

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

**5-20-2021**

**Regular Meeting Minutes**

The regular meeting of the Forks Township Board of Supervisors was held on Thursday, May 20, 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  
Tim Hughes, Secretary/Treasurer - virtual  
Kelly Keegan, Member  
Ty Corallo, Member

**IN ATTENDANCE:**

Lisa Pereira, Twp. Solicitor - virtual  
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  
Dean Turner, Chairman, Planning Commission

**ABSENT:**

Dan Martyak, Vice Chairman  
Jevin Russo, Fire Chief

**Supervisors Comments:**

Chairman O'Neil – J. O'Neil congratulated R. Sulzbach and the park staff on a job well done on Tacos and Trivia held the other night at the park.

D. Martyak - absent

T. Hughes – none

T. Corallo – none

K. Keegan – K. Keegan stated that May 11<sup>th</sup> – 17<sup>th</sup> was National Police Week and the board wanted to recognize the police department and all the good that they do for the community.  
J. O'Neil stated that Forks Township has a terrific police force.

**Announcements:** An executive session was held at 6:30pm tonight for personnel issues

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

**5-20-2021**

**Public Comment:**

D. McManus of Riverview Estates Senior Community and Bruce Smith, President of the HOA addressed the board with concerns and frustrations of their community. Mr. McManus stated that he has sent several letters to the zoning officer and copied members of the board outlining the building code issues he believes are happening in this community. Mr. McManus was formerly a building codes official in New Jersey and while he understands there are differences between the states there is concern that this builder is taking shortcuts that are not being stopped by the township during inspections. In his letter he listed several specific properties with issues and what is believed to be substandard construction. He stated he spoke to T. Weis who told him that the building codes used to build the homes would be those codes from the year the plans were approved which were seventeen years ago. He stated that they just spoke with T. Weis and they would be meeting together on the properties on Tuesday, May 25<sup>th</sup>. J. O'Neil asked T. Weis to report back to the board as to the outcome of the meeting. Mr. Smith ended by saying that they hoped that together the residents, the HOA and the township could hold the developer accountable.

**Hearings:**

Ordinance 372 – No parking on Sullivan Trail -

Chairman O'Neil opened the hearing at 7:12pm. L. Pereira informed the board of the process of advertising the draft ordinance. J. Oneil asked the board if they had any questions on the ordinance. The hearing closed at 7:13pm.

T. Corallo made a motion, seconded by T. Hughes to adopt Ordinance 372, an ordinance amending the Township of Forks Code of Ordinances, by revising Chapter 195 (Vehicles and Traffic), Article VII, Section 195-66, Schedule XIV (Parking prohibited at all times) by adding the Borough of Stockertown Line to the City of Easton Line 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.

Ordinance 373 – PMRS Plan Amendments –

Chairman O'Neil opened the hearing at 7:13pm. J. O'Neil asked if the board had any questions concerning the ordinance. The hearing was closed at 7:14pm.

T. Hughes made a motion, seconded by T. Corallo to adopt Ordinance 373, an ordinance of Forks Township, Northampton County, Commonwealth of Pennsylvania, electing to amend its non-uniform pension plan administered by the Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law; agreeing to be bound by all provisions of the Pennsylvania Municipal Retirement Law as amended and as applicable to member municipalities. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Presentations:**

600 Kuebler Road – waiver requests

The developer gave an overview of both projects and described the waivers being requested. K. Durso, attorney for the project told the board that the developer had appeared before the planning commission on April 8, 2021 to discuss the waivers. Prior to that meeting there was a site visit with members of the commission and township personnel. At the April 8, 2021 meeting of the planning commission the commission recommended approval of the waivers. She also stated that she was in receipt of a letter from Norfolk Southern who would not grant permission for road improvements on one side of the street and will discuss when the other

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

**5-20-2021**

side of the street is occupied with a new tenant. The letter also states they are not in favor of granting permission for sidewalks.

