

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
OCTOBER 8, 2025**

The monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, October 8, 2025, 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 Board of Supervisors answered roll call: Chairman, Ken Field, Vice Chairman, Glenn Borger, Supervisor, Nolan Kemmerer, Supervisor, Jonathan Itterly, and Supervisor, Kenneth Fairchild.

Also, present were Township Manager, Paige Stefanelli, Solicitor, David Backenstoe, Esq., Township Engineer Dave Crowther, KCE, Finance Director, Nicholas Steiner, and Secretary/Permit Coordinator, Amy Kahler.

I. TOWNSHIP MANAGER – PAIGE STEFANELLI:

A. Guest Speakers/Presentations:

1. Morgan Stanley Presentation and Update – Paul Azzaretto

Mr. Paul Azzaretto from Morgan Stanley provided a presentation and update on the township investments. The investments increased 1.5%, the value of the bonds have increased 4.55% since last year rates.

Resident, Joe Colosi, asked if any of the investments are placed in the stock market. Mr. Azzaretto, advised that since Plainfield Township is a Second-Class Township we are unable to invest money into the stock market.

2. Grand Central Sanitary Landfill (Waste Management) Monthly Update- Adrienne Fors

Waste Management Representative, Adrienne Fors advised that Waste Management held their Chili Cookoff with great turn out. Waste Management is averaging 2,100 tons per day. Ms. Fors also indicated that final caps have been placed, the horizontal wells will be drilled soon also. If there are any complaints or if someone has concerns, please contact Waste Management.

II. SECRETARY – AMY KAHLER:

1. Board of Supervisors Meeting Minutes - August 27, 2025- DRAFT

ACTION: Motion was made by Kenneth Fairchild and seconded by Ken Field to approve the Board of Supervisors Meeting Minutes dated August 27, 2025. *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. Board of Supervisors Meeting Minutes - September 10, 2025- DRAFT

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to approve the Board of Supervisors Meeting Minutes dated September 10, 2025. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0, Kenneth Fairchild abstained.

3. Board of Supervisors Meeting Minutes - September 24, 2025- DRAFT

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to approve the Board of Supervisors Meeting Minutes dated September 24, 2025. *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.

III. FINANCE DIRECTOR – NICHOLAS STEINER:

1. Review and Approval of Treasurer's Report including Accounts Payable (\$96,600.79)

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to approve the Treasurer's Report including Accounts Payable in the amount of \$96,600.79. *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.

IV. TOWNSHIP MANAGER – PAIGE STEFANELLI:

A. Resolutions:

1. Consideration of Adoption of Resolution No. 2025-18- 2025 Plainfield Township Board of Supervisors Code of Conduct Policy

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to approve adopting Resolution No. 2025-18 Plainfield Township Board of Supervisors Code of Conduct Policy. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved.

Resident, Jeff Stoudt, asked if this was a new Policy. Township Manager, Paige Stefanelli, indicated that yes this is a new policy.

Vote 5-0.

2. Consideration of Adoption of Resolution No. 2025-19- 2025 Plainfield Township Internal Processes and Procedures Manual

Township Manager, Paige Stefanelli, indicated that all requested amendments have been made. Mrs. Paige Stefanelli, indicated that this is for internal staff on communication and procedures.

ACTION: Motion was made by Jonathan Itterly and seconded by Kenneth Fairchild to approve adopting Resolution No. 2025-19 Plainfield Township Internal Processes and Procedures Manual. *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. Consideration of Adoption of Resolution No. 2025-25- Plainfield Township Email Archival Policy

Township Manager, Paige Stefanelli, advised that emails have been generated for all members of all of the boards for Plainfield Township which include, Zoning Hearing, Planning, Recreation, and Board of Supervisors. These emails are to be utilized for work related items and communications. Chairman, Ken Field, indicated that this will also be utilized if Right to Knows are requested for any documentation.

Resident, Jeff Stoudt, asked if some members were utilizing personal emails. Mrs. Paige Stefanelli, and Chairman, Ken Field indicated that yes and this policy is created so it will be uniform for all members.

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to approve adopting Resolution No. 2025-25 Plainfield Township Email Archival Policy. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Prior to the vote, Chairman Ken Field noted that protecting the integrity of all business emails is required by the Township, and the policy requires all staff members to be whitelisted by the technology department and received all business-related communications. Mr. Ken Field and Township Manager Paige Stefanelli discussed the whitelisting process and noted that this will be reviewed periodically.

Motion approved. Vote 5-0.

4. Consideration of Adoption of Resolution No. 2025-26- Plainfield Township Statewide P25 Grant Submission regarding P25 Radios for Fire Department

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to approve Resolution No. 2025-26 authorizing Township Manager, Paige Stefanelli, to submit for the Statewide P25 Grant Submission pertaining to P25 Radios for the Fire Department. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Township Manager, Paige Stefanelli, indicated that she has submitted grant information for Lehigh, Northampton and Monroe Counties and would also like to try to have the State grant information submitted also.

Motion approved. Vote 5-0.

