

**PLAINFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
JUNE 10, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, June 10, 2020 via Telephone Conference Zoom Meeting Call-In Number: (888) 788-0099 (US Toll Free)

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

**In accordance with Governor Wolf's ongoing COVID-19 pandemic emergency declaration by the Commonwealth of Pennsylvania, Plainfield Township officials are holding this regular meeting utilizing the Zoom authorized telecommunication device platform only. Remote meetings are permitted under the provisions of Act 15 of 2020 (Health Care Cost Containment Act). The Board of Supervisors will not be physically present at this meeting. This public meeting will be recorded. We kindly ask that all interested parties 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. Members of the public and all interested parties 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 7:00 P.M.

The Pledge of Allegiance was performed.

A moment of silence, at the request of Ms. Mellert, was held from 7:00-7:01 for our country, state, and municipal employees.

**TOWNSHIP MANAGER'S STATEMENT:**

**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:**

The following residents were present on the call:

Adrienne Fors, Waste Management  
Mike Brennon, Waste Management  
Joe Satile, Waste Management  
Don Moore, Resident  
Brienne Kemmerer, Resident  
Robert Wilmot, Rolling Meadows Estates

**I. SECRETARY–THOMAS PETRUCCI:**

1. Approval of the May 13, 2020 Regular Meeting Minutes (DRAFT):

**ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to approve the May 13, 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.**

2. Approval of the May 28, 2020 2nd Regular Meeting Minutes (DRAFT):

**ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the May 28, 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.**

3. Notification: 2020 Plainfield Township Farmer’s Fair Cancelled Due to COVID-19:

Township Manager, Tom Petrucci, stated that the 2020 Plainfield Township Farmer’s Fair has been cancelled due to the COVID-19 pandemic and the uncertainty of when Northampton County will be fully operational in the near future.

4. Green Knight Economic Development Corporation (GKEDC) Green Knight Industrial Park II Major Subdivision (Conditional Approval to June 30, 2020) – Consideration of Extension of Time to October 31, 2020 (Authorization for Township Manager to Execute Extension of Time):

Mr. Petrucci recommended an Extension of Time through October 31, 2020 for the Green Knight Economic Development Corporation (GKEDC) Green Knight

Industrial Park II Major Subdivision. This is merely a precautionary measure as the intent is to record the plan as soon as possible due to COVID-19 pandemic.

**ACTION: Motion was made by Jane Mellert and seconded by Joyce Lambert to approve the Extension of Time through October 31, 2020 for the Green Knight Economic Development Corporation (GKEDC) Green Knight Industrial Park II Major Subdivision and to authorize Township Manager, Tom Petrucci, to execute the Extension of Time. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Stephen Hurni abstaining.**

5. Rolling Meadows Estates Major Subdivision Improvements Agreement/ Letter of Credit Expiring June 30, 2020– Consideration of Extension of Time to December 31, 2020 (Authorization for Township Manager to Execute Extension of Time):

Mr. Robert Wilmot stated that he anticipates completing the rest of the improvements by the end of year. The completion of the improvements have been delayed due to COVID-19.

**ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the Extension of Time through December 31, 2020 for the Rolling Meadows Estates Major Subdivision Improvements Agreement/ Letter of Credit. *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 May, 2020 General Fund Disbursements (\$206,522.69):

**ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the May, 2020 General Fund Disbursements in the amount of \$206,522.69. *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 May, 2020 Treasurer’s Report:

**ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the May, 2020 Treasurer’s Report. *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.**

3. Approval of 2nd Quarter Fire Company Payment- \$25,000.00:

**ACTION:** Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the 2nd Quarter Fire Company Payment in the amount of \$25,000.00. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Chairman, Randy Heard, questioned Mr. Petrucci on whether the audit has been worked out for the Plainfield Township Fire Company. Mr. Petrucci indicated that it has been provided correctly.

