

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
May 8, 2024**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, May 8, 2024, at the Plainfield Township Municipal Building, located at 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Ken Field, called the meeting to order at 6:00 P. M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Ken Fields, Vice Chairman, Glenn Borger, Supervisor, Nolan Kemmerer, Supervisor, Jonathan Itterly, Supervisor, Kenneth Fairchild.

Also present were Director of Planning and Zoning, Paige Stefanelli, Solicitor, David Backenstoe, Township Representative for Keystone Consulting Engineers, Dave Crowther and Administrative Assistant, Amy Kahler.

I. SECRETARY- AMY KAHLER

1. Board of Supervisors Meeting Minutes- March 28, 2024 DRAFT- Supervisor Jonathan Itterly asked that roll call be added.

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to approve March 28, 2024 minutes with the addition of roll call be added. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Resolution No. 2024-10- Appointment of Paige Stefanelli as Plainfield Township Manager
Solicitor Dave Backenstoe, we are not required to appoint by resolution. We can set the compensation by Resolution. We are complying with ordinance and Resolutions, and she will comply with all new hire regulations. Resident Jeff Stoudt inquired if Ms. Stefanelli holds all the requirements being requested for the Township Manager, and is her salary is \$118,000.00. Resident Jane Mellert inquired if she will be held to the probationary period. Mr. David Backenstoe indicated yes that is correct she will be held to all new hire requirements in accordance with the Township Ordinances. Chairman, Ken Field, swore Paige Stefanelli in as Township Manager.

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to appoint Paige Stafanelli as Plainfield Township Manager. Prior to

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

3. Grand Central Sanitary Landfill (Waste Management) Monthly Update

Adrienne Fors, Representative of Waste Management, advised that operations are averaging approximately 2,700 tons a day with a max of 3,000 tons. We are approaching construction season so we should be staying around the higher mark. We are completing a project around the landfill, which consisted of drilling and installing horizontals and now finishing up drilling the verticals wells, which will hopefully keep the odor under control, but you might have a slight odor. This should be completed by the end of the month. We had different educational programs take place last month and had approximately 1200 students/adults attended. We will continue to have different events at our educational center, so please attend if you are able to.

Resident Jane Mellert advised that last night, May 7th, 2024 at approximately 9:15 PM, she drove past the landfill and the odor was really strong and it has been strong over the past month.

4. 910 W. Pennsylvania Ave- CRG Land Development Update Discussion

Mr. David Jaindl wanted to submit information and answer any questions for anyone, we would like to possibly submit plans to decrease the size of the project. They had submitted the plans for approval, but some circumstances had changed, and we would possibly like to amend the project, submit plans to decrease the size of the building.

Present were members of the Planning Commission so all information is relayed correctly, and they would be able to answer any questions. Solicitor David Backentstoe, stated to all audience that the plans have been submitted and then next step but they would like to make an amendment (decrease the scope of the project), they would like to present to see if there would be any major objections to reducing it. They want to move ahead with the project and wanted to make sure everyone was on the same page and in agreement.

Mr. Jaindl had requested the amendment. If all parties are in agreement or there are no issues with the reduction, then CRG will resubmit the amendment if there are no objections from the Board.

Rocco, Land Development Manager, reviewed the new plans/building versus the original plans that were submitted and accepted. Planning Board Member Terry Kleintop asked if the new plans being submitted? Solicitor Backentstoe advised and reminded all members of the audience that the plans handed out at the beginning of the presentation were proposed, nothing has been resubmitted or approved at this point for the new plans being discussed today. This is an open discussion on the amendment that they would like to proceed with.

Everything will remain the same, Farm and Forest area, connection of the trails and roadways.

Planning Commission Member Terry Kleintop inquired why Mr. Parin has changed his mind and would now like to remain in the center? Mr. Jaindl indicated that he has decided to stay where he is and not move to the exterior. Mr. Terry Kleintop advised that if you make the changes a new Ordinance is in place and you would need to follow the new regulations since submitting the old plans.

Mr. Jaindl expressed that the 19 acres on the exterior of the property is undeveloped at this time.

