

**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  
Dan Martyak, Vice Chairman  
Erik Chuss, Secretary/Treasurer  
Ed Moore, Supervisor  
Brian Frey, Supervisor

**Others Present:**

John V. Cornell, Township Manager  
Tim Weis, Building & Zoning Officer  
Lisa Pereira, Solicitor  
Sean Policelli, Township Engineer  
Chuck Gallagher, Fire Chief  
Greg Dorney, Police Chief  
Rachel Sulzbach, Parks & Recreation Director  
Steve Kramer, Public Works Director

**Absent:**

James Farley, Finance Director  
Barb Bartek, Human Resource Manager

Following the Pledge of Allegiance Chairman O'Neil requested a moment of silence to acknowledge the passing of Franklin Ruch Chairman of the Mahoning Township Board of Supervisors who was killed in an auto accident on his way back to the PSATS convention following a fire company meeting.

**SUPERVISOR COMMENTS:**

- Mr. Chuss commented on his meeting with Nurture Nature Center -CREATE and noted previous flood concerns and information on Ms-4 he provided in the interview he participated in.
- Mr. Martyak commented on the recent discussion held at the work session on plastic bags, and suggested gathering more information on the pros and cons. Mr. Cornell asked Ms. Keegan if she could provide a copy of her presentation to be distributed to the board.
- Mr. O'Neil commented on the recent egg hunt and commended the Recreation Department for job well done.

**APPROVAL OF MINUTES OF THE PREVIOUS BOARD MEETINGS:**

Minutes of Regular Meeting – February 21, 2019

Mr. O'Neil called for corrections, being none, by way of motion by Mr. Moore, second Mr. Chuss.

**Vote called: 4-0 Mr. Frey abstained not on the Board yet.**

Minutes of – Regular Meeting - March 21, 2019

Mr. O'Neil called for corrections, being none, by way of motion by Mr. Moore, second Mr. Chuss.

**Vote called: 3-0 Mr. Martyak abstained - was not present, Mr. Frey abstained not on the Board yet.**

Minutes of Work Session – April 4, 2019 tabled, minutes not available.

**Public Comments:**

Kelly Keegan thanked the Board for listening to her at the work session and offered to assist the Township with regard to the plastic bag issue.

**INVITED GUEST (s):**

- \*Planning Commission                      \*Recreation Board                      \*FBA Report
- Planning Commission Chairman Dean Turner report the next workshop is April 23, 2019 at 7:00 pm and they will be discussing parking. Mr. Chuss questioned if there were any other issues discussed, Mr. Turner responded a developer’s extension request and the proposed apartment ordinance.
- Recreation Director Rachel Sulzbach reported the Recreation Board had met and discussed basketball scheduling, Mr. Chuss requested copies of Recreation Board minutes be available in the Board of Supervisors packets.
- Mr. Cornell reported on April 10, 2019 meeting and highlighted the list of events planned by the FBA. Mr. Chuss added Country Meadows was going to presented the Pride of Forks award and also noted the FBA briefly informally discussed the plastic issued and mentioned providing reusable bags.

Mr. Chuss then returned to the Recreation Board topic and noted Bethlehem Township’s recent discussion on spending a million dollars on recreation planning ang questioned the status of the Forks Recreation Board discussion the development of the five-acre tract, it was reported the Recreation Board not yet discussed it formally.

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**Treasurer’s Report:**    *Secretary/Treasurer Erik Chuss*

	<b><u>Total Outstanding Debt.....\$ 7,030,000.00</u></b>	
	<b>4/02/2019</b>	<b>4/18/2019</b>
General Fund .....	\$ 120,270.39	200,480.98
Real Estate Tax.....	\$ 2,924,881.11	
Capital Improvement...\$		
Recreational Capital.....\$		
State Liquid Fuels .....	\$ 5,336.75	11,299.14
Sewer Tap-In .....		
Escrow Fund .....		44,647.67
Utility Fund.....	\$ 317,074.69	156,083.45

At this time Mr. Chuss read aloud the bills list for made April 2, 2019 and made a motion to pay the bills; seconded by Mr. Martyak vote all in favor.

**Vote 5-0**

Next Mr. Chuss read aloud the bills list for made April 18, 2019 and made a motion to pay the bills; seconded by Mr. Martyak vote all in favor.

**Vote 5-0**

**OLD BUSINESS**

**1. 2019 Road Program bid award**

*On April 12, 2019 at 10:00 am sealed bids were opened and read aloud. The lowest bidder is Bracalente in the amount of \$374,595.00.*

Public Works Director Stephen Kramer explained that on April 12, 2019 seven (7) bids were opened and read aloud and that there was only \$500.00 between the lowest two bidders. Solicitor Pereia commented she had reviewed the documents and they were in order, Mr. Kramer recommended the Board award the road program to Bracalente in the amount of \$345,595.00 as the lowest bidder. On motion by Mr. Martyak, second by Mr. Frey; under discussion Mr. Chuss questioned if the Township reviews the lowest bidders past performance, it was indicated yes, and that they provide references, Mr. Kramer then read the list of roads to be affected. By way of roll call vote: Mr. Moore aye, Mr. Chuss aye, Mr. Martyak aye, Mr. Frey aye and Mr. O'Neil vote aye.

