

FORKS TOWNSHIP, NORTHAMPTON COUNTY
Board of Supervisors

4-15-2021

Regular Meeting Minutes

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, April 15, 2021 at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Chairman O'Neil opened the meeting at 7:00 p.m., followed by the Pledge of Allegiance.

Board Members:

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

IN ATTENDANCE:

Lisa Pereira, Twp. Solicitor
Sean Policelli, Twp. Engineer - virtual
Donna M. Asure, Township Manager
Chief Greg Dorney - virtual
Steve Kramer, Public Works Director - virtual
Tim Weis, Building & Zoning Officer - virtual
Dean Turner, Chairman, Planning Commission

ABSENT:

Rachel Sulzbach, Parks & Recreation Director
Jevin Russo, Fire Chief

Supervisors Comments:

Chairman O'Neil - none

D. Martyak – none

T. Hughes – none

T. Corallo – none

K. Keegan – none

Announcements: none

Public Comment: none

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Hearings:

Conditional Use Hearing – RB Park Plaza I, LLC -

Chairman O'Neil opened the hearing at 7:03pm. The hearing was a continuation of the conditional use hearing which began on March 18, 2021. The applicant attended via ZOOM and stated that the applicant heard and listened to the concerns of the planning commission and the board of supervisors. They have submitted a revised plan which provides for a single drive through restaurant, versus the two drive throughs in the previous plan. The new plan provides for ten cars in the stacking lane versus 8; 690 parking spaces; parking in front of the restaurant and a decrease in the original decrease of impervious surface. It was reported that the planning commission had recommended approval. K. Keegan asked about the hard right turn into the parking area that leads to the drive through. D. Turner informed the board the issue of this entrance was discussed by the planning commission and the applicant agreed it would be addressed during the land development process. T. Hughes thanked the applicant for listening to the concerns and comments of the boards. D. Martyak stated he too thanked the applicant for their attention to the questions asked. T. Corallo commented that the revised plan is a better plan. J. O'Neil thanked the applicant for being safety conscience.

The hearing closed at 7:19pm.

K. Keegan made a motion, seconded by D. Martyak to approve the conditional use application for RB Park Plaza I, LLC for a single drive through. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Chairman O'Neil stated that there is a resident on-line who did not get to speak during public comment.

Jill O'Reilly lives off of Kesslersville Road with part of her property backing up to Sullivan Trail. She spoke to the board about the truck traffic vibrating her home and the safety concerns. She asked if there were a possibility that weight limit signs could be posted to keep the tractor trailers from that road. J. O'Neil responded that the board has been attempting to find solutions for this concern. It appears that the GIS systems are sending trucks through these routes into our residential areas. When developers approach the township with a plan there is a recommended traffic pattern shown. It is clear that the trucks do not follow the routes discussed during the planning and approval process. It was suggested that Mrs. O'Reilly contact the township manager with her contact information so she can be kept up to date with the progress the board is making with this issue. The board also requested that the township engineer speak to PennDot about weight limits on certain roads and be prepared to speak about that at the June 3rd work session.

Presentations: none

Invited Guest Reports:

Planning Commission – D. Turner, Chairman of the Planning Commission stated that the planning commission has several plans coming before them such as Riverview and Grocers Alley. They are working on criteria for conditional use projects that may help with future applications. D. Turner stated that an agenda is being drafted for the joint work session on May 6th and should be out to both boards soon. Items so far will be the comp plan survey update, dangerous structures and junk vehicles as requested by T. Corallo and the amendments to the zoning ordinance for the conditional use hearings. D. Martyak stated that he has just emailed a list of possible discussion items to Mr. Turner such as requiring developers to plant trees in place of those they may remove during construction. D. Turner stated that he will review the current ordinances to see if that requirement may not already be there.

Mr. Turner then asked to speak to the board about the planning commissions concerns with staff communication and not receiving their documentation in a timely manner to be prepared for the

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meetings. T. Hughes commented that this has been discussed before with the promise that things would get better. Mr. Turner explained that the planning commission is extremely frustrated. He spoke to the board about the alternates having access to the township information through a township device such as a surface pro.