A resident inquired if this will be a normal 1 story warehouse or will it be built higher? Mr. Jaindl indicated that it will remain a 1 story, there will be less loading docks, main access will remain the same, access to the building will change a little due to it being made smaller. We would like to submit the changes to the Engineers so all necessary submittals can be entered. Resident Pete Albanese voiced his concern that the private road is a very important road leading into Wind Gap, and that once it is developed then it should be turned over to the Township as any other new development. It should not be placed on the developer to maintain the road. We think that the new plans are better, smaller and it is more what the market is looking for. They are not looking for huge warehouses, they are looking for the smaller ones.

Resident Dave Manzo spoke and indicated that Wind Gap has not agreed to accept the road or not. We need to review the submissions.

Planning Commission Paul Levits, agreed that the reduction is beneficial for the Township and community in general. With the 19 acres lot in the theory it could be a warehouse in the future, but no issues with the current submission. Mr. Jaindl indicated that he does not see any substantial warehouse placed on that 19 acre lot as is as that piece of property is a challenging lot. And if we would want to place a warehouse on those acres we would conform to the new warehouse ordinance.

II. TREASURER – AMY RIGER

1. Approval of the March 2024 General Fund Disbursement (**\$299,988.15**)

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to accept the March 2024 General Fund Disbursement. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Approval of the March 2024 Treasurer's Report

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to accept the March 2024 Treasurer's Report. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Resident Ms. Mellert requested the balance of the Environmental Funds, under Section 103.100. Director of Planning & Zoning, Paige Stefanelli, indicated that the

*balance is \$465,827.89, this is the current assets. Ms. Mellert indicated that the balance amount is incorrect. She was going to wait till the audit has been completed and see if it works out. There has been paperwork and documentation submitted to Managers/presented to the Board since 2001 about amounts being incorrect. The balance sheet is still not correct and this is all due to a CD being closed and placed in the wrong account. Ms. Mellert is to forward the **Chairman, Ken Field, indicated that Township Manager, Paige Stefanelli, will look into this matter, please forward any information over to Township Manager, Paige Stefanelli, as she does not have this.***

Motion approved. Vote 5-0.

III. TOWNSHIP ENGINEER REPRESENTATIVE – DAVE CROWTHER:

1. Road Maintenance Bidding – Update-
 - a. Dave Crowther, Township Representative for Keystone Consulting Engineers, indicated that we will be receiving the milage for line stripping milage from the Liquid Fuels Map and those bids will be presented.

IV. DIRECTOR OF PLANNING AND ZONING- PAIGE STEFANELLI:

1. Grand Central Road Bridge- Approval to Proceed with Kriger Construction, Inc. Proposal-

Director of Planning & Zoning, Paige Stefanelli, advised that the bridge pockets were not fully completed during the pre-casting, also the guardrails were not bracketed to the bridge. Due to this, the inspection had failed. The total quote came to \$11,700.00, this will include anything and everything needed to pass inspection for PennDOT, the actual bill once completed could be cheaper but they are just quoting as much as possible in case there are unforeseen circumstances. Supervisor Nolan Kemmerer asked what year was the bridge installed?

ACTION: Motion was made by Ken Field and seconded by Nolan Kemmerer to approve and proceed with Kriger Construction’s bid in the amount of \$11,700.00 to fix and amend the bridge. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. 2021 Contract Addendum- JP Mascaro- *Services Extension July 1, 2024 through June 30, 2025*

Director of Planning & Zoning, Paige Stefanelli indicated that we are looking to extend our contract for 1 more year. We will then look and take bids when we have time and can review other options. Option A- \$898,949.16 with a 1 year

extension and Option B- \$930,607.92 for a 2 years extension. Supervisor Jonathan Itterly asked if this was an increase? Director of Planning & Zoning, Paige Stefanelli reviewed the amounts of the contracts over the past couple years. Yes, there has been an increase since the last contract was renewed. Mr. Itterly inquired would it be an option, or could it be done where we ask JP Mascaro to remain at the same rate or we will terminate the contract? Solicitor Dave Backenstoe indicated that it would probably be in our best interest to extend it for 1 year since we have such a short time frame for the renewal, and then towards the end of the extension year look at our options to change or go back to JP Mascaro and negotiate rates.

