  
31

32 **XI.** Call for motion to reappoint **John V Cornell Township Manager – Resolution #18-**  
33 **0102-4**

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35 *Supervisor Ed Moore moved to reappoint John V Cornell Township Manager Resolution*  
36 *Seconded by Supervisor Bob Egolf vote all in favor.*  
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38 **Motion Carried 5-0**  
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40 **XII.** Call for motion to **re-appoint France, Anderson, & Basil** Accountant/Auditors  
41 **Resolution#18-0102-5**  
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- 1       ➤ Supervisor Bob Egolf moved to re-appoint France, Anderson & Basil – Resolution 18-  
2       0102-5; seconded by Supervisor Dan Martyak vote all in favor.

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4 **Motion Carried: 5-0**

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6 **XIII.**

7       Call for motion to set the **2018 Real Estate, Earned Income, Local Services and**  
8       **Mercantile Taxes Resolution #18-0102-6**

- 9       ➤ Supervisor Dan Martyak moved to approve Resolution 18-01-3-6; seconded by  
10       Supervisor Ed Moore vote all in favor.

11  
12 **Motion Carried: 5-0**

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14 **XIV.** Call for motion to re-appoint Merchant’s Bank, PLGIT, & PNC as Depositories of Forks  
15       Township **Resolution #18-0102-7**

- 16  
17       ➤ Supervisor Bob Egolf moved to approve Resolution 17-0103-7; seconded by Supervisor  
18       Ed Moore vote all in favor.

19  
20 **Motion Carried: 5-0**

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22 **XV.**

23       Call for motion to set the **2018 Trash/Recycling and Sewer Use Charge rate**  
24       **Resolution #18-0102-8**

- 25       ➤ Supervisor Dan Martayk moved to approve Resolution 18-0102-8; seconded by  
26       Supervisor Bob Egolf vote all in favor.

27  
28 **Motion Carried: 5-0**

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30 **XVI.** Call for motion to approve an inter fund Tax Anticipation Loan **Resolution #180102-09**

- 31  
32       ➤ Supervisor Dan Martyak moved to approve Resolution 18-0102-9; seconded by  
33       Supervisor Ed Moore vote all in favor.

34  
35 **Motion Carried: 5-0**

36  
37 **XVII.** Call for motion to re-appoint Keystone Collections Group for Earned Income Tax  
38       collection

- 39  
40       ➤ Supervisor Ed Moore moved to re-appoint “**Keystone Collection Group**”; seconded by  
41       Supervisor Dan Martyak vote all in favor.

1 **Motion Carried: 5-0**

2

3 XVIII. Call for motion to **re-appoint Mary Ann Kessler** Local Services Tax Collector

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5 ➤ Supervisor Robert Egolf moved to re-appoint Maryann Kessler; seconded by Supervisor  
6 Ed Moore vote all in favor.

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8 **Motion Carried: 5-0**

9

10 XIX. Call for motion to **appoint Mary Ann Kessler** Business Privilege Tax Collector

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12 Supervisor Robert Egolf moved to re-appoint Maryann Kessler; seconded by Supervisor Ed  
13 Moore vote all in favor.

14

15 **Motion Carried: 5-0**

16

17 XX. Call for motion to set the First Thursday of each month as a work session for the **Board**  
18 **of Supervisors meeting** for 7:00 pm with a 6:00 workshop at the call of the Chairman.  
19 The Third Thursday of each month as a regular meeting for 7:00 pm with a 6:00  
20 workshop at the call of the Chairman.

21

22 ➤ Supervisor Ed Moore moved to approve; seconded by Supervisor Dan Martyak vote all  
23 in favor.

24

25 **Motion Carried: 5-0**

26

27 XXI. Call for motion to set the **Planning Commission meetings** for the second Thursday,  
28 and fourth Tuesday as a work session at 7:00 pm.

29

30 ➤ Supervisor Dan Martyak moved to approve; seconded by Supervisor Ed Moore vote all in  
31 favor.

32

33 **Motion Carried: 5-0**

34

35 XXII. Call for motion to re-appoint **Robert Dausend** to the Planning Commission  
36 Supervisor Ed Moore made a motion to approve; seconded by Supervisor Bob Egolf  
37 vote all in favor.

38

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40 XXIII. Call for motion to set the **Zoning Hearing Board meeting** on the second and third  
41 Mondays of each month as needed.

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43 ➤ Supervisor Ed Moore made a motion to approve; seconded by Supervisor Bob Egolf vote  
44 all in favor.

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**Motion Carried: 5-0**

**XXIV.** Call for motion to reappoint **Robert Kimmel** to the **Zoning Hearing Board Resolution #18-0102-10**

➤ Supervisor Ed Moore made a motion to approve; seconded by Supervisor Bob Egolf vote all in favor.

**XXV.** Call for motion to set the **Recreation Board meeting** for the Third Monday of each month at 6:00 pm.

➤ Supervisor Ed Moore moved to approve; seconded by Supervisor Dan Martyak vote all in favor vote all in favor.

