

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

**6-17-2021**

**Regular Meeting Minutes**

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, June 17, 2021 at the Forks Township Municipal Building, Easton, PA, and was also held virtually through ZOOM. Chairman O'Neil opened the meeting at 7:02 p.m., followed by the Pledge of Allegiance.

**Board Members:**

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

**IN ATTENDANCE:**

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

**Supervisors Comments:**

**Chairman O'Neil –**

- J. O'Neil recognized David Backenstoe, ESQ, township conflict counsel. Mr. Backenstoe wanted to address the board concerning the Posh property development. Mr. Backenstoe had worked with Mr. Posh in the past. The township would need to use the conflict counsel on this project and Mr. Backenstoe wanted to disclose all this to the board and make sure they were comfortable with him representing the township in this issue. The board was fine with Mr. Backenstoe continuing as conflict counsel in this matter.
- J. O'Neil asked T. Weis for an update on the Riverview issues. T. Weis reported that a meeting was held on site for two hours. The HOA would like to have on observation during construction. Major issues of concern are the drainage, grading of properties and the materials being used during construction. T. Weis reported that Matt Miller had called the building codes inspector in Harrisburg that Mr. McManus had spoken to and was waiting for a call back. He also stated that M. Miller is dealing with the grading issues on the property. The foreman appears to be willing to work with the group to get things done. T. Weis reported it was a very productive meeting. The HOA will report issues of concern. J. O'Neil stated that it is the township's responsibility to ensure things are done correctly, not the citizens. Mr. McManus spoke on behalf of the homeowner's association. He had a very informative call with the lead building codes official in Harrisburg. They are concerned that perhaps things are being done without permits being obtained, that substandard products are being used on the homes. There was further discussion involving the engineer on grading issues, holding CO's until things are properly fixed.  
L. Kitson, former planning commission member stated that he believed the project was to be on city water and sewer but sees wells being drilled on the properties.

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T. Hughes requested that T. Weis create a log of all issues to date, who is the responsible person to get things done, and dates for completion.

Action items for T. Weis are –

- Create log of all issues as stated above to be discussed at the July 1<sup>st</sup> work shop
  - Confirm that the correct building code is being used and developers are being held to that standard, such as roofing materials as T. Weis has stated to the board is being done
  - Prepare recommendations for the Board of Supervisors as to changes in the ordinances that would assist in making sure all are complaint such as requiring sealed architectural drawings for as built to be submitted to the township
  - Pull deeds to verify whether public water and sewer were required on the Riverview project.
- J. O’Neil reported that SURV had their ribbon cutting and it was attended by most of the Supervisors. It was a great event and the board wishes them every success.

D. Martyak - none

T. Hughes – none

T. Corallo –

- T. Corallo spoke about the federal ARPA funds that will be available to the township. He stated that we must be diligent on how we spend these funds. He would like a punch list of items for the July 1<sup>st</sup> work session.

K. Keegan – none

**Announcements:** none

**Public Comment:** none

**Hearings:**

Conditional Use Hearing – GNAP Development – Richmond Road

Chairman O’Neil opened the hearing at 7:36pm. L. Pereira informed the board of the process for the conditional use hearing, the court stenographer swore in those who will testify, and the hearing began. L. Pereira gave a brief introduction that this is a conditional use hearing as per our ordinance as the applicant wishes to construct a 266,190 square foot facility. The applicant stated they received support for this project from the planning commission with seven conditions.

The hearing closed at 8:52 pm.

T. Corallo made a motion, seconded by D. Martyak to approve the conditional use application of GNAP Development with conditions as laid out by the planning commission and board of supervisors. Roll Call Vote: T. Corallo, yes; D. Martyak, no; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Presentations:** none

**Invited Guest Reports:**

Planning Commission – D. Turner, Chairman of the Planning Commission reported that there will be visioning meeting on Tuesday, June 22<sup>nd</sup> for the comprehensive plan which will involve residents rating issues within the township. It will be held in the amphitheater if good weather, inside if not.

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Recreation Board – R. Sulzbach stated that the next meeting will be in July

FBA –

T. Hughes reported there was a meeting on June 9<sup>th</sup> where they discussed many upcoming events. July 14<sup>th</sup> will be a networking event at Park Plaza which will combine meet the township manager. Small business week will be in November.

**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 June 16, 2021 in the amounts of General Fund \$ 338,276.88; Utility Fund - \$ 108,706.99; Capital Improvement Fund - \$ 8,538.20; State Liquid Fuel Fund - \$ 13,055.11; and Escrow Fund - \$ 71,910.57. 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. Kegan to ratify the gross payroll for pay period ending May 23, 2021 in the amount of \$ 154,409.42 and the gross payroll for pay period ending June 6, 2021 in the amount of \$159,894.04. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Discussion on lights for fire trucks

J. Russo reported to the board that they were looking into upgrading lights on two firetrucks to LED lights equivalent to the lights on the new ladder truck. They did receive quotes but the process was stopped as soon as they learned that the township mechanic, T. Fedor did not believe this needed to be done. When it is necessary it will be discussed again at that time.

