

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

8-05-2021

**Work Session Minutes
August 5, 2021**

A work session of the Forks Township Board of Supervisors was held on Thursday, August 5, 2021, at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Vice-Chairman Martyak opened the meeting at 7:00 p.m. followed by the Pledge of Allegiance.

Board Members:

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

Others:

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 - absent

Supervisors Comments:

John O'Neil - none

Dan Martyak – none

Tim Hughes – none

Ty Corallo – none

Kelly Keegan – none

Announcements –

An executive session was held on July 29th for personnel issues with no decisions or actions being taken in executive session.

Public Comment:

Robert Parella – 3089 Corey Terrace

Mr. Parella spoke to his concerns of flooding in the area of Sullivan, Kesslersville and Hunter Roads. He commented that the plans for development in that area will only lead to more flooding and the township must do something about this. Additional concerns are the speeding on the state roads and how this can be controlled as well as the proposed elderly housing on Newlins Road and the issues this will cause.

D. Martyak addressed the concerns separately and advised the resident that for the flooding issue, plans go through the engineer for reviews. The developer is charged with not allowing any more water than

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currently leaves a property, to leave the property once the development is done. The plans are also reviewed by the LVPC for compliance with the Act 167 plan. As far as the speeding, the township can enforce through our police department, but we cannot set the speed limits. The police department hopes that the state legislature will pass the law before them that will allow municipal police departments to use radar. As far as the elderly housing, the supervisors are not aware of this plan. The board was advised that the developer has introduced a sketch plan before the planning commission but there is no application before the township to proceed.

Presentations – none

Action Items –

Insurance Quote –

The township has been researching insurance options in advance of the renewal date of their current policies.

T. Hughes made a motion, seconded by K. Keegan to enter into agreement with EHD for insurance brokerage services with a three-year contract, accept the quote from Selective Insurance as procured by EHD and authorize the township manger to execute documents. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

PennDot permit application –

T. Hughes made a motion, seconded by K. Keegan to authorize the signing of the PennDot permit application to allow the use of digital speed signs on certain designated roads throughout the township. Chief Dorney explained that though we would be using on township roads, PennDot does require a permit. The signs that will be purchased are portable and will be moved around to roads approved on the PennDot permit. The permit is good for one year and we will have to reapply. The process would be to post the signs in an area and let them run for a week or so. The devices allow data to be collected about speeds, and time of day. After that the sign will be removed and the police department will conduct enforcement Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Resolution 2021 – 08-05-01 - UCC Appeals Board –

K. Keegan made a motion, seconded by T. Hughes to adopt Resolution 2021-08-05-01 creating the Forks Township UCC Appeal Board and appointing the following members – Robert Rusnak, Vito Tamborrino and Paul Weiss. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Resolution 2021-08-05-02 – Amending Fee Schedule

T. Corallo made a motion, seconded by T. Hughes adopt Resolution 2021-08-05-02 to amend the Forks Township Fee schedule adopted at the January 4, 2021, reorganization meeting. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Appointment of UCC Appeal Board Solicitor –

T. Hughes made a motion, seconded by K. Keegan to appoint James Fareri, Esq as solicitor to the Forks Township UCC Board of Appeals at a rate of \$150.00 per hour. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Resolution 2021-08-05-03 – Accepting of certain township roads

K. Keegan made a motion, seconded by T. Corallo to adopt Resolution 2021-08-05-03 a resolution accepting certain roads in the Pheasant Ridge, Phase IV development including portions of Willow Drive, Fox Run Road and Chipmunk Lane. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

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Steeplechase Basin –

T. Hughes made a motion, seconded by T. Corallo to authorize the township solicitor to record the deed and to file for tax exemption status for this property. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Treasurer’s Report

