

FORKS TOWNSHIP - BOARD OF SUPERVISORS - Northampton County, Pennsylvania
Re-Organizational Meeting and January Work Session
7pm January 7, 2019

Opening of Meeting: Wendy Nicolosi, Solicitor called the Reorganization Meeting to order at 7:00 PM on this date starting with the Pledge of Allegiance and then began the reorganization of the board members.

Board Members present were:

John O'Neil, Chairman
Dan Martyak, Vice-Chairman
Erik Chuss, Supervisor
Ed Moore, Supervisor

Others Present:

John V. Cornell, Township Manager
Steve Kramer, Public Works Director
James Farley, Finance Director
Tim Weis, Building & Zoning Officer
Rachel Sulzbach, Parks & Recreation Director
Wendy Nicolosi, Solicitor
Sean Policelli, Township Engineer
Barb Bartek, Human Resource Manager
Chuck Gallagher, Fire Chief

Absent:

Robert Egolf, Secretary/Treasurer
Greg Dorney, Police Chief

Prior to the start of the Re-organization Meeting, 2 Planning Commission Candidates were interviewed: Mr. Matt Sprung and Ian Heck.

Re-Organization Meeting

- I. Solicitor, Wendy Nicolosi opened the re-organization and requested nominations for the seat of Board of Supervisors "**Chairman**" as the first order of business;

➤ Supervisor Dan Martyak moved to nominate **John O'Neil**; as CHAIRMAN of the Board of Supervisors; seconded by Supervisor Ed Moore; Supervisor Eric Chuss voted nay

Motion Carried: 3-1

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

- II. Call for nomination for Board of Supervisors "**Vice-Chairman**" by Chairman

➤ Supervisor Ed Moore moved to nominate **Eric Chuss** as VICE CHAIRMAN of the Board of Supervisors; seconded by Supervisor Dan Martyak;
➤ Supervisor Eric Chuss commented he was not interested in the position.
➤ Supervisor Ed Moore rescinded his motion and moved to nominate **Dan Martyak** as Vice Chairman of the Board of Supervisors; seconded by Supervisor Eric Chuss; vote all in favor

Motion Carried: 4-0

- III. Call for nomination for Board of Supervisors "**Secretary/Treasurer**" by Chairman

➤ Vice Chairman, Dan Martyak moved to nominate **Eric Chuss** as SECRETARY/TREASURER of the Board of Supervisors; seconded by Supervisor Ed Moore; vote all in favor

Motion Carried: 4-0

- IV. Call for motion to reappoint Township Solicitor "**Broughal D'Vito**" by Chairman

➤ Vice Chairman, Dan Martyak moved to reappoint Township Solicitor "Broughal D'Vito"; seconded by Supervisor, Ed Moore; Mr. O'Neil voted aye; Mr. Martyak voted aye; Mr. Moore voted aye; Mr. Eric Chuss voted nay

Motion Carried: 3-1

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V. Call for motion to reappoint Zoning Hearing Board Solicitor **“Michael Shay”** by Chairman

- Supervisor Ed Moore moved to reappoint Township Solicitor **“Michael Shay”**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

VI. Call for motion to reappoint of **“Donald Miller”** for the Vacancy Board by Chairman

- Supervisor Ed Moore moved to reappoint Township Solicitor **“Donald Miller”**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

VII. Call for motion to reappoint of **“Gilmore Associates”** as Township Engineer by Chairman

- Supervisor Ed Moore moved to reappoint Township Solicitor **“Gilmore Associates”**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

VIII. Call for motion to **waive the non-uniform employee contribution to the non-uniform pension fund for 2019 – Resolution #19-01-07** by Chairman

- Supervisor Ed Moore made a motion to **waive the non-uniform employee contribution to the non-uniform pension fund for 2019, Resolution #19-01-07**; seconded by Supervisor Dan Martyak; vote all in favor.

Motion Carried: 4-0

IX. Call for motion to set the **2019 Millage rate at 7.5 mils Resolution #19-0107-1** by Chairman

- Supervisor Ed Moore made a motion to set the **2019 Millage rate at 7.5 mils Resolution #19-0107-1**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

X. Call for motion to set the **2019 Real Estate, Earned Income, Local Services and Mercantile Taxes, Resolution 19-0107-2** by Chairman

- Supervisor Ed Moore made a motion to set the **2019 Real Estate, Earned Income, Local Services and Mercantile Taxes, Resolution 19-0107-2**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XI. Call for motion to re-appoint and set wage for Township Manager **Resolution, 19-0107-3** by Chairman

- Supervisor Ed Moore made a motion to re-appoint and set wage for Township Manager **Resolution, 19-0107-3**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XII. Call for motion to approve the **2019 Fee Schedule Resolution, 19-0107-4** by Chairman

