

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
OCTOBER 22, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Thursday, October 22, 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 7:03 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Randy Heard, Jane Mellert, Stephen Hurni and Joyce Lambert. Vice Chairman, Glenn Borger, was not present during roll call.

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

- *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:

Breanne Kemmerer, Resident

Terry Kleintop, Resident

John Ambrose, Waste Management

I. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Public Hearing: Uses Not Specifically Provided For Zoning Ordinance Amendment:

Township Manager, Tom Petrucci, indicated that the proposed amendment was advertised within MPC requirements. The amendment covers uses within the Zoning Ordinance that are not specifically provided for. This specifically amends §27-107. He added that the language previously adopted needed to be corrected and clarified, however, the intent of the ordinance remains the same. These changes were made in order to protect the Township from an exclusionary challenge. Any uses not provided for within the Highway Interchange (HI) Zoning District as well as the General Industrial (GI) Zoning District would be processed through the Township as a Special Exception.

2. Consideration of Ordinance Adoption: Uses Not Specifically Provided For Zoning Ordinance Amendment:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to adopt the proposed Zoning Amendment to §27-107 of the Plainfield Township Zoning Ordinance as advertised. *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.*

3. 2020 Audit Request for Proposals (RFP):

Mr. Petrucci stated that this 2020 audit request for proposals is for an audit to be conducted in 2021. He indicated that Kirk and Summa Co, LLC. are increasing their pricing due to new GASB requirements as well personnel changes at their firm.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the 2020 Audit Request for Proposals (RFP). *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.*

4. Approval of the 2021 Slate Belt Regional Police Department Budget Proposal:

Mr. Petrucci indicated the Plainfield Township Police Service Fee for 2021 is a total of \$1,294,985.29, which is an increase of \$1,879.84 from the amount paid by

Plainfield Township in 2020. The total budget amount of the Slate Belt Regional Police Department Budget for 2021 is \$3,331,014.98 when factoring in all municipal contributions, the revenue derived from the Pen Argyl Area School District for the School Resource Officer program, grants, and other miscellaneous revenues. The municipal contributions total \$2,535,938.51.00, with Plainfield Township contributing \$1,294,985.29 (0% increase from 2020) in the amount of \$1,879.84), Pen Argyl Borough contributing \$664,058.42 (2% increase from 2020 in the amount of \$11,932.07), and Wind Gap Borough contributing \$576,894.81 (5% increase from 2020 in the amount of \$28,335.61).

The Charter Agreement of the Slate Belt Regional Police Department requires the proposed Budget of the Regional Police Department to be approved no later than November 1st of the preceding fiscal year.

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve the 2021 Slate Belt Regional Police Department Budget as provided. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.

Mr. Hurni indicated that Wind Gap Borough approved the 2021 Slate Belt Regional Police Department Budget Proposal.

Motion approved. Vote 4-0.

Ms. Jane Mellert stated that with respect to the reserve, the Commission was attempting to build up the reserve over a 5 year increment in order to carry the funds over from one year to the next. Ms. Mellert indicated that she would have liked to have a little more in funds within the reserve.

5. Approval of Advertisement of Amendment to Charter Agreement Required for 2021 Slate Belt Regional Police Department Budget Proposal Formula Cost Allocation:

Mr. Petrucci stated the Slate Belt Regional Police Budget as currently proposed for 2021 will require a modification to the cost allocation formula, which will retain the same 2020 cost allocation formula distribution, identified as follows:

35% Assessed Value	30% Population	30% Weighted Incidents	5% Road Mileage
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**Please note that the definition of “Incident” within the Charter Agreement for the 2021 fiscal year will be modified as follows:*

Article V (entitled Cost Assessment) Section (B)(2)(c)(1) (entitled Definitions)

(1) Definition. The term “incident”, as used in the formula, shall mean a matter or service that results in at least two (2) of the following:

- a) a police response;*
- b) a written report; or*
- c) the assignment of a case number;*

The Chief shall have the responsibility to track and tally incidents occurring in each Municipality and shall report the number of incidents on a monthly, quarterly, and yearly basis. The incident numbers shall be weighted and shall utilize the nationally accepted International Association of Chiefs of Police weighted calls for service scale, as amended.

The above-described cost allocation modification was also in effect for the 2020 fiscal year. The Slate Belt Regional Police Department Budget comprises approximately forty percent (40%) of the overall Plainfield Township General Fund Budget. Mr. Petrucci added that it will be beneficial to edit the formula as necessary.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the Advertisement of Amendment to Charter Agreement Required for 2021 Slate Belt Regional Police Department Budget Proposal Formula Cost Allocation. 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.

