

**FORKS TOWNSHIP, NORTHAMPTON COUNTY**  
**Board of Supervisors**

**9-16-2021**

**Regular Meeting Minutes**

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, September 16, 2021 at the Forks Township Municipal Building, Easton, PA. 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 - Absent  
Tim Hughes, Secretary/Treasurer  
Kelly Keegan, Member  
Ty Corallo, Member

**IN ATTENDANCE:**

Lisa Pereira, Twp. Solicitor  
Sean Policelli, Gilmore & Assoc., Township Engineer  
Donna M. Asure, Township Manager  
Chief Greg Dorney  
Steve Kramer, Public Works Director  
William Donovan, Finance Manager - absent  
Dean Turner, Chairman, Planning Commission

**ABSENT:**

Rachel Sulzbach, Parks & Recreation Director – preparing for Community Days

**Supervisors Comments:**

Chairman O'Neil –

J. O'Neil reminded everyone that beginning tomorrow, Friday, September 17<sup>th</sup>, Forks Community Days will begin for the weekend. The fire department open house is Saturday, October 9, 2021.

D. Martyak – none

T. Hughes – none

T. Corallo – none

K. Keegan – none

**Public Comment:**

Robert Parella – 3089 Corey Terrace asked if the township could write a letter to PennDot to clean the storm drains on Zucksville Road. The township manager was instructed to do so. The board also recommended that Mr. Parella contact the local state elected officials as well as the governor's office.

**Announcements:** An executive session was held this evening prior to the board meeting, at 6:30PM to discuss personnel issues. No action was taken, nor decisions made in executive session.

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**Hearings:**

Ordinance 376 – Restricting Truck Traffic -

The hearing was opened at 7:05pm by Chairman O’Neil. Solicitor Pereira began the hearing by giving an overview of the ordinance which will add additional township roads to the list of roads that will be posted for no truck traffic. The roads are Church Lane, Newlin Road West, American General and Hunter Road. The ordinance already has no truck traffic on Winchester and Adams. Chief Dorney stated that they will conduct enforcement activities on these roads but if a resident sees illegal trucking on the roads and can capture this in photos and is willing to testify, he will use that to fine the violator. L. Pereira also stated that the ordinance has been updated to clarify that local deliveries are allowed on these roads. There was no public comment and J. O’Neil closed the hearing at 7:06pm.

T. Corallo made a motion, seconded by T. Hughes to adopt Ordinance 376, an ordinance of the Township of Forks, amending the code of ordinances by revising Chapter 195 (vehicles and traffic), Article II, traffic Regulations, Section 195-17, closing certain streets to certain vehicles, and certain and Article VII, Schedules, Section 195-63, Schedule XI - closing of certain streets to certain vehicles.

Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Ordinance 377 – Dangerous Structures

The hearing was opened at 7:07pm by Chairman O’Neil. Solicitor Pereira explained that this adds a new chapter to the zoning ordinance to regulate dangerous structures and allows the code enforcement officer to investigate complaints. There is a hearing process within this ordinance. The township can work with property owners to remedy the violations giving them time to correct the issues. All hearings will be before the board of supervisors. There was no public comment and J. O’Neil closed the hearing at 7:09pm. T. Hughes made a motion, seconded by T. Corallo to adopt Ordinance 377, an ordinance of the Township of Forks, amending the Township of Forks Code of Ordinances, by creating a new Chapter 171, Structures, Dangerous, and repealing all ordinances inconsistent herewith. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Presentations:**

Request for relief from road opening ordinance

Sheli Katrina, a realtor interested in a property on Elizabeth Avenue, requested the board of supervisors grant relief from the road opening ordinance which does not allow the road to be opened for the installation of water and sewer lines until five years after the paving project is completed. The board was informed that Elizabeth Avenue was paved by an outside contractor in 2019. The earliest under the ordinance that the road could be cut would be 2024. S. Kramer, Director of Public Works stated that the recommended relief would be that the applicant for this relief would have to repave the road from end to end exactly how it was done in 2019. The approximate cost of the 2019 paving project was \$30,000.00. Ms. Katrina stated that she wanted to build in 2022 and does not want to be penalized by the township for wanting to get water and sewer to the property. J. O’Neil stated that it would not be fair to the taxpayers for the township to have to repair a recently paved road that would be torn up for a single property owner. Ms. Katrina stated she may contact the public works director with more questions.

**Invited Guest Reports:**

Planning Commission – D. Turner, Chairman of the Planning Commission reported the next work session on September 28<sup>th</sup> will spend half the time on the comp plan going over goals and objectives and the other half will be reviewing the current chart of definitions in the SALDO and zoning ordinances. Mr. Turner reported that he has spoken to Mr. Abe Atiyeh who is willing to negotiate with the township to find a way to install a bridge which will connect Kessler’sville Road. He stated that this bridge has been discussed for many years and would provide some relief from traffic flowing through the township. T. Corallo stated that he believes this bridge will become a raceway through the township. There is concern that there is no light at Kessler’sville and Sullivan Trail and drivers will speed through Wagon Wheel.

