

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
AUGUST 14, 2019**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, August 14, 2019 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Vice Chairman, Glenn Borger, called the meeting to order at 7:00 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Vice Chairman, Glenn Borger, Joyce Lambert and Stephen Hurni. Chairman, Randy Heard, Jane Mellert, and Solicitor, David Backenstoe, were excused from the meeting. Attorney, Tom Caffrey, was in attendance for Solicitor Backenstoe.

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

I. SECRETARY–THOMAS PETRUCCI:

1. Approval of the July 10, 2019 Regular Meeting Minutes:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the July 10, 2019 regular Meeting Minutes as presented. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.*

2. Special Meeting Scheduling: Special Meeting Required for Review of Slate Belt Heat Recovery Center Preliminary Land Development/Major Subdivision Application:

Mr. Petrucci noted that a special meeting may need to be held on September 19, 2019 at 7:00 P.M. to review the Slate Belt Heat Recovery Center Preliminary Land Development/Major Subdivision Application at the Board level. The Board of Supervisors Workshop meeting to be held on September 26, 2019 will be cancelled.

3. Northampton County Association of Township Officials (NCATO) 2019 County Convention– Confirmation of Attendance (Thursday, September 26, 2019 from 3:00 PM to 8:00 PM):

Mr. Petrucci expressed interest in attending. He added that Ms. Mellert would also probably be interested. Mr. Hurni expressed interest in attending as well.

4. Fire Company Labor Day Carnival- Traffic Control Request From Pen Argyl Borough:

Mr. Petrucci stated that he received an email from Robin Zmoda requesting traffic control for the Fire Company Labor Day Carnival. This event will be held from August 30, 2019 to September 2, 2019. Mr. Petrucci noted that last year, there were many issues with traffic within the area of the event. The Township is required to authorize this request.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the Traffic Control Request from Pen Argyl Borough for the Fire Company Labor Day Carnival. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

5. Grand Central Sanitary Landfill (Waste Management) Monthly Update:

Ms. Adrienne Fors provided various documents to the Board of Supervisors for review of upcoming events at the landfill. She noted that the liner being placed on site needs to be certified. Once completed, they can then place municipal solid waste into that cell. Additionally, they are moving closer to Pen Argyl Road until the cell has been completed. The tipper will be seen from Pen Argyl Road. Ms. Fors stated that the final caps will be done in either September or early October of this year. The recycling drop off continues to have a lot of illegal dumping and misuse. She added that the chili cook off is coming up and there are currently 15 organizations participating. In reference to the upcoming rodeo event, she explained that the employees are set to perform obstacle courses. This event is a company picnic, however, members of the Board were also asked to attend.

II. TREASURER – KATELYN KOPACH:

1. Approval of the July, 2019 General Fund Disbursements (\$266,455.23):

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the July, 2019 General Fund Disbursements in the amount of \$266,455.23. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

2. Approval of the July, 2019 Treasurer's Report:

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the Approval of the July, 2019 Treasurer's Report. *Prior to the vote,*

Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.

Mr. Hurni expressed concern about the interest on the liquid fuels account. Ms. Kopach will research the matter and report back to the Board of Supervisors.

3. Review/Approval of the 2nd Quarter 2019 Girard Pension Services Report for the Plainfield Township Non-Uniform Pension Plan:

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the 2nd Quarter 2019 Girard Pension Services Report for the Plainfield Township Non-Uniform Pension Plan. Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.

4. Authorization to Open Account with Merchants Bank for Long Road Grant Project (Documentation in Minutes is New Requirement):

Ms. Kopach noted that there are now new requirements for opening the Long Road Grant Project. Approval for opening the bank account from the Board must be documented within the minutes.

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to authorize opening an account with Merchants Bank for the Long Road Grant Project. Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.

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

1. 616 Youngs Hill Road Kennel and Dog Training Facility Land Development: Letter of Credit Reduction Request Number 3:

Mr. Kukles has received a third Letter of Credit Reduction Request by Ms. Renee Hall for 616 Youngs Hill Road on July 29, 2019. Mr. Kukles evaluated and corrected the items from what was requested to what has been completed on site. There are some items still remaining to be completed prior to a full release of funds. Mr. Kukles noted some issues remaining on the property including the layout of the parking lot striping, material remaining on site, multiple street and buffer trees have not been installed to date, and seeding and mulching have not been 100% stabilized.

Ms. Renee Hall noted that there is an option for a fence in lieu of trees in the front yard. She added that if she cannot install the trees soon, she may need to request approval for the installation of a fence instead.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve Letter of Credit Reduction Request #3 in the amount of \$17,095.55 from \$43,588.35 currently held to \$26,492.80 for 616 Youngs Hill Road. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.*

2. Estates at Colony Park – Swale Public Improvement at 1365 Colony Lane – Cost Estimate Received from Reen Homes, Inc.:

Mr. Kukles noted that the public improvements for Estates at Colony Park have been taken on by the Township. He received a grading plan and estimate from Reen Homes, Inc. for the construction of the swale located at 1365 Colony Lane. The construction of the swale will be done simultaneously with the bulk grading of Lot #6.

