

**FORKS TOWNSHIP, NORTHAMPTON COUNTY
BOARD OF SUPERVISORS**

1-5-2026

**Reorganization Meeting Minutes
January 5, 2026**

The reorganizational meeting of the Forks Township Board of Supervisors was held on Monday, January 5, 2026, at the Forks Township Municipal Building, Easton, PA.

Solicitor Pereira, opened the meeting at 6:00pm with the first order of business being the swearing in of the following elected officials –

- Amy Blum – Supervisor - by Judge Clark
- Derek Hughes – Supervisor - by Judge Rosioli
- Heather Thomas – Auditor - by Judge Clark

Solicitor Pereira then asked everyone to stand for the pledge of Allegiance.

Roll call of the board was conducted by L. Pereira.

Board Members:

Amy Blum, Supervisor
Ty Corallo, Supervisor
Derek Hughes, Supervisor
John O'Neil, Supervisor
Dean Turner, Supervisor

Also IN ATTENDANCE:

Donna M. Asure, Township Manager

L. Pereira called for nominations for Chairman of the Board of Supervisors.

A. Blum made a motion to nominated Dean Turner as Chairman of the Board of Supervisors. Seconded by D. Hughes. L. Pereira asked if there were any other nominations. Hearing none she closed the nominations for Chairman. L. Pereira then asked all in favor of the motion to appoint Dean Turner, Chairman signify by saying aye. All in favor. Motion carried.

Dean Turner thanked the board for the appointment. Mr. Turner continued the meeting as Chairman.

D. Turner asked for nominations for Vice-Chairman of the Board of Supervisors.

J. O'Neil nominated Ty Corallo as Vice-Chairman of the Board of Supervisors. Seconded by T. Corallo.

D. Turner asked if there were any other nominations for Vice-Chairman.

D. Hughes nominated Amy Blum as Vice-Chairman of the Board of Supervisors. Seconded by A. Blum.

D. Turner asked if there were any other nominations for Vice-Chairman.

Hearing none, D. Turner closed the nominations for Vice-Chairman.

D. Turner asked all in favor of the nomination of Ty Corallo as Vice-Chairman please vote aye. Roll Call Vote - A. Blum, no; T. Corallo, yes; D. Hughes, no; J. O'Neil, yes; D. Turner, no. Motion failed.

D. Turner asked all in favor of the nomination of Amy Blum as Vice-Chairman please vote aye. Roll Call Vote - A. Blum, yes; T. Corallo, no; D. Hughes, yes; J. O'Neil, no; D. Turner, yes. Motion carried.

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D. Turner asked for nominations for Secretary/Treasurer of the Board of Supervisors.

T. Corallo nominated John O'Neil as Secretary/Treasurer of the Board of Supervisors. Seconded by D. Hughes. D. Turner asked if there were any other nominations for Secretary/Treasurer. Hearing none, D. Turner closed the nominations and asked all those in favor of the nomination of John O'Neil as Secretary/Treasurer of the Board of Supervisors to signify by saying aye. Roll Call Vote: A. Blum, yes; T. Corallo, yes; D. Hughes, yes; J. O'Neil, yes; D. Turner, yes. Motion carried.

Announcements – none

T. Corallo made a motion, seconded by J. O'Neil, to set the Board of Supervisors meeting dates and times as follows – work session – first Thursday of each month at 7:00pm; regular meeting – third Thursday of each month at 7:00pm. Meetings to be held at the Forks Township Municipal Building. All in favor. Motion carried.

J. O'Neil made a motion, seconded by A. Blum, to set the Planning Commission meeting dates and times as follows – regular meetings – second Thursday of each month – 7:00pm; work session, fourth Thursday of each month – 7:00pm. Meetings to be held at the Forks Township Municipal Building. All in favor. Motion carried.