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T. Hughes stated that the road is wide to a point and then narrows a great bit with cars parked on both sides. Mr. Turner stated that he has attended traffic planning classes and they recommend looking at ways to spread the traffic out throughout the township. He said the developer will be looking for the granting of higher density for his project as part of giving up the land that would be needed to at they are getting ready for the joint work session with the board of supervisors on August 24, 2021. The planning commission is reviewing the comp plan visioning results and the plan for the September work session would be to move into the next phase of settings goals and the action plan.

**Recreation Board –**

J. O'Neil stated that the board has requested from the Rec Board their vision going forward. The supervisors know pickleball is a growing activity and there may be some opportunity to provide additional courts for this sport.

**FBA –**

T. Hughes reported the FBA will be manning a booth at Community Days. The Easton Halloween parade is October 24<sup>th</sup>, November 10<sup>th</sup> is the annual meeting and small business week is the week before Thanksgiving and we hope that all will go out and shop at the local small businesses.

**Treasurer's Report –**

Secretary/Treasurer T. Hughes reported that the township's outstanding debt is \$4,921,000.00

T. Hughes made a motion, seconded by K. Keegan to approve vouchers payable received through September 15, 2021, in the amounts of General Fund \$ 190,049.00; Real Estate - \$ 41,921.25; Sewer Tap-In Fund - \$ 1,781.17; Utility Fund - \$ 69,174.47; Recreation Capital - \$ 589.36; Capital Improvement Fund - \$ 10,612.00; State Liquid Fuel Fund - \$ 9,955.30; Escrow - \$ 36,246.03. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Kegan to ratify the gross payroll for pay period ending September 12, 2021, in the amount of \$ 163,626.95. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve purchase order for Envirep TLC in the amount of \$9688.96 plus up to \$200 shipping fees from the Utility Fund for the Frost Hollow Pump Station. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the purchase order in the amount of \$5,950.00 To Chamber Flooring to clean and resurface the gymnasium floors as well as paint two pickleball courts on surface in the community center. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the purchase order to Dukes Root Control in the amount of \$7,231.40 from the Utility Fund for the annual root control maintenance. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the purchase order to Exeter Supply for pipe and pipe patch kits in the amount of \$7,770.00, including freight to be paid from the Utility Fund. All in favor. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to ratify the purchase order to East Penn Rebuilders for snow plowing supplies in the amount of \$6,755.00 to be paid from the general fund. All in favor. Motion carried.

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T. Hughes made a motion, seconded by K. Keegan to accept the quote and from Victory Gardens, Inc and approve purchase order in the amount of \$15,900.00 as the lowest of three quotes to grind and haul wood material from Forks Township to be paid from the utility fund. All in favor. Motion carried.

**OLD BUSINESS**

Approval of Minutes

T. Hughes made a motion, seconded by T. Corallo to approve the minutes of the September 2, 2021, work session of the Board of Supervisors. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, abstain; T. Hughes, yes; K. Keegan, yes. Motion carried.

**NEW BUSINESS -**

DEP MS4 Inspection –

S. Policelli and S. Kramer informed the board of a recent DEP inspection concerning MS4 requirements. They toured the public works building as well as several outfalls. There were zero violations. There were minor comments which will require the addition of some language to current policies. The comments are considered minor comments by the department. Very good job by all involved.

Electronic recycling agreement –

S. Kramer informed the board that DEP has responded that all looks good with the recycling program to be implemented by the township. The DEP application has been submitted and the agreement has been reviewed by the solicitor and changed and is before the board for signature tonight. S. Kramer is setting up a process, similar to bulk tags where residents will buy the tags at the township office and bring the item to the recycling center. It was discussed that depending upon how well this is received, if it is opened up to others outside of Forks Township this could be a future revenue source for the township. T. Hughes made a motion, seconded by T. Corallo to approve the contract with Clean Earth, as revised for recycling services for Forks Township and authorize the Chairman to execute the contract as well as the DEP Application required for this service. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Johnson Control renewal contract -

T. Hughes made a motion, seconded by T. Corallo to approve the renewal of a three-year contract with Johnson controls for a term of 3 years, co-stars contract 4400023962, for an annual fee of \$20,876.00 to be paid from and budgeted under facility maintenance contracts. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Appointments to zoning/planning department -

T. Corallo made a motion, seconded by K. Keegan to appoint SFM Consulting, LLC as the Forks Township residential and commercial building inspectors. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to appoint Keycodes as the Forks Township alternate building inspectors. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to appoint Shawn McGlynn as the Forks Township BCO and Zoning Officer. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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T. Hughes made a motion, seconded by K. Keegan to appoint Richard Furs as Forks Township Assistant Zoning Officer and Building Inspector. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to appoint Matt Miller as Forks Township Building Inspector and Codes Enforcement Officer. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to appoint Loretta Fuehrer as Forks Township Planning/Zoning Administrator. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Fee Schedule -