The invoice came in at a total of \$10,188.40. The swale will be 475 feet long. Mr. Kukles added that the erosion control fabric is more than 35% of the total cost. The flows and steep slope require the heaviest matting that is made. Mr. Kukles believes that the proposal submitted from Reen Homes is fair and reasonable. He added that if this project were to get contracted out, the Township would most likely not be able to get this price for the construction of the swale. Additionally, the equipment will already be on site due to the grading that will be taking place on lot 6. Township Manager, Tom Petrucci, has confirmed with Solicitor Backenstoe that this is under Commonwealth Procurement. Mr. Petrucci added that anything that is done in the future will need to be bid out.

ACTION: Motion was made by Vice Chairman, Glenn Borger, and seconded by Stephen Hurni to approve the construction of the swale located on 1365 Colony Lane by Reen Homes, Inc. in the amount of \$10,188.40. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.*

Mr. Stephen Hurni questioned the amount of funds that are allocated for projects such as these. Mr. Petrucci noted that there is approximately \$400,000.00 remaining in escrow. Mr. Petrucci noted that at some point in the future, the Township will need to utilize Township funds.

Motion approved. Vote 3-0.

III. TOWNSHIP MANAGER – THOMAS PETRUCCI:

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

Mr. Petrucci noted that the Steering Committee for the Comprehensive Plan is focusing on areas of priority that should encompass the plan itself. It was questioned why transportation was not ranked high. Mr. Hurni noted that transportation was added as an option later on. Mr. Petrucci went to the office of the Lehigh Valley Planning Commission and signed off on the modification of the agreement.

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

- Resolution #2019-19: Approval of Plainfield Township Act 537 Official Plan Update Task Activity Report (TAR)

Mr. Petrucci stated that the Township has hired Entech Engineering along with Ott Consulting for the Act 537 update. There was a kick-off meeting held at the Bethlehem office. Mr. Petrucci stated that the DEP would like the Township to focus on whether sewer is suitable for the Township and distinguish areas that are either good or bad areas for a sewer hook-up. The DEP noted the importance of the Township studying this issue. Mr. Petrucci noted that the next step is to file an activity report.

ACTION: Motion was made by Stephen Hurni and seconded by Vice Chairman, Glenn Borger, to approve Resolution 2019-19 for the Plainfield Township Act 537 Official Plan Update Task Activity Report (TAR) and to authorize Entech Engineering to submit relevant documents to the DEP. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

3. Confirmation of Approval of the 2018 Little Bushkill Creek Watershed Management Plan Final Report by Board of Supervisors:

Mr. Petrucci stated that the 2018 Little Bushkill Creek Watershed Management Plan Final Report has been previously submitted to the Board of Supervisors by Mr. Jason Smith. After review, this report was approved. Mr. Petrucci is seeking confirmation of such approval.

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to confirm the approval of the 2018 Little Bushkill Creek Watershed Management Plan Final Report by Board of Supervisors. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

4. Repair of Tennis Courts – Proposal Received August 5, 2019:

Township Manager, Tom Petrucci, stated that he contacted the previous contractor, Pavement Maintenance Contractors, Inc., who performed patchwork on the tennis courts. The contractor proposed to fill the cracks and touch up the paint on the courts. The total cost for this repair work would be \$4,860.00. Mr. Petrucci added that this is not a long term fix, however, it is better to fix the issues as they arise as completely redoing the courts would be an extensive and costly expense.

ACTION: Motion was made by Stephen Hurni and seconded by Vice Chairman, Glenn Borger, to approve Pavement Maintenance Contractors, Inc. to conduct maintenance repair on the tennis courts in the amount of \$4,860.00. Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public. Motion approved. Vote 3-0.

5. Plainfield Township Volunteer Fire Company – Transmittal of By-Laws and Articles of Incorporation; Notification that Fire Company is Considering Amendment to Bylaws:

Township Manager, Tom Petrucci, noted that the Board has previously discussed whether the Township would be interested in conducting road repair work on the driveway entrance for the Plainfield Township Fire Company. Mr. Petrucci added that doing the work would need to be a donation of the Township. If the Township were to donate the work for the driveway, it was previously questioned how the Township would recoup its expenses in the event that the Plainfield Township Fire Company would dissolve.

Mr. Petrucci reached out to the Auditor General and they stated that the Fire Company is registered as a §501.c(4) which is a Non-Profit Fire Company. The relief association portion of the entity would be given to another association. The second portion is that the Orphans Court of Northampton County handles the dissolution of the company and the Orphans Court would guide and make sure that the fire company would be following all laws and regulations.