T. Hughes made a motion, seconded by K. Keegan to ratify vouchers payable received through July 19, 2021, in the amounts of General fund \$ 9,970.30 and Liquid Fuels - \$ 5,379.36. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through August 3, 2021, in the amount of General Fund - \$ 110,200.69; Real Estate - \$ 21,938.06; Utility Fund - \$ 85,878.67; State Liquid Fuels - \$5,742.64; Escrow Fund - \$ 31,887.46. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, absent; 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 July 18, 2021, in the amount of \$ 174,676.77 and the gross payroll for pay period ending August 1, 2021, in the amount of \$ 159,049.76. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to approve the purchase order in the amount of \$10,612.00 for four digital speed signs from Kustom Signals, co-stars contract #012-109 and a PennDot approved vendor as requested by Chief Dorney and budgeted in the Capital Reserve budget. During discussion it was asked if there was a fee from PennDot for this. There is no fee from PennDot. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

OLD BUSINESS

Approval of Minutes:

K. Keegan made a motion, seconded by T. Hughes to approve the minutes of the July 15, 2021, regular meeting of the Board of Supervisors. Roll Call Vote: T. Corallo, abstain; D. Martyak, yes; J. O’Neil, absent; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion Items

Grant List update –

The board discussed the updated list provided by Gilmore & Associates. During the discussion it was found that it would be helpful to have it broken out into projects and grants, add more match information, provide a date for either applied for or grant award date as well as an anticipated completion date. D. Martyak will work with Sean Policelli to tweak the listing just a bit and present back to the board.

Draft Ordinances – Dangerous Structures and Nuisance Vehicles

The board discussed the two draft ordinances. There board wants to make sure that the nuisance vehicle ordinance will clearly define a junk vehicle versus one that is being repaired or rebuilt by a resident. T. Corallo believes we must start somewhere with these types of ordinances. The board would like the new zoning officer to look at the ordinances and provide feedback to be incorporated into the draft which will be reviewed at the September 5th work session.

MS4 Fees –

There was discussion around the MS4 regulations, which are mandated by the state and require municipalities to implement storm water controls on many township and open properties. Some

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municipalities are finding a way to fund this very expensive mandate is to implement an MS4 fee. This fee can either be based on a fee assessed to all or based on a study of impervious surface for each separate property and a fee calculated based on that study. The board would like to discuss this further during the budget process.

Pending Matters List –

It was decided the Supervisor Corallo will work with the township manager to get the list updated and more accessible to all.

DEPARTMENT REPORTS

A. Township Manager –

- The board was reminded of the joint work session on August 24th with the planning commission
- There was a new law passed that has set forth different mandates for the posting of and changes to agendas. All boards, supervisors, planning commission, zoning hearing board, recreation board, etc will have to post the agenda in a public place on the building the meeting is being held in at least 24 hours in advance. Should an agenda not contain a topic that the board wishes to discuss, and the board decides to take an action on that topic, the board must first make a motion to amend the agenda prior to any action. The amended agenda must then be posted at the same site within 24 hours of the meeting that was held.
- The board was asked to bring their calendars to the next meeting to perhaps begin to schedule a couple budget work sessions.

B. Police

- Chief Dorney stated he has a report on the drive.

C. Finance

- W. Donovan stated he had budget to actual reports as well as a fiscal report on the drive.

D. Parks & Recreation

- R. Sulzbach placed a report on the drive

E. Public Works

- S. Kramer stated his report is on the drive
- The recycling program is moving forward with the permitting from the EPA moving forward
- FCRA, where the township takes its yard waste is no longer taking the yard waste. Alternate options are being researched but this could be very costly.

F. Zoning Dept.

G. Solicitor – Lisa Pereira-

- Nothing additional to report

H. Engineer – Sean Policelli –

- The board was informed that Braden Airpark has sent as built plans. They never entered the maintenance period as the former zoning officer did not feel it was necessary. They have completed Phase I of the project. S. Policelli will check with the current zoning officer and see how he would like to proceed pertaining to the maintenance period.

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- I. Fire –
➤ Report on drive

Public Comment – none

Vice-Chairman Martyak announced at 8:43pm that the board would adjourn into executive session for personnel issues and would not be returning.

Adjournment -

Upon a motion by K. Keegan, seconded by T. Hughes the board adjourned into executive session, not to return to discuss personnel issues. All in favor. Motion carried.