T. Hughes made a motion, seconded by T. Corallo to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening or sidewalk installation along the property's frontage on that portion of Kessler'sville Road from the southern property boundary to the intersection with Kuebler Road as presented by the applicant on May 20, 2021. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

K. Keegan made a motion, seconded by T. Corallo to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening or sidewalk installation along the property's frontage on that portion of Kuebler Road west of the Norfolk Southern railroad tracks to the intersection with Kessler'sville Road. 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 grant the waiver request for Section 175.42.L, a waiver to defer installation of curb and roadway improvements within the Norfolk Southern right of way and to have the developer place money in escrow to complete when approved to install. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded K. Keegan to grant the waiver request for Section 175.42.N(9), a waiver to allow a commercial driveway to be wider than 35 feet without a median. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to grant the waiver request for Section 175-16(A) & (D), a waiver to allow a final plan to be considered at the same time as the preliminary plan. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Glover Land Development – waiver requests

T. Hughes made a motion, seconded by T. Corallo to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening or sidewalk to be installed along the portion of Glover Road frontage on Premises A between Kuebler Road and Richmond Road. Curb, roadway widening, and sidewalk is proposed to be installed along the property frontage of Premise A along Glover Road from the northern property boundary to the intersection with Kuebler Road. A fee in lieu of will be paid to the township to use for future improvements. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening or sidewalk to be installed along the property frontage of Premise B along Glover Road between Kuebler Road and Richmond Road. A fee in lieu of will be paid to the township to use for future improvements. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

**5-20-2021**

T. Hughes made a motion, seconded by K. Keegan to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening, or sidewalk be installed along the Kuebler Road frontage of Premises B. A fee in lieu of will be paid to the township to use for future improvements. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to grant the waiver request for Section 175.42.L, a waiver to not require curb, roadway widening, or sidewalk to be installed along the Richmond Road frontage of Premises A and Premises B. A fee in lieu of will be paid to the township to use for future improvements. 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 grant the waiver request for Section 175.42.N(9), a waiver to allow a commercial driveway to be wider than 35 feet without a median. 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 grant the waiver request for Section 175-16(A) & (D), a waiver to allow a final plan to be considered at the same time as the preliminary plan. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Invited Guest Reports:**

Planning Commission – D. Turner, Chairman of the Planning Commission gave an update on the comp plan and the visioning session that will occur on June 22, 2021. He stated that two developments will be coming before the planning commission, the Posh development and the Sullivan Park Apartments. Riverview has granted an extension to the township for review of their project. The planning commission will be discussing tiny homes at their May 27<sup>th</sup> work session.

Recreation Board – R. Sulzbach stated that a virtual meeting was held Monday, May 17, 2021

FBA –

T. Hughes reported on the various upcoming FBA events including the first networking event in over a year to be held at Park Plaza from 5 to 7pm. They are going to incorporate meet the Township Manager at this event. SURV is having a ribbon cutting soon and the board is invited to attend.

**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 T. Corallo to ratify the debt service payment made on May 11, 2021 (due May 15<sup>th</sup>) from the general fund in the amount of \$336,000.00 (principal) and \$4,808.69 for a total payment of \$340,808.69 for an annual savings of \$502,000.00. (additional interest payment due in late fall) 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 vouchers payable received through May 19, 2021 in the amounts of General Fund \$ 310,721.32; Utility Fund - \$ 26,232.01; Recreation Capital - \$ 137,945.00; Capital Reserve Fund - \$ 10,335.00; State Liquid Fuel Fund - \$ 7,259.47; and Escrow Fund -

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

**5-20-2021**

\$ 63,876.11. 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. Kegan to ratify the gross payroll for pay period ending May 9, 2021 in the amount of \$ 156,785.94. 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 T. Corallo to approve the minutes of the April 15, 2021 regular meeting of the Board of Supervisors. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by T. Hughes to approve the minutes of the May 6, 2021 joint work session of the Board of Supervisors and planning commission. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**NEW BUSINESS -**

PMRS waiver

T. Hughes made a motion, seconded by T. Corallo to adopt the plan amendment for the Cash Balance Pension Plan to require a 3% contribution from employees in this plan for 2021 with the balance being paid by the township. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Fort James III, Lot 2

T. Corallo made a motion, seconded by T. Hughes to ratify the release of the letter of credit for Fort James III, Lot 2 in the amount of \$141,603.45. 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 request to exit the maintenance period for Fort James III, Lot 2, Silbrico as recommended by the township engineer. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried

Road Paving Bids -

T. Hughes made a motion, seconded by K. Keegan to accept the bid for the 2021 road paving project from Grace Industries in the amount of \$360,087.75 to be paid from the liquid fuels fund. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

Maintain X –

T. Corallo made a motion, seconded by K. Keegan to approve the proposal from Maintain X for maintenance tracking software in the amount of \$1420.00 annually with three licenses. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O'Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

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

**5-20-2021**

Pump Station Chemicals –

T. Hughes made a motion, seconded by K. Keegan to accept the proposal for sewage treatment chemicals from State Industrial Products, co-stars contract 4400012521 at a cost of \$1666.53 per month. Under discussion S. Kramer stated that the cost is about the same as currently being paid but this company and product offers items necessary for the upkeep of the system included in their monthly price as well as by using this product it will reduce the need for the cleaning to one time per year from two saving quite a bit of money. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