**Motion approved. Vote 5-0.**

4. Approval of 2nd Quarter EMC Payment - \$600.00:

**ACTION:** Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the 2nd Quarter EMC Payment in the amount of \$600.00. *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. Approval of Non-Uniformed Defined Benefit MMO - \$9,782.50:

**ACTION:** Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the Non-Uniformed Defined Benefit MMO payment in the amount of \$9,782.50. *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. New Grant Account-2019 DCNR C2P2 #BRC-RCD-25-187- Little Bushkill Creek Restoration Project:

Township Manager, Tom Petrucci, stated that the Township has received a \$100,000.00 grant from DCNR.

**ACTION:** Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to open a new grant account titled “2019 DCNR C2P2 #BRC-RCD-25-187” for the Little Bushkill Creek Restoration Project. *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. Batts Switch Road Culvert- Update:

Township Engineer, Mike Kukles, stated that the 18 month maintenance period ended at the beginning of April 2020 for the Culvert project located on Batts Switch Road. The contractor for the project, CMR Construction, finished the project in its entirety prior to the pandemic. Mr. Kukles added that there was only one minor issue which was that the seals on the culvert were deteriorating. The seals were replaced and corrected. All other final punch items have been completed. The final release of the 15% maintenance bond has already been provided to CMR Construction for the project. No action is needed at this time.

### IV. TOWNSHIP MANAGER – THOMAS PETRUCCI:

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

Township Manager, Tom Petrucci, did not have a report at this time.

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

Township Manager, Tom Petrucci, stated that Entech Engineering is back up and running since the beginning of the pandemic. A summary report has been forwarded to the Board of Supervisors. Ott Consulting, Inc. visited and conducted sewage surveys for a total of 349 properties within the study area. Inventoried systems were broken down into four (4) different categories as identified by PA DEP which included Confirmed Malfunction, Suspected Malfunction, Potential Malfunction, and No Malfunction:

**Confirmed Malfunction** - “Those malfunctions documented by dye testing, laboratory test results, observation by a certified Sewage Enforcement Officer (SEO) or a professional with experience in on-lot disposal systems, “Best Technical Guidance” repair permits, and seasonally wet absorption areas. Also included are piped discharges from single structure with direct evidence of sewage (i.e., direct observation of soap suds, food residue, solids, odors, etc.), reported system backups, malfunctions with photographic documentation or other similar evidence.”

**Suspected Malfunction** - “Those systems exhibit some malfunction characteristic such as abnormally green grass in the vicinity of an absorption area, piped discharged from one (or more than one) dwelling without direct evidence of sewage (i.e., no observation of soap, suds, food residue, solids, odors, etc.), absorption areas located in known unsuitable soils (observed wetland, rock outcroppings, etc.), cesspools (in high density development) and pit (not vault) privies.”

**Potential Malfunction** - “Those systems that appear to be operating satisfactorily but were constructed prior to system permitting requirements (i.e., pre-regulatory systems), systems located in areas extremely unlikely to received permitting by current standards, systems constructed in areas have soils mapped as unsuitable or with sever limitation for OLDS and system located on exceptional steep slopes greater than 25 percent. For the purpose of needs identification, OLDS permitting under Act 537 become effective on May 15, 1972. Includes as potential malfunctions are permits issued for OLDS repairs that meet Chapter 73 standards. While this needs category does not represent “stand along” existing needs, the information may be utilized in a needs analysis to located areas affected by poorly defined adverse circumstances”.

**No Malfunction** - “Those systems that appear to be operating satisfactorily, were constructed since the implementation of system permitting requirements, and appear to have been constructed in accordance with the permitting requirements in effect at the time of construction.”

Based on the surveys conducted, the following table summarizes the results.

**CLASSIFICATION RESULTS PERCENTAGE:**

No Malfunction- 226 (65%)  
Potential- 83 (24%)  
Suspected- 40 (11%)  
Confirmed- 0 (0%)  
Total- 349 (100%)

In order for Entech Engineering to finalize the report in its entirety, it was questioned what the Board of Supervisors would like to focus on within the report. Mr. Petrucci recommended that the Township focus on a sewage management program. A program such as this can implement further monitoring on problematic septic systems to ensure compliance. Proof of pumping service of septic tanks can also be explored as well.

***ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve Entech Engineering to move forward with a draft septic management program for on-lot sewage disposal systems located in Plainfield Township. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.***

Mr. Hurni questioned whether this program could be in conjunction with the boiler plate ordinance that was included in the review by Entech Engineering. Mr. Petrucci indicated that the ordinance would be used as a starting point that could be modified as needed for the specific aspects of the Township. Ms. Mellert noted that there are a

number of items to discuss in reference to the requirement of septic tanks being pumped- including but not limited to- the number of individuals that live in the home, the proximity of a stream/body of water, trees, etc.

**Motion approved. Vote 5-0.**

Mr. Petrucci indicated that water quality results will be forwarded to residents who participated in the survey in the near future.

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

This matter will be discussed at the upcoming Board of Supervisors meeting to be held on June 25, 2020.

4. COVID-19 Ongoing Emergency Declaration: Northampton County Enters Yellow Phase/Stay-at-Home Order Expiration; Discussion on Municipal Administrative Services Delivery During Yellow Phase:

Township Manager, Tom Petrucci, stated that Northampton County has entered into the Yellow Phase of reopening from the pandemic on June 5, 2020. Given the restrictions, Mr. Petrucci recommended that the Township Municipal Building remain closed to the public until Northampton County has reached the Green Phase of reopening. Ms. Mellert did not have any issues with this recommendation as long as residents are being taken care of and all Township operations are running smoothly.

5. Official Action to Establish Zoning Hearing Board Solicitor Hourly Rate for Remainder of 2020:

The Plainfield Township Zoning Hearing Board has appointed Attorney Thomas Caffrey as the Zoning Hearing Board Solicitor. The hourly rate for the remainder of 2020 is \$130.00 per hour plus any other applicable costs with postage, etc.

**ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to establish Zoning Hearing Board Solicitor Hourly Rate for Remainder of 2020 at \$130.00. 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. Community Wide Yard Sale – July 10-12, 2020 (COVID-19 Impact):

Township Manager, Tom Petrucci, questioned whether the Board of Supervisors would still like to hold the Community Wide Yard Sale this year. Ms. Mellert noted that it is likely that there will not be more than 25 people at once for each yard sale.

Additionally, the event will be all outdoors. The Board of Supervisors are in favor of holding the event.

7. Approval of Indemnification Agreement and to Authorize Township Manager to Execute on Behalf of Board of Supervisors: Taco Bell Land Development (Conditional Approval to 11/14/2020) (Tentative Agenda Item):

This matter has been tabled for the next regular Board of Supervisors meeting.

8. Authorization of Personal Property Disposition in Accordance with Section 1504 of Second Class Township Code (Municipal Auction)- 2002 Ford F-450 Utility Truck Body with 9' Western Plow; 1996 Cross Country Trailer; 2013 Ford Explorer Police Interceptor:

**ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to authorize Personal Property Disposition in Accordance with Section 1504 of Second Class Township Code (Municipal Auction)- 2002 Ford F-450 Utility Truck Body with 9' Western Plow; 1996 Cross Country Trailer; 2013 Ford Explorer Police Interceptor. 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.**

9. Review of Proposed Eagle Scout Project (Replacement of Recreation Trail Mile Markers):

Mr. Petrucci stated that there is a proposed Eagle Scout Project to replace mile markers on the Recreation Trail.

Mr. Don Moore requested that all mile markers are replaced accurately. Mr. Petrucci added that the replacement markers will be pressure treated posts and steel signs. Ms. Mellert added that the proposed replacement signs are a very nice presentation.

**ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the proposed Eagle Scout Project to replace Recreation Trail Mile Markers. 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- May, 2020:
2. Road Department Report- May, 2020:
3. Fire Company and Ambulance Report- May, 2020:



4. Recreation Board Report- May, 2020

**ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the May, 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- May, 2020:

Township Manager, Tom Petrucci, stated that there was no report to be approved for the month of May as the next meeting is to be held on June 18, 2020.