**Motion Carried: 5-0**

**XXVI.** Call for motion to Re-appoint **Fran Tone** to the Recreation Board

Supervisor Ed Moore made a motion to approve; seconded by Supervisor Bob Egolf vote all in favor.

**XXVII.** Call for motion to Re-appoint **Judy Presto Arnold** to the **Recreation Board**

At this time a question was raised regarding attendance at the Recreation Board meeting following discussion it was agreed to table action on the reappointment until the January 18, 2018 meeting.

**Action Tabled.**

**XXVIII.** Call for motion to re-affirm the **PEMA's / Forks Township Emergency Operation Plan.**

➤ Supervisor Dan Martyak moved to approve; seconded by Supervisor Bob Egolf vote all in favor.

**Motion Carried: 5-0**

**XXIX.** Call for motion to **appoint Chuck Chapman** as EMA Coordinator.

➤ Supervisor Bob Egolf made a motion to appoint Charles Chapman; seconded by Supervisor Ed Moore vote all in favor.

**Motion Carried: 5-0**

**XXX.** Call for motion to **re-appoint Bryan Weis** Assistant EMA Coordinator.

1 ➤ Supervisor Robert Egolf moved to re-appoint Bryan Weis; seconded by Supervisor Ed  
2 Moore vote all in favor.

3

4 **Motion Carried: 5-0**

5

6 XXXI. Call for motion to **authorize payment of routine bills**, preventing the accrual of  
7 penalties and interest.

8

9 ➤ Supervisor Robert Egolf moved to authorize; seconded by Supervisor Ed Moore  
10 vote all in favor.

11

12 **Motion Carried: 5-0**

13

14 XXXII. Call for motion to set the **municipal building hours of operation**: Administration 7:30  
15 **am** to 4:00 pm, Public Works, Police and Recreation at the call of the Department  
16 Heads.

17

18 ➤ Supervisor Robert Egolf moved to approve; seconded by Supervisor Ed Moore  
19 vote all in favor.

20

21 **Motion Carried: 5-0**

22

23 XXXIII. Call for motion to appoint/ reaffirm the **Public Safety Officials**:

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- 25 Fire Chief – Chuck Gallagher
- 26 Deputy Fire Chief – Jevin Russo
- 27 Zoning/ Building Official – Tim Weis
- 28 Assistant Zoning Officers – Matt Miller, Loretta Fuehrer, John V Cornell
- 29 Flood Plain Permit Officer – Sean Polliselli - Gilmore Associates
- 30 Sewer Enforcement Officer – Max Russek- Gilmore Associates
- 31 Electrical Inspector- Keycodes Electrical & Inspection Agency

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33 ➤ Supervisor Robert Egolf moved to approve Public Safety Officials; seconded by  
34 Supervisor Ed Moore vote all in favor.

35

36 **Motion Carried: 5-0**

37

38 **XXXIV.** Call for motion to affirm the uniform police **employee wages and benefit** package as  
39 per the 2017-2020 contract/arbitration, and to affirm the employee wages and benefit  
40 package Non-uniform 2016- 2018 contract.

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42 ➤ Supervisor Robert Egolf moved to approve; seconded by Supervisor Ed Moore vote all in  
43 favor.

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1 **Motion Carried: 5-0**

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3 XXXV. Call for motion to appoint a Voting member and Alternate to the **Pennsylvania State**  
4 **Association of Township Supervisors (PSATS)** for 2018.

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6 ➤ Supervisor Robert Egolf moved to appoint **“John Cornell”** as Voting Member; and **Erik**  
7 **Chuss** as a alternate, seconded by Supervisor Ed Moore vote all in favor.

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9 **Motion Carried: 5-0**

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11 XXXVI. Call for motion to appoint a Principle and Alternate representative to the **Forks**  
12 **Business Association** for 2018.

13

14 ➤ Supervisor Bob Egolf moved to appoint **“Erik Chuss”** as Principal Supervisor  
15 Representative and **“John Cornell”** as Alternate; seconded by Supervisor Dan Martyak  
16 Following discussion Supervisor Moore agreed to substitute for Mr. Chuss when feasible.

17

18 **Motion Carried: 5-0**

19

20 XXXVII. Call for a motion to appoint Principle and Alternate representative to the **Northampton**  
21 **Tax Collections Committee - (NTCC)**

22

23 ➤ Supervisor Robert Egolf moved to appoint **“Jim Farley”** for Principle and **“John Cornell”**  
24 as Alternate; seconded by Supervisor Ed Moore vote all in favor.

25

26 **Motion Carried: 5-0**

27

28 XXXVIII. Call for motion to appoint Principle and Alternate representative to the  
29 **NCATO (Northampton County Association of Township Officials)**

30

31 ➤ Supervisor Bob Egolf moved to appoint **“John Cornell”** as Principle and **“Barb Bartek”** as  
32 Alternate; seconded by Supervisor Dan Martyak vote all in favor.

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34 **Motion Carried: 5-0**

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**Next meeting January 18, , 2018 @ 7:00 PM**

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