**2. EOP Plan adoption**

*Emergency Management team has updated the EOP Plan and is ready for adoption.*

Zoning Officer/ Assistant EMA coordinator explained the EOP is the Emergency Operation Plan and that municipalities are required to update the plans every three years. Mr. Weis recommend the Board adopt the plan by way of resolution #2019-04-19. By way of motion by Mr. Moore, second by Mr. Martyak, no public comment. By way of roll call vote Mr. Frey aye, Mr. Martyak aye, Mr. Chuss aye, Mr. Moore aye and Mr. O'Neil voted aye.

**Vote 5-0**

Further it was noted by Mr. Cornell that at the work session EMA Coordinator Chuck Chapman had requested that Andrew Trumbauer be appointed as an assistant EMA Coordinator by way of motion. On motion by Ed Moore, second by Mr. Chuss. Being no questions or public comment by way of roll call vote: Mr. Moore aye, Mr. Chuss aye, Mr. Martyak aye, Mr. Frey aye and Mr. O'Neil voted aye.

**Vote 5-0**

**2. 4650 Braden Blvd preliminary plan discussion**

*A Preliminary plan is pending with the Township for 48,000 square foot addition to the Bakerly Bakery.*

Tim Weis explained this had been discussed at the work session, Marty Smith presented the plan for the applicant. Mr. Chuss asked Mr. Policelli walk through his plan review letter. Parking, and additional parking was discussed, pedestrian crossing, lighting, camera monitoring. Requested waivers; land scaping infiltration fencing reduction, BMP stormwater agreement issues. Motion by Mr. Chuss for preliminary approval and waiver for the landscaping on basin and fencing only on the sides as noted in the engineer's letter, seconded by Mr. Moore. By way of roll call vote; Mr. Moores aye, Mr. Martyak aye, Mr. Chus aye, Mr. Frey aye, and Mr. O'Neil voted aye.

**Vote 5-0**

**3. 4300 Braden Blvd preliminary plan discussion**

*A Preliminary/final plan is pending for a warehouse 105,000 square foot building*

Tim Weis explained this had been discussed at the work session, Marty Smith presented the plan for the applicant. It was reported a user has not been yet be identified. Mr. Policelli reviewed the requested waivers: preliminary final, separation of driveway from an intersection, northern radius relief, sidewalks deferral. On motion by Mr. Frey, second by Mr. Martyak, roll call vote; Mr. Chuss initially objected to the sidewalk deferral of the unfinished area, discussion took place and it was agreed to keep the deferral in the motion. Roll call vote Mr. Moore aye, Mr. Martyak aye, Mr. Chuss aye, Mr. Frey aye and Mr. O'Neil voted aye.

**Vote 5-0**

At this time, Mr. Martyak raised the topic of a future donation toward a ladder fire truck and the challenges large buildings provide fire fighters. Representatives of Petrucci indicated they would take it under advisement.

- At this time Chairman O’Neil suggested moving on to Department Reports to allow the departments to leave before item #4.

**DEPARTMENT REPORTS**

Township Manager – John Cornell - Report in packet. Planning Commission vacancy 2 year alternate position result of changeable sign. Recommendation to visit the Planning Commission. Also recording secretary openings. No benefits, \$15.00 an hour.

Finance Director - Jim Farley, - Report on drive Debt analysis on drive as requested, also attending GFOA. IT Microsoft no longer supporting computers (\$80,000.00 – \$90,000.00) to replace equipment. Erik commented on the debt analysis.

Human Resources – Barb Bartek, - Absent

Public Works – Steve Kramer, - Line paving and road maintenance

Zoning Dept – Tim Weis, - Report on drive. Erik spoke on housing permit sheet in report and update the older developments.

Recreation – Rachel Sulzbach, - Report on drive, movie schedule June 25 begins, and July 7<sup>th</sup> food truck event

Police Chief – Greg Dorney, - Absent - Report on drive.

Fire Chief – Chuck Gallagher, - Report on drive.

Engineer – Sean Policelli, - Report Fruchtie Hill Road awaiting DEP permit everything submitted, meeting scheduled for May 1<sup>st</sup> on Uhler road.

Solicitor –Lisa Pereia – Nothing to report.

**1. Notice: On Aril 18, 2019 consideration will be given to pass an ordinance for Use**

**B-10 A Apartments, Bartolacci Zoning Challenge Hearing: *to hear the zoning challenge for apartments at tax parcels J8/18/7, J9/8/6, J9/8/7 and J8/20/3.***

Solicitor Pereia announced under the Municipalities Planning Code before passing an ordinance a public hearing must be held. She then entered documents into the record, the legal advertisement, noting the property was posted and a copy of the proposed ordinance. Ms. Pereia then reminded the Board and public this proceeding was regarding possible adoption on an ordinance, the reported curative amendment was a separate action, which if the ordinance amendment did not take place, the curative amendment would be a separate hearing she then provided an opportunity for Attorney Peperato to share any comments. Mr. Peperato provided and overview of the prior discussions between the Township and his client. Next members of the Board shared their individual comments and it was the agreed to hear from the public and have anyone who wished to speak be sworn-in the court stenographer performed a swearing in.

- The hearing proceeding was transcribed by a court stenographer.

Following the hearing by way of motion, vote all in favor it was agreed to continue discussion on the apartment issue until the May 2, 2019 Work Session at 7:00 pm to gather more input for the Board’s consideration. Chairman O’Neil then adjourned the meeting. The was no executive session.

Meeting adjourned 10:03  
Minutes transcribed 05/13/2019 J. Cornell