- Supervisor Ed Moore made a motion to approve the **2019 Fee Schedule Resolution, 19-0107-4**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XIII. Call for motion to reappoint **“France, Anderson & Basil” Accountants/Auditors, Resolution, 19-0107-5** by Chairman

- Supervisor Ed Moore made a motion to reappoint **“France, Anderson & Basil” Accountants/Auditors, Resolution, 19-0107-5**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

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XIV. Call for motion to reappoint **“Merchant’s Bank, PLGIT & PNC”** as Depositories of Forks Township, Resolution #19-0103-6 by Chairman

- Supervisor Ed Moore made a motion to reappoint **“Merchant’s Bank, PLGIT & PNC”** as Depositories of Forks Township, Resolution #19-0103-6; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XV. Call for motion to set the **2019 Trash/Recycling and Sewer Use Charge rate, Resolution, 19-0107-7**, by Chairman

- Supervisor Ed Moore made a motion to set the **2019 Trash/Recycling and Sewer Use Charge rate, Resolution, 19-0107-7**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XVI. Call for motion to approve **Police Pension Contribution Waiver, Resolution, 19-0107-8**, by Chairman

- Supervisor Ed Moore made a motion to approve **Police Pension Contribution Waiver, Resolution, 19-0107-8**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XVII. Call for motion to approve **Chief Administrative Officer** for the pensions plans **Resolution, 19-0107-9**, by Chairman

- Supervisor Ed Moore made a motion to approve **Chief Administrative Officer** for the pensions plans **Resolution, 19-0107-9**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XVIII. Call for motion to reappoint **Keystone Collections Group** for Earned Income Tax collection, by Chairman

- Supervisor Ed Moore made a motion to reappoint **Keystone Collections Group** for Earned Income Tax collection; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XIX. Call for motion to reappoint **Mary Ann Kessler** Local Services Tax Collector, by Chairman

- Supervisor Ed Moore made a motion to reappoint **Mary Ann Kessler** Local Services Tax Collector; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XX. Call for motion to reappoint **Mary Ann Kessler** Business Privilege Tax Collector, by Chairman

- Supervisor Ed Moore made a motion to reappoint **Mary Ann Kessler** Business Privilege Tax Collector; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXI. Call for motion to set the First Thursday of each month as a work session for the **Board of Supervisors meeting** for 7:00pm with a workshop at the call of the Chairman. The Third Thursday of each month as a regular meeting for 7:00pm with a workshop at the call of the Chairman, by Chairman

- Supervisor Ed Moore made a motion to set the meeting dates and times of the **Board of Supervisors** as indicated above; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

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

- Supervisor Ed Moore made a motion to set the meeting dates and times of the **Planning Commission meetings** as indicated above; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXIII. Call for motion to reappoint **Planning Commission Members 4-year terms** ending 2023, by Chairman

- a. Dean Turner ending 2023
- b. Eric Konecke ending 2023

- Supervisor Ed Moore made a motion to approve **Dean Turner and Eric Konecke for the 2 open 4-year term** ending in 2023; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

Call for motion to reappoint **Alternate Carl Dicker 4-year term** until 2023 to the **Planning Commission**, by Chairman

- Supervisor Ed Moore made a motion to approve **Alternate Carl Dicker 4-year term** ending in 2023 to the Planning ; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

Call for a motion to appoint a member to the **open Planning Commission for 1-year term to finish out the open 4-year term ending in 2019** and appoint an **Alternate member for a 2-year term ending in 2020**

- Supervisor Ed Moore made a motion to Appoint "**Matthew Sprung**" to the **1 tear term** and **Ian Heck to the Alternate member 2-year term**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXIV. Call for motion to set the **Zoning Hearing Board meeting** for the second and third Mondays of each month as needed at 7:00pm, by the Chairman

- Supervisor Ed Moore made a motion to set the meeting dates and times of the **Zoning Hearing Board meetings** as indicated above; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXV. Call for motion to reappoint **Zoning Hearing Board Member Katharine Fina** to 5-year term (2024), by the Chairman

- John Cornell – Zoning Board Hearing Members are to be appointed by way of a resolution which is in your packet, Resolution 19-01-07-10 appointing Katharine Fina.
- Supervisor Ed Moore made a motion to amend the motion by Mr. O’Neil, attention to the detail from the standpoint of Resolution 19-01-07-10 to reappoint **Zoning Hearing Board Member Katharine Fina**; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXVI. Call for motion to set the **Recreation Board meeting** for the third Monday and each month a 6:00pm, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXVII. Call for motion to re-affirm the **PEMA’s/Forks Township Emergency Operation Plan**, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

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XXVIII. Call for motion to appoint **Charles Chapman** as EMA Coordinator, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXIX. Call for motion to re-appoint **Tim Weis** assistant EMA Coordinator, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXX. Call for motion to **authorize payment of routine bills**, preventing the accrual of penalties and interest, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

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

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXXII. Call for motion to appoint/reaffirm the **Public Safety Officials:** , by the Chairman