6. Review of 2021 Plainfield Township Proposed Budget (Special Budget Meeting):

Vice Chairman, Glenn Borger, arrived on the Zoom Call at approximately 7:30PM.

Township Manager, Tom Petrucci, provided an overview of the 2021 proposed budget. Below is a summary of expenditures and revenues for Plainfield Township:

2021 Proposed Budget – Summary of Revenues

Fund	2020 Budget (Adopted)	2021 Budget (Proposed)	Unappropriated Fund Balance at Conclusion of 2021 Fiscal Year (Projected)
General Fund	\$3,312,106.21	\$3,363,655.43	\$2,027,593.13
Highway Aid Fund	\$592,529.13	\$264,778.12	\$334,857.04
Host Retro Agreement Fund	\$2,369,370.72	\$1,450,000.00	\$4,445,967.15
Capital Reserve and Construction Fund	\$3,233,216.47	\$2,171,010.90	\$0.00
Recreation Fund	\$407,595.00	\$393,997.50	\$153,964.03
Environmental Fund	\$103,352.00	\$215,332.41	\$310,362.08
Open Space Fund	\$1,380,250.00	\$390,000.00	\$4,087,764.54
Refuse Fund	\$2,650.00	\$2,300.00	\$169,434.31
Total (All Budgets)	\$11,401,069.53	\$8,251,074.36	\$11,529,942.28

2021 Proposed Budget – Summary of Expenditures

Fund	2020 Budget (Adopted)	2021 Budget (Proposed)	+/- Amount (\$)	+/- (%)
General Fund	\$3,312,106.21	\$3,363,655.43	\$51,549.22	1.56%
Highway Aid Fund	\$592,529.13	\$264,778.12	-\$327,751.01	-55.31%
Host Retro Agreement Fund	\$2,369,370.72	\$1,450,000.00	-\$919,370.72	-38.80%
Capital Reserve and Construction Fund	\$3,233,216.47	\$2,011,010.90	-\$1,222,205.57	-37.80%
Recreation Fund	\$407,595.00	\$393,997.50	-\$13,597.50	-3.34%
Environmental Fund	\$103,352.00	\$112,294.47	\$8,942.47	8.65%
Open Space Fund	\$1,380,250.00	\$390,000.00	-\$990,250.00	-71.74%
Refuse Fund	\$2,650.00	\$2,300.00	-\$350.00	-13.21%
Total (All Budgets)	\$11,401,069.53	\$7,988,036.42	-\$3,413,033.11	-29.94%

Mr. Petrucci indicated that there is a 4.56% increase in the budget for the 2021 fiscal year. He added that each fund is approximately the same amount or has significantly lowered. The intent was to focus on projects that the Township is confident in knowing that they will likely be completed in the next year as opposed to additional transfers and removing funds from reserves.

With respect to the expenditures of the General Fund budget, there was a significant increase in Accounting and Auditing Services from \$12,500.00 to \$15,000.00. Additionally, there was an approximate 3% increase in medical insurance. Mr. Petrucci indicated that the average PMHIC increase was 4.9%. The Township insurance increased was slightly under that amount. The claim surplus fund amount

was a result of less claims that were adjusted as not many elective treatments/procedures being done.

The budget also allocates for a 2.5% increase for administrative employees. This increase proposal excludes the Township Manager from an increase. Increases for the Road Department are as per the current Collective Bargaining Agreement.

For the Tax Collector, the Real Estate Tax Bill compensation proposal was increased from \$2.50 to \$4.00 with each tax bill. Additionally, there is a \$1,800.00 base pay. There is an approximate increase of \$3,800.00. Mr. Petrucci added that since the Per Capita Tax was eliminated, this eliminated roughly around \$1,500.00 in compensation to the Tax Collector. Ms. Mellert had some comments regarding this matter and will speak to Mr. Petrucci at a later date.

Ms. Mellert mentioned that the salaries of employees are high once the pension, health insurance, and workman's compensation are all factored in to the total. Mr. Hurni questioned what the exact numbers are for employees. Mr. Petrucci will provide the Board with a total millage amount for payroll.

Mr. Petrucci allocated for a new phone system upgrade within the Capital Reserve Fund. Mr. Hurni was in agreement with a phone system upgrade as the Township should be proactive with system upgrades.