T. Corallo made a motion, seconded by T. Hughes to adopt Resolution 2021-09-16 amending the Forks Township Fee Schedule. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Flood Plain Administrator -

T. Hughes made a motion, seconded by K. Keegan to appoint Shawn McGlynn as Forks Township Flood Plain Administrator. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion on request from Tatamy Borough

L. Pereira informed the board that she had received a call from the Tatamy Borough solicitor. Tatamy borough, sometime last year had asked Forks to consider moving the township line and putting the Tatamy park in Tatamy instead of Forks. Due to the changes in the law this process is very costly and was put on hold. Tatamy is now requesting if the Tatamy police could enforce Tatamy ordinances in this park. The chief was consulted and did not have any concerns over this but stated that the process needs to be documented. T. Hughes asked if we could find out the differences between the ordinances that they want to enforce. L. Pereira stated she would look into this further and report back to the board.

Fire Training School

The fire chief, Jevin Russo explained to the board that every five years the manufacturer of the training tower does an inspection. The last inspection was done in 2018. He stated that Bucks County asked that the fire company request another inspection which was done a few months ago. The report came back recommending several repairs be done due to water and drainage issues. The training tower belongs to the township. T. Corallo asked what other companies use the training tower and what fees are collected. J. Russo stated that Bucks County will not charge the fire company if we don't charge them. J. O'Neil stated that the quote for the project states both repairs and remodel with the bulk of the proposal being a remodel. What is the difference? T. Hughes stated that they were told the fire company has done much of the ongoing repairs so the question is why would the fire company not have contacted public works to repair our building? J. Russo stated that much of the repairs are tile replacement and he is not sure, but it has always been done that way. J. O'Neil stated that there needs to be more transparency with what is going on. There should be a five-year plan for the training tower that includes maintenance, repair and upgrades. N. Shurgot, President of the fire company stated that they reached out for the inspection and then requested quotes and gave them to the township. He stated the fire company has spent \$200,000.00 in the last eight years for fencing, lighting, and black topping. They are always looking for grants and have begun doing so for this project. The company did some of the demolition to save some money. The board asked if the tower can currently be used. J. Russo stated it can be used for any training other than burns such as smoke training and hose drags. The board asked the solicitor for her opinion on the quote received. She said she will need more information from the fire company,

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but the amount proposed definitely falls under the bidding requirements. If the fire company is stating this is the only company that can do the work, legally we will need information that verifies that. J. O'Neil suggested that the fire company come back with a proposal on what they might contribute to get this project done. There needs to be a plan to get this training tower up and running by spring.

**Personnel**

K. Keegan made a motion, seconded by T. Corallo to ratify the hiring of Grace Jones as a part-time Community Center monitor with no benefits at \$13.00/hour effective August 31, 2021. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to ratify the settlement agreement with Tim Weis. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by T. Corallo to approve the pay increase for Stephen Kramer, Director of Public Works to 93,554.00 effective with pay date of October 1, 2021. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Hughes made a motion, seconded by K. Keegan to approve the pay increase for Rachel Sulzbach, Director of Parks and Recreation to \$86,041.00 effective with pay date of October 1, 2021. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Department Heads –**

**Township Manger –**

- D. Asure confirmed with the board that Halloween will be on October 31<sup>st</sup> from 6 – 8 pm as the press were calling for this information.
- The board was informed that a grant has been applied for in the amount of \$35,000 which is half the cost of the new radios needed by the police department.

**Police –**

- Report on drive
- Radar signs have arrived, and staff are being trained. Should be deployed soon.

**Fiscal –**

- Report on drive
- Would like to work with the fire company to see how we can fund the fire training tower expenditures
- Delinquent accounts are coming in very slowly. About 7 or 8 people have reached out. Looking at other ways to collect.

**Parks & Recreation**

- Report on drive

**Public Works**

- Report on drive
- The DEP grant funded leaf vac soon arrive next week
- The paving project has been difficult this season with the company who won the bid as the lowest responsible bidder not performing well
- J. O'Neil thanked the public works department for responding to the issue at Stocker Auto Body

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Zoning –

- Report on drive
- Riverview is working with the township to comply with all requirements
- J. O'Neil reported that he received an email from the president of the HOA in Riverview and he is very pleased with the work of the zoning department

Solicitor –

- Nothing additional

Engineer –

- A pre-construction meeting with Padula Road Warehouse project was held
- A pre-construction meeting for Lot 6, Conroy Place will be held next week
- MS4 – Ramblewood Basin retrofit – the scope of the project was completed in 2019 with \$50,000 in engineering fees

Fire –

- Report on drive

**Public Comment-** none

K. Keegan made a motion, seconded by T. Corallo to adjourn the meeting at 8:50 pm. Motion carried.