

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
APRIL 8, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, April 8, 2020 via Telephone Conference Zoom Meeting Call-In Number: (888) 788-0099 (US Toll Free)

Conference ID: 391 592 5613 (Press # when prompted)

URL: <https://zoom.us/join/3915925613> (If you are joining via desktop computer, please note that you will need a computer with a microphone in order to participate in the meeting. There may also be a delay in the audio when using a desktop computer in lieu of a telephone due to the current load on the region's internet infrastructure/bandwidth. The Township recommends participating via the above-listed call-in number, as this is a telephone audio conference- not a video conference.)

In accordance with Governor Wolf's ongoing "stay-at-home" order issued on Wednesday, March 25, 2020 for Northampton County and in response to the ongoing COVID-19 pandemic/emergency declaration, Plainfield Township officials are strongly encouraging citizens to participate in this meeting remotely via the above-listed dedicated conference call telephone line. The Board of Supervisors will not be physically present at this meeting. This public meeting will be recorded. We kindly ask that any citizens participating via the dedicated conference call line to only speak during the sections of the meeting that are specifically reserved for public comment or when prompted by the Chairman and to also state your name each time you are speaking. The public will have the opportunity to comment via the telephone conference call prior to any official action taking place and during the Citizen's Agenda/Non-Agenda portion of the meeting. Anyone intentionally disrupting the meeting will be promptly muted and/or ejected from the call.

Chairman, Randy Heard, called the meeting to order at 7:02 P.M.

The Pledge of Allegiance was performed.

TOWNSHIP MANAGER'S STATEMENT:

At this time, Township Manager, Tom Petrucci, made the following statement during the meeting:

"Welcome everyone. Thank you for being flexible with us during this time of uncertainty concerning the COVID-19 pandemic. This is the first Plainfield Township Board of Supervisors meeting ever held via an audio conference, and we appreciate your anticipated patience and

understanding as we navigate new technology and participation protocols. As we can't see each other and wish to support public participation we need to conduct the meeting a bit differently than what you may be previously accustomed to at our regular meetings:

- *Board of Supervisors members and other Township officials will need to state your name each time prior to speaking during the meeting. All voting will be done by a full roll call of the Board of Supervisors members.*
- *We kindly ask that any citizens participating via the dedicated conference call line to only speak during the sections of the meeting that are specifically reserved for public comment or when prompted by the Chairman. Before speaking, you need to state your name to identify yourself to the Board on this call. The public will have the opportunity to comment on agenda items via this telephone conference call prior to any official action taking place and during the Citizen's Agenda/Non-Agenda portion of the meeting. We ask that you do not interrupt the Board of Supervisors members or other Township officials at any time during the course of this audio meeting. Anyone intentionally disrupting the meeting will be promptly muted and/or ejected from the call.*
- *Let's begin the meeting with a roll call of the Board of Supervisors.*

ROLL CALL:

The following Supervisors answered roll call: Chairman, Randy Heard, Vice Chairman, Glenn Borger, Jane Mellert, Stephen Hurni and Joyce Lambert.

Also present were Treasurer, Katelyn Kopach, Administrative Assistant, Paige Stefanelli, Township Manager, Thomas Petrucci, Township Engineer, Michael Kukles and Solicitor, David Backenstoe.

- *Now that the roll call of the Board of Supervisors is completed, we will proceed with a roll call of all members of the public who are participating on this call. Please state your name(s) one at a time so the Township can make sure that your participation is recognized.*

PUBLIC ATTENDANCE:

Ms. Adrienne Fors was present on the call.