Mr. Petrucci questioned whether the Board would be interested in accepting the funds/assets of the fire company as this would likely increase liability of the Township. Mr. Petrucci added that there is currently \$6,000.00 unaccounted for within the most recent audit that took place for the Plainfield Township Fire Company. Mr. Alex Cortezzo, Chief of Plainfield Township Fire Company, stated that they are working directly with Marcia Hahn's office to fix this issue. He added that no one was happy with how the audit went down.

Mr. Petrucci requested that once Mr. Cortezzo has the final version of the bylaws that they be submitted to Solicitor Backenstoe. Attorney, Tom Caffrey, in attendance for Solicitor Backenstoe, noted that the Board of Supervisors should first review the IRS Law prior to reviewing the final version of the bylaws. Mr. Petrucci will conduct a

thorough review and submit such findings to Solicitor Backenstoe and the Board of Supervisors.

6. Plainfield Township Volunteer Fire Company – Quick Response Service (QRS) Certification:

Mr. Petrucci stated that the Board does not need to vote to allow them to obtain the certification, merely a motion of support for obtaining such certification is only necessary.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert supporting the Plainfield Township Volunteer Fire Company in obtaining a Quick Response Service (QRS) Certification. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

7. Plainfield Township Volunteer Fire Company – Letter of Support Request for FEMA Assistance to Firefighters Grant (AFG) Program – Replacement of 1980 GMC General Pumper/Tanker:

Township Manager, Tom Petrucci, noted that the Plainfield Township Fire Company needs to replace their tanker. They will be requesting financial assistance from FEMA. The fire company is only requesting a letter of support from the Township. Approximately 10% will be taken from the fire company's funds. The grant is due at the end of August 2019. Mr. Petrucci noted to Mr. Cortezzo that once the final quote has been received, a copy is requested to be provided to the Township.

ACTION: Motion was made by Vice Chairman, Glenn Borger, and seconded by Stephen Hurni to issue a letter from the Board of Supervisors supporting the Plainfield Township Fire Company purchase for a new General Pumper/Tanker conditional upon the Township receiving the final quote. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

8. Review of DRAFT Ordinance: Conservation Development Draft Ordinance Dated June 20, 2019; Recommendations of Zoning Officer (Review and Discussion Only)-
Request to Table:

This matter was tabled for the next regular monthly Board of Supervisors meeting.

9. Feral Cats No Nonsense Neutering Program (Pen Argyl Borough and Wind Gap Borough):

Township Manager, Tom Petrucci, stated that Pen Argyl Borough and Wind Gap Borough are taking on the feral cat program for TNR (Trap, Neuter, and Release) with No Nonsense Neutering. Mr. Petrucci questioned whether the Board would be interested in participating in this program. Members of the Board requested that further information be provided on the matter as they expressed interest in the program.

10. Review of DRAFT Zoning Ordinance Amendment: Raising and Keeping of Non-Commercial Domesticated Residential Poultry- *Request to Table:*

This matter was tabled for the next regular monthly Board of Supervisors meeting.

11. Review of DRAFT Ordinance: Plainfield Township Quality of Life Ordinance- *Request to Table:*

This matter was tabled for the next regular monthly Board of Supervisors meeting.

12. Radio Communications- Jacobsburg Road Traffic Signal Project with Wind Gap Borough:

Township Manager, Tom Petrucci, stated that the Township and Wind Gap Borough have completed improvements to the radio connection systems. Doing so now syncs intersection lights to reduce traffic issues. Instead of controls at the Slate Belt Regional Police Station, the controls will be located off of Jacobsburg Road. The Township has received as-built plans for both intersections and interconnection plan.

ACTION: Motion was made by Stephen Hurni and seconded by Vice Chairman, Glenn Borger, to authorize Township Manager, Tom Petrucci, to sign the As-Built Plans on behalf of the Township and Wind Gap Borough and send the finalized plans to all necessary personnel. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0.

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

1. Planning and Zoning Report- July, 2019:
2. Road Department Report- July, 2019:
3. Fire Company and Ambulance Report- July, 2019:
4. Recreation Board Report- July, 2019:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the July, 2019 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 3-0.

SLATE BELT REGIONAL POLICE DEPARTMENT:

1. Slate Belt Regional Police Department Monthly Report- July, 2019:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the July, 2019 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 3-0.*

CITIZEN'S AGENDA/NON-AGENDA:

No residents were present at this time.

BOARD OF SUPERVISORS REPORTS:

1. *Glenn Borger, Vice Chairman-* No Report
2. *Joyce Lambert-* No Report
3. *Jane Mellert-* Not Present
4. *Stephen Hurni-* No Report
5. *Randy Heard, Chairman-* Not Present

SOLICITOR'S REPORT- DAVID BACKENSTOE, ESQUIRE:

Solicitor, David Backenstoe, was not present at the meeting. Mr. Thomas Caffrey was in attendance for Attorney Backenstoe.

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 3-0.

The meeting adjourned at 8:06 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.