ACTION: Motion was made by Kenneth Fairchild and seconded by Jonathan Itterly to extend the contract with JP Mascaro for 1 year and look at other options. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident Jane Mellert inquired if we have a rate for the residents to pay? Pete Albanese asked if this means that there will be an increase for the residents. **Director of Planning & Zoning, Paige Stefanelli indicated that is correct. We will add to the agenda next month as an update to any information in regards to amounts, etc.**

Motion approved. Vote 5-0.

3. IT Services Quotes- Discussion-

Director of Planning & Zoning, Paige Stefanelli, indicated that we have obtained some quotes of different IT Companies in the areas due to having had some issues that are extremely concerning with our currently IT Company- Valley Networks. Ms. Stefanelli indicated that we have contacted, Keystone Technologies, ET&T, Valley Networks. All the companies basically offer the same services. A new company is needed ASAP and looking to have the transition take place within 30 days. The quotes that we received are Keystone Technology- \$700 a month, ET&T- \$1,200.00. Ms. Stefanelli is requesting that the Board of Supervisors vote to have Keystone Technology transition to being our new IT Company effective immediately and we will start the transition process. Supervisor Nolan Kemmerer asked about how much are we paying Valley Networks? Paige indicated that we are paying them currently \$70.00 less a month than what is quoted by Keystone Technology.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to approve accepting Keystone Technologies as our new IT Company effective immediately for a one year contract. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident Jane Mellert indicated that she had provided Marble IT Company. Director of Planning & Zoning, Paige Stefanelli, will look into them for further information.

Motion approved. Vote 5-0.

4. Slate Belt Regional Police- Contract Agreement Discussion-

Supervisor Nolan Kemmerer spoke and indicated that the Police Department has come to an agreement and they will be voting tonight, May 8, 2024 and hopefully have a fully signed contract. Supervisor Kenneth Fairchild indicated that Wind Gap had voted and accepted the contract.

ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to approve Slate Belt Regional Police contract once they finalize agreement. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident Jane Mellert asked for a copy of the contract/conditions. This is public information. Board of Supervisors advised her that the contract is not approved, so the information can not be released until voted on. Solicitor Dave Backenstoe advised her if she would like the information ASAP to contact the Solicitor for Slate Belt Regional Polic Department.

Motion approved. Vote 5-0.

5. Northampton County Electronic Recycling Program- Update and Discussion on Recycling Events for 2024-

Unfortunately, Director of Planning & Zoning, Paige Stefanelli, indicated that the reports that are to be submitted on a yearly basis have not been submitted since 2021, therefore, they have severed ties. Director of Planning & Zoning recently spoke with them and they will let us participate in the 2024 program and going forward as long as we complete our reports. Would Plainfield Township like to hold their own Recycling Event, or would we like to contact surrounding Townships to join theirs? We would just need to coordinate with Adrienne Forse, from Waste Management and have some volunteers to assist. We would try to make this a 2 day event over 2 different weekends to assist Residents and their needs.

Residents spoke and advised if Northampton County holds this event for the whole County why do we want to hold another. Director of Planning & Zoning, Paige Stefanelli, indicated that residents within the Township have reached out because they were not able to go to the County one. Ms. Paige Stefanelli,

will reach out to see when we can schedule an event and when it would take place here at the Township Building, and will provide an update.

6. Plainfield Township Farmer's Grove- Playground Update-

Director of Planning & Zoning, Paige Stefanelli, spoke and advised that the playground equipment has been mended and/or replaced. We will have it power washed and stained prior to the Farmers Fair. We will be looking for quotes to have it removed next year and look at our options for having something in its place. Supervisor Kenneth Fairchild indicated that *Resident Susan Hahn asked about maybe having the Road Crew power wash and stain, they previously had done it?* Paige will check with the Roadcrew Foreman on their availability.

7. Approval to Obtain Quotes for Certified Playground Safety Inspector (CPSI) Personnel –

Director of Planning & Zoning, Paige Stefanelli, advised that there are Certified Playground Inspectors and that they should be auditing our playgrounds on a minimum on a yearly basis. These inspectors would look at the equipment, and audit them and make recommendations on repairs/additions etc. Ms. Paige Stefanelli, will gather quotes. We would look at a third party agency to complete.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to approve the gathering of quotes for a third party inspection company for our Playground Safety Inspections. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Jane Mellert asked if we knew what the hourly rate is for the inspection companies. Supervisor Ken Field, indicated that we do not have that information and most likely will be on the quotes that are obtained.*

Motion approved. Vote 5-0.