J. O'Neil made a motion, seconded by T. Corallo, to appoint Anthony Glory as the Vacancy Board with a term to expire December 31, 2026. This motion will be confirmed by Resolution 2026-01-05-01 of the board of supervisors. Roll Call Vote - A. Blum, no; T. Corallo, yes; D. Hughes, no; J. O'Neil, yes; D. Turner, no. Motion failed.

D. Hughes made a motion, seconded by A. Blum, to appoint Cary Salkin as the Vacancy Board with a term to expire December 31, 2026. This motion will be confirmed by Resolution 206-01-05-01 of the board of supervisors. Roll Call Vote - A. Blum, yes; T. Corallo, no; D. Hughes, yes; J. O'Neil, no; D. Turner, yes. Motion carried.

T. Corallo made a motion, seconded by D. Hughes, to appoint Broughal & DeVito as Township Solicitor for township business, labor and planning at a rate of \$185.00 per hour. All in favor. Motion carried.

A. Blum made a motion, seconded by D. Hughes, to appoint David Backenstoe, Esq as conflict counsel for Forks Township at a rate of \$185.00 per hour. All in favor. Motion carried.

J. O'Neil made a motion, seconded by A. Blum, to appoint Donna M. Asure as Township Manager at a salary of \$137,000.00. This motion will be confirmed by Resolution 2026-01-05-02 of the Board of Supervisors. All in favor. Motion carried.

D. Asure thanked the board for the re-appointment as Township Manager.

T. Corallo made a motion, seconded by D. Hughes, to enter into an employment agreement with Donna M. Asure as Township Manager for the period through January 4, 2027. All in favor. Motion carried.

J. O'Neil made a motion, seconded by D. Hughes, to approve the personnel listing, including name, position and salary of all township employees for the year 2026. All in favor. Motion carried.

T. Corallo made a motion, seconded by J. O'Neil, to appoint Gilmore & Associates as Engineer for Forks Township with rates as established by their fee schedule. All in favor. Motion carried.

A. Blum made a motion, seconded by D. Hughes to appoint Gilmore & Associates as Sewage Enforcement Officer at rates per current company fee schedule. All in favor. Motion carried.

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T. Corallo made a motion, seconded by J. O'Neil, to appoint Shawn McGlynn as Flood Plain Administrator at rates as listed on company fee schedule. All in favor. Motion carried.

A. Blum made a motion, seconded by D. Hughes, to appoint Shawn McGlynn as Forks Township Building Codes Official and Zoning Officer. This motion will be confirmed by Resolution 2026-01-05-03 of the Board of Supervisors. Roll Call Vote - A. Blum, yes; T. Corallo, yes; D. Hughes, yes; J. O'Neil, yes; D. Turner, yes. Motion carried.

D. Hughes made a motion, seconded by A. Blum, to appoint SFM Consulting LLC as 3rd party commercial and residential inspector at rates as listed on company fee schedule. All in favor. Motion carried.

D. Hughes made a motion, seconded by T. Corallo, to appoint Keycodes as alternate 3rd party commercial and residential inspector at rates as listed on company fee schedule. All in favor. Motion carried.

T. Corallo made a motion, seconded by J. O'Neil, to appoint Jayson Mitch as Forks Township Assistant Zoning Officer. All in favor. Motion carried.

A. Blum made a motion, seconded by J. O'Neil, to appoint Charles Chapman as Emergency Management Coordinator for Forks Township. This motion will be confirmed by Resolution 2026-01-05-04 of the Board of Supervisors. Under discussion, A. Blum asked about the credentials and qualifications of Mr. Chapman. The board was told that he was in the military and had years of experience in this area. All in favor. Motion carried.

D. Hughes made a motion, seconded by T. Corallo, to appoint Brian Flavelle as Deputy Emergency Management Coordinator and Bryan Weis and Daniel Nikeyev as Assistant Emergency Management Coordinators for Forks Township. This motion will be confirmed by Resolution 2026-01-05-04 of the Board of Supervisors. All in favor. Motion carried.