**CITIZEN'S AGENDA/NON-AGENDA:**

**Don Moore-** Mr. Moore stated that the Zoning Hearing Board members had an excellent group of questions. The questions provided the ability to decipher between attorneys for the new Zoning Hearing Board Solicitor. Two attorneys that were being considered were not able to attend the meeting. Mr. Moore added that the Zoning Hearing Board members were really in tune with the process. Mr. Moore thanked Mr. Petrucci and the Township for a great process and he is in favor of the outcome.

**Adrienne Fors-** Ms. Fors provided a landfill update. She noted that some businesses are opening and utilizing their services again. Many commercial businesses are using dumpsters again as well. The landfill is bringing in approximately 2,500 tons per day. This number is significantly larger than last month. The latest project for the landfill has been completed. A spring gas project will begin next week.

**Brianne Kemmerer-** Ms. Kemmerer stated everything she has previously discussed is still going on with respect to the Cortazzo property. There have been a slew of issues. She added that there was a mower going down on Sullivan Trail cutting grass within the right of way. There was a boulder that Mr. Cortazzo placed between his property and Mr. Stull's property. The boulder was hit by the mower deck and seemed to have caused damage of the blade. Mr. Petrucci will follow up on that issue as Sullivan Trail is a PennDOT roadway. Ms. Kemmerer added that whoever was operating the mower came out and spoke to someone on the property. Ms. Mellert questioned if there was any activity on Sunday. Ms. Kemmerer stated that there is activity every day.

*\*In addition to direct public participation during the meeting, written comments concerning any listed agenda items may be submitted to the Township Manager by way of an email to [manager@plainfieldtownship.org](mailto:manager@plainfieldtownship.org) or via U.S. Mail C/O Township Manager, Plainfield Township, 6292 Sullivan Trail, Nazareth, PA 18064.*

## **BOARD OF SUPERVISORS REPORTS:**

1. **Glenn Borger, Vice Chairman-** No Report
2. **Joyce Lambert-** No Report
3. **Jane Mellert-** Ms. Mellert questioned Solicitor Backenstoe on whether the Township can hold a meeting June 25, 2020 or July 8, 2020 to address the issue of a Zoning District change request placed by Waste Management. Solicitor Backenstoe stated that the July regular meeting would be most appropriate. Solicitor Backenstoe discussed the different phases for the Governor's reopening program from COVID-19. Solicitor Backenstoe also mentioned that a lawsuit has been filed against the Governor regarding his orders during the pandemic. Until that matter has been resolved, state rules and regulations will still need to be followed.

Ms. Mellert questioned whether this issue can be heard at the June 25, 2020 meeting. Solicitor Backenstoe noted that only 25 people can be in a room at one time and that may pose some issues. He added that Northampton County should be in the green phase by the end of month. Ms. Mellert noted that she is at a point where she thought Northampton County would be past the yellow phase by now. Ms. Mellert does not want to prolong the discussion for the Zoning District change request past July 8, 2020.

Mr. Hurni questioned whether there are any time constraints with this request. Solicitor Backenstoe indicated that there are no time constraints. There will be challenges with holding this meeting over the phone given the discussion topics. Mr. Petrucci stated that an in person meeting would be difficult because everyone will still need to social distance. At the Fire Hall, there have been audio issues in the past. The meeting to discuss the Zoning District change request will be set for July 8, 2020. This meeting will either be a virtual meeting or in person. Ms. Mellert noted that she would like to encourage residents to submit comments via email due to COVID-19. All Board members were in favor of discussing the matter at the July 8, 2020 meeting.

Ms. Adrienne Fors added that Waste Management would like the opportunity to meet with residents about the project, but understands that they may not have the opportunity to do so at this point. There is a video, as well as other literature on their website that explains the project and what Waste Management intends to do.

4. **Stephen Hurni-** Mr. Hurni stated that he called Acting Chief Hoadley and questioned how the police were doing with respect to the protesting. Chief Hoadley indicated that they are doing well and have not had any issues to date.

5. *Randy Heard, Chairman*- No Report

**SOLICITOR’S REPORT- DAVID BACKENSTOE, ESQUIRE:**

All of the Solicitor’s comments were addressed earlier in the meeting.

**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 8:11 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.*