D. Martyak made a motion, seconded by T. Corallo to purchase two surface pros for the planning commission alternate members. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Recreation Board – no report

FBA –

T. Hughes reported the FBA held a virtual meeting on Wednesday, April 14th. There are several programs coming up such as painting with a twist, Food Truck festival on June 3rd; Small business week the week of April 24th through May 1st and Community Days on September 17th through the 19th. There are many summer webinars that members can sign up for with the links provided by the Chamber. Forks Township State of the Township was pre-recorded and held virtually on Wednesday, April 14th.

Treasurer's Report –

Secretary/Treasurer T. Hughes reported that the township's outstanding debt is \$5,257,000.00.

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through April 13, 2021 in the amounts of General Fund \$ 254,498.22; Real Estate Fund - \$3,051,203.29; Utility Fund - \$ 76,900.94; Capital Improvement Fund - \$ 107,707.00; and State Liquid Fuel Fund - \$ 6,329.14. Roll Call Vote: T. Corallo, 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 ratify the gross payroll for pay period ending April 11, 2021 in the amount of \$ 156,154.93. Roll Call Vote: T. Corallo, 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 purchase order to ABE Materials in the amount of \$ 11,001.42 for the asphalt used for repaving of the bike path between Meco and Kirkland. Under discussion, J. O'Neil stated that a township resident had sent an email thanking public works for a job well done on repaving of the path by their home. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

OLD BUSINESS

Approval of Minutes

T. Corallo made a motion, seconded by D. Martyak to approve the minutes of the April 1, 2021 work session of the Board of Supervisors. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

NEW BUSINESS -

Unifirst Contracts

K. Keegan made a motion, seconded by T. Corallo to approve a five-year contract with Unifirst for janitorial supplies for the Community Center and parks as recommended by Rachel Sulzbach. Under discussion the board asked D. Asure if this would be saving the township money. D. Asure explained that

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three quotes were received and analyzed, and this would be saving the township money. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to approve a five-year contract with Unifirst for mats in the municipal building and police department. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Northampton Tax Collection Committee -

K. Keegan made a motion, seconded by T. Corallo to appoint William Donovan, Finance Manager as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2021. Under discussion J. O'Neil stated that at reorganization D. Asure was temporarily appointed to fill this position until a finance manager was hired. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

Personnel –

D. Asure reported that for the record, Tyler Mitch, an intern hired for the administrative offices had a start date of April 12, 2021 instead of the original date of April 5, 2021.

DEPARTMENT REPORTS

A. Township Manager –

D. Asure reported that the Northampton Tax Collection Committee had taken a poll and agreed that Keystone Collection Group, who collects the Earned Income Taxes for the various municipalities should be advised not to assess penalties for EIT filings between April 15th and May 17, 2021.

B. Police

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

C. Parks & Recreation

- R. Sulzbach though not in attendance had a report on the drive

D. Public Works

- S. Kramer stated his report is on the drive
- The department is attempting to go through the township weekly to address the littering issue
- There was an issue with a recycling truck which had a hole in the frame causing glass to be deposited throughout the township streets. The issue was addressed with the vendor

E. Zoning Dept.

- The zoning report is on the drive

F. Solicitor – Lisa Pereira- nothing additional

G. Engineer – Sean Policelli –

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- S. Policelli reported the state has finally sent the Grower Greener paperwork for the basin repair. Gilmore is working to complete the paperwork.
- There is an ARLE grant round currently open. The application must be submitted by early June and the grant is extremely competitive as there is no match. The Board discussed the need to have a grant spread sheet shared through TEAMS so that all current grants as well as opportunities can be reviewed and commented on by all.

H. Fire – none

Public Comment- none

K. Keegan made a motion, seconded by T. Corallo to adjourn the meeting at 7:59 pm. Motion carried.