1. Recommended Official Action Protocol

The recommended format/procedure for voting is provided to the Board members as follows:

[Voting member makes motion by saying name and motion] *Okay do we have a second?*

[Second voting member makes motion by saying name and motion] *Do we have any questions or comments from members of the Board of Supervisors or citizens/guests? Please remember to state your name prior to speaking.*

[Members of the public either have questions or comments, or they do not – this portion concludes]

We will now proceed with a roll call vote from the Board members. [Proceed with roll call vote one-by-one, starting with Chairman]

I. SECRETARY–THOMAS PETRUCCI:

1. Approval of the March 11, 2020 Regular Meeting Minutes:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the March 11, 2020 Regular Meeting Minutes as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

II. TREASURER – KATELYN KOPACH:

1. Approval of the March 2020 General Fund Disbursements (\$251,607.68):

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the March 2020 General Fund Disbursements in the amount of \$251,607.68. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Approval of the March 2020 Treasurer’s Report:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the February 2020 Treasurer’s Report last revised April 8, 2020. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

III. TOWNSHIP ENGINEER – MICHAEL KUKLES, P.E.:

1. Consideration of Conditional Approval: Plans entitled ‘Preliminary/Final Land Development Plans for JERC Partners LII, LLC – Male Road Industrial Facility’, Project PY180780, Sheets C-101 through C-1003 (1-29 of 29), dated April 26, 2019, last revised January 17, 2020:

Township Manager, Tom Petrucci, stated that the applicant has requested to table their appearance regarding the Preliminary/Final Approval for the Male Road Industrial facility located at 550 Male Road. An Extension of Time has been requested through May 31, 2020.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the Extension of Time request through May 31, 2020 for the Male Road Industrial facility located at 550 Male Road. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

IV. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Slate Belt Multi-Municipal Comprehensive Plan – Monthly Update:

Township Manager, Tom Petrucci, stated that the Steering Committee for the Slate Belt Multi-Municipal Comprehensive Plan has decided not to proceed with any audio meetings until the COVID-19 Pandemic has subsided. In the interim, the Lehigh Valley Planning Commission (LVPC) will be working behind the scenes on the Plan. Until such time, no meetings will be held.

2. Plainfield Township Act 537 Official Plan Update – Monthly Briefing:

Mr. Petrucci stated that with the previously discussed schedule, the Draft Act 537 Plan would have been completed at this time. However, due to COVID-19 and the Pandemic, the Consultants are delayed on the Plan. The Consultant is currently working on the Plan but is not operating at full capacity.

3. Plainfield Township MS4/Stormwater Management Program – Monthly Briefing:

Township Manager, Tom Petrucci, stated that there was no update at this time.

4. Declaration of Disaster Emergency Approval (COVID-19 Pandemic) – March 17, 2020 UNTIL FURTHER NOTICE:

Mr. Petrucci stated the Township has signed a Declaration of Disaster Emergency effective from March 17, 2020 until further notice as needed.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the Declaration of Disaster Emergency for the COVID-19 Pandemic through March 17, 2020 Until Further Notice. *Prior to the*

vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

5. Consideration of Bids Received: 2020 Chip Seal Project – Road Project for Letting of April 3, 2020:

Township Manager, Tom Petrucci, stated that bids for the 2020 Chip Seal Project were opened on April 3rd, 2020. One bid was received from Asphalt Maintenance Solutions, LLC (AMS) in the amount of \$248,699.24. Mr. Petrucci is unsure of the future for the project but at this time, it would be best to put the project on AMS's schedule for successful completion. Supervisor, Stephen Hurni, questioned whether the Township can receive different pricing for the oil considering the circumstances. Mr. Petrucci indicated that this would not be possible at this time as there is not enough materials on the bid. Ms. Mellert added that AMS has done great work in the past and they are a good company.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to award the contract with Asphalt Maintenance Solutions, LLC. in the amount of \$248,699.24 and to authorize Chairman, Randy Heard, and Township Manager, Tom Petrucci, to execute the contract. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

6. Authorization for 2020-2021 Winter Season Deicing Road Salt Bid Advertisement:

ACTION: Motion was made by Jane Mellert and seconded by Joyce Lambert to approve the 2020-2021 Winter Season Deicing Road Salt Bid Advertisement as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

7. Authorization for Township Manager to Submit Application to WEX Commonwealth of Pennsylvania Fuel Card Program:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to authorize Township Manager, Tom Petrucci, to submit an Application to WEX Commonwealth of Pennsylvania for the Fuel Card Program. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