D. Hughes made a motion, seconded by J. O'Neil, to reaffirm the Forks Township Emergency Operations Plan. This motion will be confirmed by Resolution 2026-01-05-05 of the Board of Supervisors. All in favor. Motion carried.

A. Blum made a motion, seconded by D. Hughes, to appoint Dean Turner as the representative to the Forks Business Association for 2026. All in favor. Motion carried.

T. Corallo made a motion, seconded by A. Blum, to appoint Kacee Stout as the principal representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2026. All in favor. Motion carried.

J. O'Neil made a motion, seconded by D. Hughes, to appoint Donna M. Asure as the alternate representative to the Northampton Tax Collection Committee (NTCC) with a term to expire December 31, 2026. All in favor. Motion carried.

Discussion was held on the annual PSATS conference to be held in Hershey PA, April 19-22, 2026. The board asked the township manager if she would be able to attend. D. Asure will see if being away at the conference would be possible. She does plan to attend the full day zoning training on Sunday, April 19th to maintain her zoning officer's certification.

A. Blum made a motion, seconded by D. Hughes, to approve the attendance of Donna Asure to the annual PSATS conference to be held April 19-22, 2026, in Hershey, PA and to pay registration, travel, meals and hotel. All in favor. Motion carried.

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T. Corallo made a motion, seconded by J. O'Neil,, to appoint Donna Asure as voting delegate at the PSATS Annual Conference. All in favor. Motion carried.

T. Corallo made a motion, seconded by J. O'Neil, to designate the following as Forks Township Depositories – Unity Bank and PLGIT. This motion will be confirmed by Resolution 2026-01-05-06 of the Board of Supervisors. All in favor. Motion carried.

J. O'Neil made a motion, seconded by D. Hughes, to approve the following as signatories on all bank accounts, with all checks requiring two signatures -

- Amy Blum - Supervisor
- Ty Corallo - Supervisor
- Derek Hughes – Supervisor
- John O'Neil – Supervisor
- Dean Turner – Supervisor

This motion will be confirmed by Resolution 2026-01-05-07 of the Board of Supervisors. All in favor. Motion carried.

A. Blum made a motion, seconded by D. Hughes, to appoint Keystone Collections Group as Earned Income Tax (EIT), Local Services Tax (LST) and Business Privilege Tax collector for Forks Township. This motion will be confirmed by Resolution 2026-01-05-08 of the Board of Supervisors. All in favor. Motion carried.

D. Hughes made a motion, seconded by A. Blum, to set the 2026 Act 511 Tax rates for Earned Income, Local Services and mercantile taxes as follows –

- Real Estate Transfer Tax – 1%
- Earned Income Tax – 1%
- Local Services Tax \$52.00

Mercantile Tax –

- Performance of Services – 1.5 mills
- Wholesale sales of merchandise – 1 mill
- Retail sale of Merchandise – 1.5 mills

This motion will be confirmed by Resolution 2026-01-05-09 of the Board of Supervisors. Under discussion, D. Hughes asked if the rates are the same as last year. The board was told yes, they are. All in favor. Motion carried.

J. O'Neil made a motion, seconded by T. Corallo, to adopt the 2026 Forks Township Fee Schedule. This motion will be confirmed by Resolution 2026-01-05-10 of the Board of Supervisors. Roll Call Vote - A. Blum, yes; T. Corallo, yes; D. Hughes, yes; J. O'Neil, yes; D. Turner, yes. Motion carried.

J. O'Neil made a motion, seconded by T. Corallo to establish the 2026 fees for trash and recycling collection and sewer use charges as follows –

Trash & Recycling

- Quarterly - \$87.50 (annual fee of \$350.00)

Sewer use

- Base \$40.00
- Additional Units - \$6.00/unit

This motion will be confirmed by Resolution 2026-01-07-11 of the Board of Supervisors. Under discussion, A. Blum stated she would like to discuss a discount for seniors on their trash bill. J. O'Neil stated this would be difficult to do since we are currently under a contract. This should be talked about when the next contract comes up in early 2027. All in favor. Motion carried.

