

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

**1-4-2021**

**Reorganization Meeting Minutes  
January 4, 2021 -**

The reorganization meeting of the Forks Township Board of Supervisors was held on Monday, January 4, 2021 at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Solicitor Pereira opened the meeting at 6:30pm followed by the Pledge of Allegiance.

**Board Members:**

Ty Corallo, Supervisor  
Tim Hughes, Supervisor  
Kelly Keegan, Supervisor  
Dan Martyak, Supervisor  
John O'Neil, Supervisor

**IN ATTENDANCE:**

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

L. Pereira called for nominations for Chairman of the Board of Supervisors.

D. Martyak made a motion, seconded by K. Keegan to nominate John O'Neil as Chairman of the Board of Supervisors.

L. Pereira asked if there were any other nominations. Hearing none she closed the nominations for Chairman. L. Pereira then asked all in favor of the motion to appoint John O'Neil, Chairman signify by saying aye. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Chairman O'Neil thanked the board members for their appointment and continued the meeting.

J. O'Neil asked for nominations for Vice-Chairman of the Board of Supervisors.

T. Hughes made a motion, seconded by T. Corallo to nominate Dan Martyak as Vice-Chairman of the Board of Supervisors.

J. O'Neil asked if there were any other nominations for Vice-Chairman. Hearing none, J. O'Neil asked for all those in favor of the motion to appoint D. Martyak as Vice-Chairman of the Board of Supervisors to signify by saying aye. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

J. O'Neil asked for nominations for Secretary/Treasurer of the Board of Supervisors.

D. Martyak made a motion, seconded by K. Keegan to nominate Tim Hughes as Secretary/Treasurer of the Board of Supervisors.

J. O'Neil asked if there were any other nominations for Secretary/Treasurer. Hearing none, J. O'Neil asked for all those in favor of the motion to appoint T. Hughes as Secretary/Treasurer of the Board of Supervisors to signify by saying aye. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

**1-4-2021**

Public Comment: none

Announcements – none

T. Corallo made a motion, seconded by K. Keegan to set the Board of Supervisors meeting dates and times as follows – work session – first Thursday of each month at 7:00pm; regular meeting – third Thursday of each month at 7:00pm. Meetings to be held at the Forks Township Municipal Building. Roll Call Vote: T. Corolla, 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 set the Planning Commission meeting dates and times as follows – regular meetings – second Thursday of each month – 7:00pm; work session, fourth Tuesday of each month – 7:00pm. Meetings to be held at the Forks Township Municipal Building. Roll Call Vote: T. Corolla, 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 set the Recreation Board meeting dates and times as the third Monday of each month at 6:00pm, excluding July and December, at the Forks Township Community Center. Roll Call Vote: T. Corolla, 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 appoint Dean Turner as the Vacancy Board with a term to expire December 31, 2021. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint Broughal & DeVito as Township Solicitor for township business, labor and planning at a rate of \$150.00 per hour. Roll Call Vote: T. Corolla, 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 appoint David Backenstoe, Esq as conflict counsel for Forks Township at a rate of \$150.00 per hour. Roll Call Vote: T. Corolla, 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 appoint Donna M. Asure as Township Manager at a salary of \$93,000.00. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 enter into an employment agreement with Donna M. Asure as Township Manager for the period through January 3, 2022. Roll Call Vote: T. Corolla, 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 appoint Gilmore & Associates as Engineer for Forks Township with rates as established by their fee schedule. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion to appoint Gilmore & Associates as Sewage Enforcement Officer at rates per current company fee schedule. Increases in rates, as requested by Gilmore & Associates will need to be discussed. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

**1-4-2021**

T. Hughes made a motion, seconded by K. Keegan to appoint Gilmore & Associates as Flood Plain Administrator at rates as listed on company fee schedule. Roll Call Vote: T. Corolla, 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 appoint Tim Weis as Forks Township Building Codes Official. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint Key Codes as 3<sup>rd</sup> party commercial and electrical inspector at rates as listed on company fee schedule. Roll Call Vote: T. Corolla, 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 appoint Charles Chapman as Emergency Management Coordinator for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint Brian Weis as Assistant Emergency Management Coordinators for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 reaffirm the Forks Township Emergency Operations Plan. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint Ty Corallo as the principal representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2021. Roll Call Vote: T. Corolla, 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 appoint Dan Martyak as the alternate representative to the Northampton County Association of Township Officials (NCATO) with a term to expire December 31, 2021. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to appoint Tim Hughes as the representative to the Forks Business Association for 2021. Roll Call Vote: T. Corolla, 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 appoint Donna M. Asure as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2021. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

The appointment of an alternate to the Northampton Tax Collection Committee was tabled until a fiscal manager is hired.