B. New Business:

1. Consideration of Quote from Offix Systems pertaining to Office Furniture

ACTION: Motion was made by Kenneth Fairchild and seconded by Ken Field to approve the quote from Offix Systems in the amount of \$2,073.50, for an additional filing cabinet to be placed in the Township Managers office. *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. Consideration of Quote from Charlie Nansteel Tree & Excavation, LLC. pertaining to Tree Removal and Trimming along Benders Church Road

Township Manager, Paige Stefanelli, indicated that the tree is located within the Right of Way and it is dead, the property owner has asked for the tree to be removed. Mrs. Stefanelli will advise the Road Department to maintain our Right of Way, but nothing more. Supervisor, Nolan Kemmerer indicated that he is pretty sure that we have an ordinance indicating that the homeowner is to maintain their property even within the Right of Way.

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to proceed with Township Manager, Paige Stefanelli, reviewing the Ordinance. If the Ordinance reflects that the homeowner is responsible, Township Manager, Paige Stefanelli, is to move forward with said Ordinance specifications, prior to Plainfield Township absorbing the cost of the tree cutting. *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. Authorization for Township Manager to Advertise Seasonal Winter Road Department Employee at \$25.00 per hour

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to authorize the Township Manager to Advertise a Seasonal Winter Road Department Employee at the rate of \$25.00 per hour. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Supervisor, Nolan Kemmerer, asked if we will be hiring more than 1. Township Manager, Paige Stefanelli, indicated that we will see what applications are received.

Motion approved. Vote 5-0.

4. Review and Consideration of Quote from Mistras Asset Protection Solutions for Ladder and Hose Inspections for the Plainfield Township Volunteer Fire Company

Township Manager, Paige Stefanelli, explained that she was speaking with Mr. Cortezzo, Fire Chief and requested that consideration to account for the additional cost to utilize Mistras Asset Protection Solutions for the Volunteer Fire Company's inspections of their ladders and hoses.

5. Consideration of Quote from Ehrlich pertaining to Pest Control

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to retroactively approve the invoice in the amount of \$385.00 each, for the removal of yellowjackets from the Township Building wall and a bridge located on the trail. *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.

6. Township Acceptance of Governor Josh Shapiro Correspondence dated September 10, 2025

Township Manager, Paige Stefanelli, reviewed Governor Josh Shapiro's letter.

7. Discussion and possible Action on Act 537 Sewage Facilities Plan

Township Manager, Paige Stefanelli, indicated that she has been in contact with Mary Beth Peters from Entech Engineering, in which she has submitted a draft version to be reviewed for final review. If the Board of Supervisors wishes, this draft can be submitted to the Lehigh Valley Planning Commission and Plainfield Township Planning Commission for review and comment.

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve the Act 537 be presented to the Lehigh Valley Planning Commission and Plainfield Township Planning Commission, with a presentation. *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 – September 2025

2. Road Department Report- September 2025

3. Fire Company and Ambulance Report- September 2025

4. Recreation Board Report- Brianne Kemmerer **a. Trunk or Treat Event Approval Request**

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to approve the Trunk or Treat event on October 26, 2025 from 2:00pm – 4:00pm at the Plainfield Township Municipal Parking Lot. *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.

b. Approval of July and September 2025 minutes

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to approve the September 2025 Planning and Zoning Report, September 2025 Road Department Report, September 2025 Fire Company and Ambulance Report, and July and September 2025 Recreation Board Minutes. *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 Report- September 2025

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to approve the September 2025 Slate Belt Regional Police 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.

VII. CITIZEN'S AGENDA/NON-AGENDA

- **Ken Wyant**

Resident, Ken Wyant, inquired about the survey that was conducted on Hahn Road and what determination has been discussed regarding repairing it. Township Manager, Paige Stefanelli, indicated that she had a meeting with the Keystone Engineering Team to see what exactly is needed to have the road accessible.

- **Carlton Michaels**

Resident, Carlton Michaels, indicated that in Bushkill and Moore Township they have property markers on the properties to alert emergency personnel of actual home addresses that are visible. Would this be an option for Plainfield Township, to assist emergency personnel at times. Solicitor, David Backenstoe indicated that an ordinance would need to be passed. This idea had been discussed in the past, and there was for and against residents on the matter. Previously he knew Townships/Boroughs to mandate the labeling of the property, but Plainfield Township has not implemented this. Supervisor, Glenn Borger, indicated that it was discussed years ago, and it was determined that if a Resident wanted to mark their property with the address sign, they are able to do so themselves, they sell the signs at the hardware stores.

VIII. BOARD OF SUPERVISORS REPORTS:

- **Kenneth Field**

Chairman, Ken Field, indicated that disrespectfulness towards Township staff and Board members is not tolerated. These acts of disrespect will be handled as needed and necessary based on the situation.

- **Glenn Borger**

Nothing to report

- **Nolan Kemmerer**

Nothing to report.

- **Jonathan Itterly**

Nothing to report.

IX. ADJOURNMENT:

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

The meeting adjourned at 6:32 P.M.

Respectfully submitted,



Amy Kahler
Secretary/Permit Coordinator
Plainfield Township