8. Plainfield Township Farmer's Grove- Fireworks Update-

Director of Planning & Zoning, Paige Stefanelli, indicated that they can hold the fireworks on our property, due to it being the 75th Anniversary, they requested to have them over the soccer fields. Which is a great idea. There will be less traffic and less worry about patrons. It has been added to the contract to make sure that the fields be cleaned up very well as there will be games etc. taking place after. Someone from the Farmers Association will inspect the field area once the cleaning has taken place to assure all firework remanence is cleaned up. Solicitor Dave Backenstoe just indicated to make sure our liability carrier is aware. *Residents of the audience indicated that is a better option.*

9. Plainfield Township Farmer's Grove- Bleachers Foundation Discussion-

Director of Planning & Zoning, Paige Stefanelli, indicated that they would like to reposition the bleachers down towards the end of the track to be able to extend the pulling area, for safety measures. They would also like to place gravel, fabric or some type of barrier to prevent weeds etc. from growing. Information will be discussed with the Roadcrew and the Farmers Association.

10. Private Party Use- Fee Waiver Request- Blue Mountain Community Library-

Director of Planning & Zoning, Paige Stefanelli, indicated that they would like to use the pavilion and would like their fees to be waived.

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to approve waiving of the fee for Blue Mountain Community Library to use the pavilion at no charge. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

11. Tortoise and Hare 5K- Notification of Special Event Application Receipt-

Director of Planning & Zoning, Paige Stefanelli, advised that we have again received the application from Rochelle Romeo, to have the Tortoise and Hare 5K. We are requesting that the Board of Supervisors approve with the condition that they contact Pen Argyl, Wind Gap also to ensure their cooperation in maintaining roadways within their municipalities during the event. Ms. Stefanelli indicated that this event will take place on May 27, 2024 at 6:00 A.M-12:00 P.M. and the actual event starts at 9:00 A.M.

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to approve the Special Event Application for the Tortoise and Hare 5K and that they contact the surrounding Municipalities. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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

1. Planning and Zoning Report- TABLED
2. Road Department Report- April 2024-

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve the April 2024 Road Department Report. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

3. Recreation Board Report- March 2024-

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to approve the March 2024 Recreation Board Report. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

4. Fire Company and Ambulance Report- April 2024-

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve the April 2024 Fire Company and Ambulance Report. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

VI. SLATE BELT REGIONAL POLICE DEPARTMENT REPORT:

1. Slate Belt Regional Police Department Monthly Report- TABLED

VII. CITIZEN'S AGENDA/NON-AGENDA (Only persons who have signed the Sign-In Sheet by 6:15 PM will be allowed to speak. There is a 5-minute time limit for speakers):

- **Jane Mellert**

Resident, Ms. Mellert inquired why the Capital Construction account is closed? She indicated that this was put into place with an Ordinance in 1990, and the Ordinance would need to be closed also.

David Backenstoe, Esq. Solicitor indicated that is correct. If the account is closed, then we would need to withdraw/remove the Ordinance.

Jane Mellert inquired about the status on Heitzman Road, as this construction should have taken 30 days, the pipes failed during a storm, and they should have been fixed right away. There were bills from Ott Consulting and they should have been completed. Jane Mellert also indicated that she has taken pictures of the detention basin at Colleen Park and indicated that Plainfield Township is responsible for maintaining this and fixing the road. Ms. Mellert is requesting the amount that is in escrow for this project.

Director of Planning & Zoning, Paige Stefanelli, indicated that yes, we are aware that the basin needs to be cleaned up and some items do need to be fixed. We need to maintain this on a regular basis, but we are trying to fix items that are higher priority.

Township Supervisor, Jonathan Itteryly, advised that each property has its own stormwater, and the property owner is to maintain that.

Director of Planning & Zoning, Paige Stefanelli, advised that the swale and basin are and will be maintained by Plainfield Township. We confirmed that this needs to be done.

- **Brianne Kemmerer**

Resident Brianne Kemmerer requested information in regard to the Sub-division down the road. She indicated that she thought the situation was closed and no longer being sold but the sign was still presently up.