T. Hughes made a motion, seconded by T. Corallo to approve the attendance of Donna M. Asure, including registration, travel and hotel, at the PSATS annual Conference, April 18 – 21, 2021. Under discussion the board stated that if any supervisor or department head found benefit in attending the

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

**1-4-2021**

conference, they should work with the township manager to complete the registration and any other needed information. Roll Call Vote: T. Corolla, 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 appoint Donna M. Asure as voting delegate at the PSATS Annual Conference. Roll Call Vote: T. Corolla, 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 designate the following as Forks Township Depositories – Fidelity Bank and PNC Bank. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 following as signatories on all bank accounts, with all checks requiring two signatures -

- John O'Neil – Supervisor
- Daniel Martyak – Supervisor
- Timothy Hughes – Supervisor
- Ty Corallo – Supervisor
- Kelly Keegan – Supervisor

This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint Keystone Collections Group as Earned Income Tax (EIT), Local Services Tax (LST) and Business Privilege Tax collector for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 set the 2021 Act 511 Tax rates for Earned Income, Local Services and mercantile taxes as follows –

- Real Estate Transfer Tax – 1%
- Earned Income Tax – 1%
- Local Services Tax \$52.00

Mercantile Tax –

- Performance of Services – 1.5 mills
- Wholesale sales of merchandise – 1 mill
- Retail sale of Merchandise – 1.5 mills

This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 adopt the 2021 Forks Township Fee Schedule. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 establish the 2021 fees for trash and recycling collection and sewer use charges as follows –

Trash & Recycling

- Monthly - \$22.00
- Quarterly - \$66.00
- Annually - \$264.00

Sewer use

- Base \$40.00
- Additional Units - \$6.00/unit

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

**1-4-2021**

This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 authorize the payment of routine bills to avoid late fees, penalties and interest, such as utility bills, recurring monthly bills, etc to be ratified at the next meeting of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 appoint the township manager as Chief Administrative Officer of the township pension plans. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 waive the required employee contribution for the non-uniformed Defined Benefit (DB) pension plan in the amount of 4%. Under discussion the total amount required to be contributed annually to the Defined Benefit plan is 7% of an employees' salary. Under the non-uniformed CBA for the year 2021 employees in this plan are to contribute 3% of their salary with the township contributing 4% from the general fund and/or state aid. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 waive the required employee contribution for the non-uniformed Cash Balance (CB) pension plan in the amount of 2%. Under discussion the total amount required to be contributed annually to the Cash Balance plan is 10%. The plan states 5% from the employee and 5% from the township. Under the non-uniformed CBA for the year 2021 employees in this plan are to contribute 3% of their salary with the township contributing the balance from the general fund and/or state aid. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 set the 2021 mileage rate at 56 cents per mile as set by the IRS. Roll Call Vote: T. Corolla, 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 appoint Michael Shay, ESQ as solicitor for the Zoning Hearing Board at a rate of \$150.00 per hour for 2021. Roll Call Vote: T. Corolla, 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 set the Zoning Hearing Board meetings for the second and third Mondays of each month at 7:00pm as needed. Roll Call Vote: T. Corolla, 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 appoint Donna M. Asure as Right to Know Officer for Forks Township. This motion will be confirmed by a resolution of the Board of Supervisors. Roll Call Vote: T. Corolla, 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 set the municipal building hours of operation as – Administration; Monday through Friday, 7:30am – 4:00pm; Public Works, Police and Recreation at the call of the department heads. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

**1-4-2021**

T. Hughes made a motion, seconded by T. Corallo to appoint Richard Mercado, Jr. to the Forks Township Planning Commission with a term to expire December 31, 2024. Roll Call Vote: T. Corolla, 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 appoint Alan Childs to the Forks Township Recreation Board with a term to expire December 31, 2026. Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

K. Keegan made a motion, seconded by T. Hughes to accept the recommendations of the Community Fire Company of Forks Township for the positions of Chief and Deputy Chief as follows –

Jevin Russo - Fire Chief

Steve Dutt - Deputy Chief

Roll Call Vote: T. Corolla, 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 appoint the following as Forks Township Fire Police- Fire police captain -Edmund Lamontagne

Asst captain- Brian Flavelle

Fire police officer- John Fonterosa

Roll Call Vote: T. Corolla, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Public Comment –

D. Martyak thanked all involved with the upgrades to the cameras. They are working well. The bandwidth need of the township was discussed and the board asked that we seek quotes on upgrading this service.

Adjournment -

Upon a motion by T. Hughes, seconded by K. Keegan, the 2021 reorganization meeting was adjourned at 7:20 pm. All in favor. Motion carried.