T. Hughes made a motion, seconded by T. Corallo to approve the purchase order to Markl Suplly Company for duty weapons in the amount of \$8,538.20 as requested by Chief Dorney and approved in the Capital Reserve Fund. 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. Hughes made a motion, seconded by K. Keegan to approve the minutes of the May 20, 2021 regular meeting 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.

Growing Greener Grant – Ramblewood Basin

K. Keegan made a motion, seconded by T. Hughes to authorize the township manager to send a letter to DEP committing the township to a 15% match for the Growing Greener Watershed Protection Grant, in the amount of \$28,148.55 to be paid from the Capital Reserve Fund or a match with in-kind services. Under discussion it was reported that this grant is for the Ramblewood Basin retrofit as required under the MS4 requirements. Some of the work may be able to be done in house which would qualify for the match requirements. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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**NEW BUSINESS -**

Traffic Signal Easement –

L. Pereira reported that as part of Project Tahoe, an easement was obtained by the developer from Wells Fargo. Under the law the township is required to have ownership. PennDot needs to do work in this area and an easement agreement with the township is required. Discussion is being had with PennDot that the traffic signal needs to be upgraded to township standards before we take over the responsibility of this traffic signal.

T. Corallo made a motion, seconded by K. Keegan authorizing the required documents for the easement contingent upon the traffic signals being consistent with township standards. Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Resolution 2021-06-17

T. Hughes made a motion, seconded by K. Keegan to adopt Resolution 2021-06-17 a resolution authorizing the Chairman of the Board of Supervisors to execute and submit to PennDot, the deed transferring certain right-of-way for improvements along State Route 1002 (Uhler Road) and State Route 2025 (Sullivan Trail). Roll Call Vote: T. Corallo, yes; D. Martyak, yes; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried

**DEPARTMENT REPORTS**

A. Township Manager – none

B. Police

- Chief Dorney stated he has a report on the drive.
- Police are patrolling the parks more in response to the vandalism
- Options are being discussed including park police

C. Finance

- W. Donovan stated his report is on the drive
- The board asked for his budget to actual to be done in excel
- D. Martyak asked for a 5 to 7 year forecast

D. Parks & Recreation

- R. Sulzbach stated her report was on the drive
- J. O’Neil stated that the food truck festival was a huge success and congratulated R. Sulzbach and her staff
- Summer programs such as sounds of summer and movies in the park are starting on June 23<sup>rd</sup>
- Discussion on the ongoing vandalism in the park took place. T. Corallo stated that the vandalism seems to be centered around the basketball court.
- It was reported that the road crossing sign at Zucksville is missing. R. Sulzbach reported that it has been gone for about a year, every time it was replaced at a cost of several hundred dollars it was stolen or ran over. There are signs on either side of the road for the cross walk.

E. Public Works

- S. Kramer stated his report is on the drive

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- Prices are increasing so he will be ordering some items such as tires now to avoid price increases and the possibility of not getting the items at all.

F. Zoning Dept.

- The zoning report is on the drive
- T. Weis reported to the board that the report includes a one week snapshot of the complaints received.
- T. Hughes asked if there was an update on 374 De Maria. L. Pereira stated that progress is being made with getting contacts to work with to get answers for the township.
- T. Hughes questioned some of the items on the complaint report. He thought it had been reported that complaints were already being tracked. T. Weis stated they are so this is a snapshot of this past week.
- There was discussion on the amount of time it takes to receive, investigate and close some of the complaints.
- T. Weis provided an article to the board concerning a codes official being met by a homeowner with a firearm. T. Hughes asked how this article was relevant to dealing with a written complaint.
- T. Hughes asked how the process for the planning commission was coming along. T. Weis reported that he believes things are resolved. Paper copies will be provided to the PC members who need them.
- D. Turner reported that there is to be a group email created to send out items to all members
- J. O'Neil stated that a process must be developed to deal with issues that come before zoning that deal with issues we can address that provides for the safety of people. Documentation of the issues including phone calls should be included.
- The board wants to be kept apprised of issues

G. Solicitor – Lisa Pereira-

- L. Pereira reported that at the July 15<sup>th</sup> board meeting there will be two hearings for the enactment of ordinances dealing with a zoning amendment and the update to the SALDO.

H. Engineer – Sean Policelli – nothing additional

I. Fire –

- J. Russo reported that they have had 160 calls to date for 2021
- The annual testing of the fire pumps is coming due and quotes are being received. They appear to be in the range of \$4900.00.

**Public Comment-** none

K. Keegan made a motion, seconded by T. Hughes to adjourn the meeting at 9:45 pm. Motion carried.