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T. Corallo made a motion, seconded by D. Hughes, to authorize the payment of routine bills to avoid late fees, penalties and interest, such as utility bills, recurring monthly bills, etc. to be ratified at the next meeting of the Board of Supervisors. All in favor. Motion carried.

A. Blum made a motion, seconded by T. Corallo, to appoint the township manager as Chief Administrative Officer of the township pension plans. This motion will be confirmed by Resolution 2026-01-05-12 of the Board of Supervisors. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Hughes, to adopt a policy by resolution for annual reviews of security being held for land development projects for ordinance-required improvements and notify developers of the need to increase township held security if required. This motion will be confirmed by Resolution 2026-01-05-13 of the Board of Supervisors. All in favor. Motion carried.

A. Blum made a motion, seconded by T. Corallo, to set the 2026 mileage rate at 72.50 cents per mile as set by the IRS. All in favor. Motion carried.

D. Hughes made a motion, seconded by J. O'Neil, to appoint Shay, Santee, Kelhart & Deschler, LLC as solicitors for the Zoning Hearing Board at a rate of \$150.00 per hour for 2026. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Hughes, to set the Zoning Hearing Board meetings for the second and third Mondays of each month at 7:00pm as needed. All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Hughes, to appoint Donna M. Asure as Right to Know Officer for Forks Township. This motion will be confirmed by Resolution 2026-01-05-14 of the Board of Supervisors. All in favor. Motion carried.

D. Hughes made a motion, seconded by A. Blum, to set the municipal building hours of operation as – Administration; Monday – Friday – 7:30am – 4:00pm; Parks and Public Works – 6:30am – 3:00pm; Community Center as advertised; Police as scheduled. Any deviation from the normal working hours shall be discussed with and approved by the township manager. All in favor. Motion carried.

The board discussed the appointments to the township planning commission. The options are to appoint someone this evening to fill one or both of the vacancies or to advertise for interested parties to interview with the board. J. O'Neil asked if the board could reassign the terms of the current members. D. Turner asked how the board would like to proceed.

T. Corallo made a motion, seconded by J. O'Neil, to appoint Ian Heck as an alternate member of the Forks Township Planning Commission with a term to expire December 31, 2029. Mr. Heck was in the audience and asked if he would accept this appointment. He stated he would and had a statement to make.

Ian Heck – 517 Periwinkle – stated that he has been a member of the planning commission for seven years and has been the past Chairman. The way this whole issue has been communicated has been very upsetting. He asked how the board already has names to interview. Mr. Heck was told that residents have contacted the township about their interest in serving on the board, some of which have been at the meetings when the planning commission was discussed. He stated, I will do my job but I will assure you I will not forget how this was handled by this group.

The board discussed interviewing the other interested candidates on Thursday, January 8, 2026, at 6:00pm. All in favor. Motion carried.

T. Corallo made a motion, seconded by J. O'Neil to re-appoint Michael Albanese as a member of the Forks Township Zoning Hearing Board with a term to expire December 31, 2030. Under discussion, A. Blum asked if we knew the qualifications of the resident. She was told that Mr. Albanese has been

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serving on the zoning hearing board and that he has a construction background. All in favor. Motion carried.

A. Blum made a motion, seconded by T. Corallo, to accept the recommendations of the Community Fire Company of Forks Township for the positions of Chief and Deputy Chief as follows –

Michael Vinci - Fire Chief

Patrick Mallett - Deputy Chief.

All in favor. Motion carried.

T. Corallo made a motion, seconded by D. Hughes, to appoint the following as Forks Township Fire Police-

Edmund Lamontagne -fire police Captain

Brian Flavelle – Assist. Captain

All in favor. Motion carried.

Adjournment -

Upon a motion by T. Corallo, seconded by D. Hughes, the 2026 reorganizational meeting of the Forks Township Board of Supervisors was adjourned at 6:48pm. All in favor. Motion carried.

The board immediately started the advertised work session.