**Personnel –**

T. Hughes made a motion, seconded by K. Keegan to ratify the hiring of Emily Wehle as part-time community center custodian, effective Monday, April 26, 2021 at \$13.00 per hour for approximately 19.5 hours per week with no benefits. 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 hiring of James Vainella as part-time seasonal park laborer at \$13.00 per hour with no benefits for approximately 28 hours per week effective Wednesday, May 12, 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 ratify the hiring of Micah Ballew as seasonal parks laborer at \$13.00 per hour with no benefits for up to 40 hours per week effective Monday, May 17, 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 approve the hiring of Andrew Constable as full-time parks laborer 1 at a starting rate as listed in the CBA of \$21.12 per hour and all other benefits as outlined in the CBA for full-time permanent employees effective Monday, May 24, 2021. Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

T. Corallo made a motion, seconded by K. Keegan to approve the travel request of Rachel Sulzbach, Parks and Recreation Director to attend the NRPA Annual Conference, September 21 – 23 in Nashville Tennessee for approximately \$2000.00 (travel, lodging, meals). Roll Call Vote: T. Corallo, yes; D. Martyak, absent; J. O’Neil, yes; T. Hughes, yes; K. Keegan, yes. Motion carried.

J. O’Neil asked R. Sulzbach if the department is now at full compliment. She stated that there is a full staff at the community center but a few more part-time summer positions need to be filled.

**DEPARTMENT REPORTS**

A. Township Manager – none

B. Police

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

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

**5-20-2021**

C. Finance

- W. Donovan gave a year to date finance report to the board. He is working to get everything up to speed. We are opening a new escrow account with sub accounts for each development with an escrow.
- T. Hughes discussed the possibility of transfers being done. W. Donovan spoke about the need for a strong policy of internal controls. T. Hughes as the board treasurer would need to be notified of any requests to perform this type of transfer and the reason why. A formal policy will be put together for board approval at the next meeting.

D. Parks & Recreation

- R. Sulzbach stated her report was on the drive
- J. O'Neil asked where revenues were to date. R. Sulzbach stated that they are starting to come in but not at the level of two years ago just yet.

E. Public Works

- S. Kramer stated his report is on the drive
- The generator is on line at the community center. It will be running within the next few weeks
- PW's is ready to pave Pheasant Ridge Phase IV and the residents are very happy

F. Zoning Dept.

- The zoning report is on the drive
- Just went through the L&I audit and waiting for the final report
- Starbucks is doing site work
- The board asked T. Weis about the cutting of grass on a property that is overgrown and the resident is no longer at the home. Discussion took place on the ordinances in place to allow the township to get involved. L. Pereira informed the board that the township would need a court order to open a fence and mow inside. You can attempt to get an ongoing order to maintain for the summer and place a lien against the property to recoup expenses when the property sells in the future.

G. Solicitor – Lisa Pereira-

- L. Pereira spoke to the board about the issue of withholding new plan submissions from a developer who is not cooperating. This cannot be done under the MPC but the township does have many avenues of enforcement through the zoning officer, our ordinances and the building code laws.
- There is a new conditional use application for a development on Richmond Road that will come before the township in the next month.

H. Engineer – Sean Policelli –

- S. Policelli added information to the discussion on truck traffic on local roads. A study would need to be done but more for the geometry of the roads. The board would then consider an ordinance to prohibit truck traffic on certain roads if they chose to do so.
- The board had information in the engineering folder of traffic humps that were installed in Riverview Estates West with the cooperation of the developer. The residents are very pleased.
- Gilmore has provided a proposal to conduct the first step to address the flooding issue at Bushkill/Zucksville. It is an existing features survey which would cost \$7500.00. This step is needed first, then a map preparation, an assessment for the repair and project budget. The board asked that this proposal be discussed at the June 3<sup>rd</sup> work session.

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

**5-20-2021**

- The 209 traffic impact study is using some of the same data that is being collected for the Comp Plan. Traffic counts must be taken when school buses are running. The plan is currently to begin the advisory board meetings in September or October in order to meet the 18 month time frame for the project.
- K. Keegan asked if there were any grants available for solar projects. S. Policelli will look into that.

H. Fire – J. Russo absent but report on the drive

**Public Comment**- none

K. Keegan made a motion, seconded by T. Hughes to adjourn the meeting at 8:41 pm. Motion carried.