8. Zoning Amendment Recommendation: Add Public Recreation Use to Industrial-Business Park (I-BP) Use:

Mr. Petrucci noted that the applicant for the Gall Farm Project is currently in the process of submitting a Land Development Plan with Plainfield Township as well as an NPDES Permit with the Department of Environmental Protection. Mr. Petrucci added that the proposed preserve is located within both the Farm and Forest Zoning District and Industrial Business Park (IBP) Zoning District. The facility is a permitted use within the IBP Zoning District. However, just to clarify in order to eliminate any future ambiguity, Mr. Petrucci recommended a zoning amendment to add a Township or County Park as a permitted use to the IBP Zoning District. Solicitor Backenstoe added that “Municipal Use”, which is already included in the Zoning Ordinance, mainly covers a municipal park and this action would be for clarity purposes only.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to authorize Township Manager, Tom Petrucci, to prepare a zoning amendment for future consideration of the Board of Supervisors. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ROAD REPORT, PLANNING AND ZONING REPORT, RECREATION BOARD AND FIRE COMPANY AND AMBULANCE REPORTS:

1. Planning and Zoning Report- March, 2020:
2. Road Department Report- March, 2020:
3. Fire Company and Ambulance Report- March, 2020:
4. Recreation Board Report- March, 2020

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the March, 2020 reports as listed and presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

SLATE BELT REGIONAL POLICE DEPARTMENT:

1. Slate Belt Regional Police Department Monthly Report- March, 2020:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the March, 2020 Slate Belt Regional Police Department Monthly Report as listed and presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

CITIZEN’S AGENDA/NON-AGENDA:

Adrienne Fors- Ms. Adrienne Fors stated that the Landfill percentages are down for tonnage. The decrease will continue in the coming weeks while the COVID-19 Pandemic continues.

BOARD OF SUPERVISORS REPORTS:

1. ***Glenn Borger, Vice Chairman-*** No Report
2. ***Joyce Lambert-*** No Report
3. ***Jane Mellert-*** Ms. Mellert stated that she has emailed Mr. Petrucci regarding the Slate Belt Multi-Municipal Comprehensive Plan meeting. Ms. Mellert stated that in the past, Northampton County and Lehigh County were considering developing a health department. Ms. Mellert stressed that the two entities should have moved forward with creating a health department at that time. Ms. Mellert questioned whether the Board would consider drafting a letter in support of conducting another study to have Northampton and Lehigh Counties join together for a joint health department. Township Manager, Tom Petrucci, stated that sending a letter to the County at this time may not be beneficial due to the COVID-19 Pandemic. Mr. Petrucci recommended sending a letter once the COVID-19 Pandemic passes.

Ms. Mellert added that the first Thursday of May each year is the national Day of Prayer. She noted that in the past, a proclamation was done recognizing the day of prayer. She asked that everyone keep this in mind.

Ms. Mellert noted that stone is needed along Benders Church Road. Mr. Petrucci stated that the Road Department employees will be reporting to work momentarily.

4. ***Stephen Hurni-*** Mr. Hurni stated that the police have chosen to go to arbitration. The labor attorney had suggested that the Township proceed as if it will take place on July 1st, 2020. There is nothing at this time that would indicate that the state would be postponing this issue.

Mr. Hurni noted that Emergency Dispatch has been fielding many calls and ensuring that all police personnel are protected when going out on a call. Ms. Mellert added that Mr. Petrucci has been very instrumental in getting a hold of Personal Protective Equipment. Mr. Petrucci thanked everyone including Paige and Katelyn for working diligently at home during this time of uncertainty.

5. ***Randy Heard, Chairman-*** No Report

SOLICITOR'S REPORT- DAVID BACKENSTOE, ESQUIRE:

Solicitor Backenstoe stated that he has been working with Mr. Petrucci regularly and he has been doing an excellent job.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger and seconded by Joyce Lambert to adjourn the meeting. Motion approved. Vote 5-0.

The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Thomas Petrucci, Township Manager/Secretary
Plainfield Township
Board of Supervisors

These minutes were prepared with the assistance of the Administrative Assistant of the Township, Paige Stefanelli, under the direction of the Township Manager/Secretary.