

**FORKS TOWNSHIP  
BOARD OF SUPERVISORS  
Northampton County, Pennsylvania**

---

**WORK SESSION  
June 7, 2018**

**MEETING GENERALITIES:**

The Forks Township Board of Supervisors met in a Regular Meeting at the Municipal Building, 1606 Sullivan Trail, Easton, Pennsylvania on his date with the Pledge of Allegiance.

**Board Members present were:**

John O'Neil, Chairman  
Erik Chuss, Vice Chairman  
Ed Moore, Supervisor  
Dan Martyak, Suprvisor  
Robert Egolf, Secretary/Treasurer

**Others Present:**

John V. Cornell, Township Manager  
Steve Kramer, Public Works Director  
James Farley, Finance Director  
Wendy Nicolosi, Solicitor  
Sean Policelli, Township Engineer  
Tim Weis, Building & Zoning Official  
Greg Dorney, Police Chief

**Absent**

Barb Bartek, Human Resource Manager  
Chuck Gallagher, Fire Chief

**Any public comments for non-agenda items:** None.

**Supervisor comments:**

- 1) The park grounds look great.
- 2) Can the material the Board receives before the meeting be sent via email prior to the meeting. Mr. Cornell said yes it can be done.

**DISCUSSION ITEMS**

**1. Knollwood Development informal preliminary overview**

Planning Commission granted preliminary approval but did not grant the waivers. Applicant is present for questions and discussion.

Board asked Mr. Turner, Planning Commission, why was the preliminary granted and not the waivers?

**FORKS TOWNSHIP  
BOARD OF SUPERVISORS  
Northampton County, Pennsylvania**

---

**WORK SESSION  
June 7, 2018**

Mr. Turner - preliminary was conditional based on the May 24<sup>th</sup> letter from Mr. Backenstoe and the fact that we didn't grant the waivers, it is up to the developer to make good on the road conditions.

Board suggested to read through the waivers to try and understand them.

Board - 1<sup>st</sup> waiver in the letter of May 24<sup>th</sup> from Mr. Backenstoe , under letter "C" – The developer has requested a waiver from the requirement to provide a clear site triangle at all driveway entrances. Questions - what is a site triangle? The area from a driveway to the intersection with the road, how far on the right and left that nothing can be inside that triangle.

Developer would like it waived so street trees can be planted.

After discussion regarding safety issues with waiving the site triangle waiver, the developer agreed to keep plan as shown and withdraw request.

Developer – 2<sup>nd</sup> request is a waiver from providing a minimum distance between a driveway centerline and the centerline of a nearest intersecting collector street should be 100 feet. Some lots of the developing project there is a distance of 86 to 92 feet. Developer stated an example of a previous waiver at an intersection with less than 100 feet distance, however, the example was on a local street which the requirement is 75 feet.

Developer – 3<sup>rd</sup> request is a for the block line in this area we have one emergency connecting road between the 2 roads, we're asking for a block line that is 1,175 feet the township ordinance allows for 1,000 feet.

Board – or have 2 connecting roads.

Developer – 4<sup>th</sup> request waiver was on soil probes, which we withdraw and are in the process of doing the testing. Waiver standing – #1 is withdrawn and we will comply; #4 we are in the process of complying; #2 and 3 asking for the waivers.

Developer request we grant a time extension and the Board not put it on the agenda until the next Board of Supervisor Worksheet meeting on July 5<sup>th</sup>, with some options and make a presentation of where we are at. Board was in agreement.

## **2. Multi grant opportunities**

When we approved the Street Skate, there was a study known as the Town Center district study. There was discussion about finding monies to keep the project going. We applied for the part of the Set Aside Project that PennDOT had, we did not make that list, the amount we applied for was \$1, 200,000, but we were encouraged to try again later. There are a number of grants which we will look at pursuing .

We received the Casino check for \$31,000 for the police car.

**FORKS TOWNSHIP  
BOARD OF SUPERVISORS  
Northampton County, Pennsylvania**

---

**WORK SESSION  
June 7, 2018**

**3. Sidewalk and Curbing Deferral discussions**

Tim Weiss, Building and Zoning Official - Deferrals are not in the residential area, but in the industrial area. The deferrals the Planning Commission are recommending to call in are Surf Technologies, Ecopax and the township property training grounds. Deferrals for sidewalks and pushback.

Recommendation to survey property and see what it will cost.

**4. Rental Resale Inspection**

Related concerns from residence with regards to neighbors and tenants and enforcement of those concerns. Consider if we want to explore and pursue setting up a registration of tenants. Benefit from our end would be for earned income tax. Lot of municipalities are implementing this process.

If you agree pursuing this process, our solicitor could start drafting a simple ordinance for your discussion and consideration.

**5. Office 360 software**

James Farley - Quote of \$25,000 on share drive - 2 scenarios - 1) migrate 10 users over to the 360 Solution; 2) Move 63 over including the 10 from #1, which is the quoted price of \$25,000. James' recommendation would be to transition the Board, the Planning Commission and including some of the key management staff who need to be available 24/7 for this calendar, over to the 360 Solution. A total of 18 people to start first transition. Estimate between \$4,200 and \$25,000 with a one-time fee of \$3,300 for setup with Microsoft.

Board agreed for Jim Farley to move ahead with his recommendation.

**DEPARTMENT HEADS ROUND TABLE**

Sean Policelli, Engineer - Follow up on the sidewalk item, is the Board ready to move forward on this item and get a survey. The Board said yes.

Update of Frutchey Hill Road – looked into GP permit, looks like there will be an environmental requires a follow up clearance. Litigation is required as part of the permit, received a quote for \$2,000 and also requires a survey. Will then put together a base plan.

Chuck Gallagher, Fire Chief – 1) The grant for the car has already been discussed, which we received \$31,000. 2) Our department is one of roughly 40, that the PA Commission of Crime and Delinquency filed a grant from Federal Government to obtain body cameras. They are optimistic they will obtain the grant and in 2019 we can send officers out with body cameras.

Rachel Sulzbach, Recreation - Nothing to report

**FORKS TOWNSHIP  
BOARD OF SUPERVISORS  
Northampton County, Pennsylvania**

---

**WORK SESSION  
June 7, 2018**

**DEPARTMENT HEADS ROUND TABLE (cont.)**

Wendy Nicolosi, Solicitor - Signature on the covenant for storm water for the 2T's property. The 2T's plan has been received and needs to be recorded.

John Cornell, Township Manager - 1) The cutoff for Park and Recreational applicant was June 1<sup>st</sup>, no responses. Will try again with a description 2) Meet with a couple of insurance companies and getting liability insurance quotes. Our renewal isn't up until August. 3) Request Executive Session for Bartolacci

Jim Farley, Finance Director – A residence called and thanked township for hiring a great crew for the township garbage pick-up. The resident didn't have the cans facing the road, but the guy got out of truck, turned cans around and then emptied their can. Resident was very pleased.

Steve Kramer, Public Works – Nothing to report

Tim Weis, Zoning Dept – 1) Indemnification Agreement to be signed for Sullivan Park apartments. 2) Foreclosures this year we collected \$3,100. Right now, we 31 confirmed foreclosed properties in the township and there are probably more we haven't gotten to yet. We found a couple of properties that aren't on the list.

Greg Dorney, Police Chief – Absent

Barb Bartek, Human Resources - Absent

Mr. Chuss – Question - last month discussed an invitation for a joint meeting of the Board of Supervisor and Planning Commission to talk about planning and zoning issues. Would like to see this happen.

Meeting Adjourned, 8:45pm

Final minutes 6/7/18 scripted by L. Nicusanti