- Fire Chief – Chuck Gallagher
- Deputy Fire Chief – Jevin Rouso
- Zoning/Building Official – Tim Weis
- Assistant Zoning Officers – Matt Miller, Loretta Fuehrer, John V Cornell
- Flood Plain Permit Officer – Sean Policelli / Gilmore Associates
- Sewer Enforcement Officer – Max Russick / Gilmore Associates
- Electrical Inspector – Keycodes Electrical & Inspection Agency

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXXIII. Call for motion to affirm the uniform police **employee wages and benefit** package as per the 2017-2010 contract/arbitration, and to affirm the employee wages and benefit package as per Non-uniform 2019-2023 contract, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; John O'Neil aye; Ed Moore aye, Dan Martyak aye; Erik Chuss nay.

Motion Carried: 3-1

XXXIV. Call for motion to appoint a Voting member and Alternate to the **Pennsylvania State Association of Township Supervisors (PSATS)** for 2019, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak;
➤ Vice Chairman, Dan Martyak – who are we appointing? Mr. Cornell as Voting member and Mr. Chuss as alternate
➤ Vice Chairman, Dan Martyak – as amended with Mr. Cornell and Mr. Chuss
➤ Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor

Motion Carried: 4-0

XXXV. Call for motion to appoint **Eric Chuss as Principle representative to the Forks Business Association** for 2019, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

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XXXVI. Call for motion to appoint **Jim Farley as Principle and John Cornell Alternate representatives to the Northampton Tax Collections Committee (NTCC)**, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXXVII. Call for motion to appoint **John Cornell as Principle and Eric Chuss as Alternate representatives to the Northampton County Association of Township Officials (NCATO)**, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

XXXVIII. Call for motion to **adjourn** the Re-Organizational Meeting, by the Chairman

- Supervisor Ed Moore so moved; seconded by Vice Chairman, Dan Martyak; vote all in favor.

Motion Carried: 4-0

Work Session

PUBLIC COMMENTS: None

SUPERVISOR COMMENTS:

Vice Chairman, Dan Martyak – asked how the tennis court lights be turned off? Some residents have asked why the lights are on in the winter months when there is no one in the tennis courts.

Rachel Sulzbach, Parks & Recreation Director - there are residence still playing tennis.

There was further discussion of different options of when the lights should shut off - special timers, motion sensor lights, weather permitting, earlier time to have them shut off, etc.

One option was to turn off the lights the end of December until March 1st.

Rachel Sulzbach, Parks & Recreation Director - We usually turn the lights off January, however, there was warm weather this month, so they were left on.

Vice Chairman, Dan Martyak – Does the Board need to vote on changing the time of when the lights should be shut off? Mr. Cornell said the Board only needed to direct the staff to identify a time when the lights would be turned off.

Rachel Sulzbach, Parks & Recreation Director - I will look at ordinance to make sure the wording is correct.

2 T's Mini Golf - Lot Line Adjustments

Tim Weis, Building & Zoning Officer – The details are on the drive for the Board's review. Lot line adjustment on the back part of property down to Kesslerville Road and the house back there. The property is owned by his ex-wife and son. They would like to remove a lot line to create one lot. There will be no improvements to the lot, this is just for estate planning.

Vice Chairman, Dan Martyak – Is there a house on the lot he wants to merge?

Tim Weis, Building & Zoning Officer – Yes

Review, discussion and questions of the land mapping of the property and zoning. Board's concern of what the implications of removing the line and what could possibly happen in years to come with the property and/or development of the property.

Tim Weis, Building & Zoning Officer – From the zoning standpoint it meets the zoning, it's just a lot line.

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Stockertown tapping into Forks Township sewer lines

Wendy Nicolosi, Solicitor – Stockertown is starting to move towards the purchase of the township’s sewer line capacity. They sent over a Inter-Municipal agreement to look at. Staff has looked at the agreement and it has raised another issue. They will be using about 700 feet of the township’s lines. Stockertown sewer will be running 700 feet of our lines before they are connecting to the common line that runs to the sewer plant. Typically, when anyone taps into our sewer they pay a tapping fee. I asked our engineers what it would cost to build 700 feet and I was told about \$100,000.00. Stockertown will be using about 30% of the 700 feet. Staff consensus was that maybe we should charge Stockertown a tapping fee of \$30,000.00. Does anyone have any opinions one way or another? Stockertown was proposing not to pay us anything to use the line. Although they do agree if there is any maintenance in the future, there is some cost sharing for future maintenance. Question is should there be some sort of fee for tapping in.

Discussions regarding the line capacity and what the impact of the future growth and development of the township will have on the line capacity.

The Board recommends that Stockertown pay the \$30,000.00 tapping fee. Solicitor Nicolosi will respond to Stockertown with the \$30,000.00 tapping fee.

Meeting adjourned 7:45
Minutes transcribed 1/30/2019 L Nicosanti