Solicitor, David Backenstoe, indicated that the certified letter has been mailed, and the information was not returned as if they did not receive it. Mr. Backenstoe did verify that the plan was revoked by the Board.

- **Pete Albanese**

Resident, Mr. Albanese indicated to Director of Planning & Zoning, Paige Stefanelli, Congratulations Paige. Who is accepting and processing the Zoning permits at this time?

Director of Planning & Zoning, Paige Stefanelli, indicated that currently we are cleaning up and processing information as quickly as possible. We do have a 3rd party Zoning Officer that comes in once a week possibly 2 days a week. Administrative Assistant, Amy Kahler and Paige Stefanelli, Director of Planning & Zoning, are in the process of finalizing and contacting parties for completed permits.

I heard that the Warehouse Zoning Ordinance was passed in November of last year, but on-line it is still showing that it is under review.

Paige Stefanelli, Director of Planning & Zoning, indicated that she will review this information and make the necessary changes. We are working on the permits and trying to process them as quickly as possible.

VIII. BOARD OF SUPERVISORS REPORTS:

1. Ken Field

- Nothing to report.

2. Glenn Borger

- Supervisor Glenn Borger advised that during the Recreation Board Meeting last night, May 7, 2024, there is a group from Pen Argyl School have come up with a project to plant butterfly trees and benches near the trail, for Mental Health Awareness month. The Recreational Board request \$500.00 be removed to assist with the purchasing of supplies and plants, etc. and this will take place by the end of May.

Supervisor Mr. Borger advised that the bullpen fencing is broken and falling down, there is a pole sticking out. They would like it replaced or at least the pipes removed so they do not injury anyone. Mr. Borger, Supervisor also indicated that the Tennis Courts also need to be repaired. The nets need to be replaced and it was suggested that since Green Knight advised that there were grants available,

we might be able to apply to cover some of the cost. There are also a lot of residents waiting on the pickle ball court to be installed.

Director of Planning & Zoning, Paige Stefanelli, indicated that she was approached with some information brought to the Recreation Board, indicating that there was some lewdness taking place on the trails between Gall Road and Knitter Hill. There were no complaints submitted to the State Belt Regional Police. It was reported that there is some type of lewdness happening while females are walking on the trail. It was requested that they have police patrol. Mr. Borger advised the residents at the meeting that they follow up with these certain residents and advise them to call the non-emergency number or the Police immediately when the incidents are taking place.

Chairman, Ken Field, advised that the age of the tennis courts, what do we want to do. Supervisor, Mr. Borger, that we can re-surface the courts and seal the cracks or we could rip it out and have it totally re-done. The last quote that was received was \$27,000.00 and that was to fill the cracks and seal the courts and repaint. Mr. Borger indicated that this was done 6-8 years ago. The courts are used heavily so we will look for bids to place the courts.

ACTION: Motion was made by Nolan Kemmerer and seconded by Glenn Borger to approve the acceptance of bids for placing of the tennis courts. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Director of Planning & Zoning, Paige Stefanelli, indicated that she was talking with the Road Department to replace/update the sand and netting in the volleyball court.

Mr. Borger indicated that there was a resident that attended the meeting, requesting the small repairs and cleaning take place of the playground outback of the Municipal Building. Director of Planning & Zoning will speak with the Road Department to see if we can power wash and maybe fix some minor items until we can have an actual inspector come out.

3. Nolan Kemmerer

- Nothing to report.

4. Jonathan Itterly

- Nothing to report.

5. Kenneth Fairchild

- Supervisor, Kenneth Fairchild, had met with Charles Nansteel, whom indicated that there are 4 trees that need to be removed that are completely dead located at the Grove and also 2-3 leaks in the main kitchen area that they would like to receive quotes for to have those areas addressed. Once these quotes are received they will be delivered to the Director of Planning & Zoning, Paige Stefanelli for further discussion and scheduling.

IX. SOLICITOR'S REPORT- (DAVID BACKENSTOE, ESQ.)

Mr. Backenstoe indicated that he has nothing to report but is asking for a brief executive session to update the Board members about Nazareth Municipal information.

X. ADJOURNMENT

Having no further business to come before the Board of Supervisors, a motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to adjourn the meeting. The motion was approved unanimously at 8:07 P.M.