The possibility of installing a secure bay for the Slate Belt Regional Police Department was discussed. Township Manager, Tom Petrucci, questioned whether the Board would be inclined to write a formal letter to the Commission stating that the Board is amenable to installing a secure bay building for the Slate Belt Regional Police Department on Township grounds. Mr. Hurni questioned about the future for the Road Department as well in terms of storage. Mr. Petrucci stated that he contacted a company today regarding the secure bay. Adding an additional bay would add approximately \$15,000.00 to \$20,000.00 to the total cost of the project. He added that the current building is not insulated and is merely "bare-boned" in structure. Ms. Mellert stated that she is open to the exploration of extra space being added as the Township is also limited on storage and it would be beneficial to expand. Mr. Petrucci will add the additional funding in the budget for an extra secure bay. In the event that the scope of work changes, the money can be allocated towards another part of the budget.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to send a formal letter to the Commission indicating the Board is amenable to installing a secure bay building for the Slate Belt Regional Police Department on Township grounds and has allocated funds to purchase a secure garage for the use of the Slate Belt Regional Police Department. *Prior to the vote, Chairman,*

Randy Heard, asked if there were any comments from the governing body or the public.

Ms. Mellert indicated that this secure garage will assist the Slate Belt Regional Police Department with an accreditation requirement. She added that the Board was willing previously to install the bay at no charge along with no increase in rent for one fiscal year.

Chairman, Randy Heard, questioned whether this motion was for the building alone or the Slate Belt Regional Police Department not paying for an increase in rent. Ms. Mellert requested a rent increase freeze for one year. Members of the Board discussed the matter further. Mr. Heard and Mr. Hurni agreed that if the Township were to allocate funds for the secure garage, that the Slate Belt Regional Police Department pay the 2% rent increase.

Motion denied. Vote 4-1 with Jane Mellert in favor of the motion.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Jane Mellert to keep the 2% rent increase for the Slate Belt Regional Police Department with the condition of installing a secure bay building for the use of the Slate Belt Regional Police Department on Township grounds. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-1 with Glenn Borger not in favor.

Mr. Petrucci indicated that the budget allocates \$100,000.00 to the Plainfield Township Fire Department. Mr. Petrucci noted that the Fire Chief, Alex Cortezzo, stated that these funds provide the Fire Department with relief in terms of operational functions without the need for many fundraisers. Fundraisers have been especially difficult given the impact of COVID-19. Mr. Glenn Borger questioned whether the Township received an audit from the Plainfield Township Fire Department to date. Mr. Petrucci stated that the audit is currently in process and should have a finished audit by the end of the year. Each month, the Fire Department has been providing the Township with QuickBooks reports. Mr. Borger was under the impression that an additional \$100,000.00 would not be provided to the Fire Department until such time that the audit has been done and reviewed by the Township.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to allocate \$100,000.00 to the Plainfield Township Fire Department for the 2021 fiscal year. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-1 with Glenn Borger not in favor.

Township Manager, Tom Petrucci, also discussed the option of a Road Department Employee for up to 24 hours per week. Ms. Mellert stated that hiring an additional employee will assist the Road Department in the summer and winter months.

There was an increase in the budget for the renting of equipment due to the rental of a milling machine for paving.

For the Blue Mountain Library donation, Ms. Mellert questioned whether the Board would be inclined to increase the library donation as the Township has not increased the donation since. No comment was made by the remaining Board members.

Mr. Petrucci has allocated \$300,000.00 for the proposed pavilion. Ms. Mellert questioned whether the pavilion will include a kitchen as well as a bathroom. Mr. Petrucci indicated that these amenities have been provided for within the total cost for the budget. Ms. Mellert questioned the reasoning for \$50.00 field rental deposits. Mr. Petrucci is unsure as to how much the fields will be rented out next year. Donations were also included within this line item.

Ms. Mellert questioned about the Refuse Fund and the delinquent garbage bills. She requested information on the amount of bills that were outstanding the property owners for each. Mr. Petrucci will provide this information to the Board of Supervisors and discuss the matter at a later date.

CITIZEN'S AGENDA/NON-AGENDA:

Terry Kleintop- Mr. Terry Kleintop stated that the staff of the Lehigh Valley Planning would not be able to accommodate meetings even if there was a facility large enough to hold their meetings. He questioned why this is. Mr. Petrucci noted there are concerns of holding meetings between schedules and COVID-19. Mr. Kleintop suggested postponing all future meetings until the spring or until such time that in person meetings can be held safely. Mr. Petrucci indicated that this will be one of the discussion topics at the next meeting.

John Ambrose- Mr. Ambrose provided an update for Waste Management. The Board of Supervisors has been invited to the Landfill in November for site tour. Mr. Ambrose indicated that they would like to showcase the recent gas collection expansion project. This project will allow for greater odor control and capacity. He added that the Landfill has recently completed installing 15.5 acres of synthetic capping. This will also control odors and gas from the Landfill. The Landfill is taking in approximately 2,500 tons per day, currently.

BOARD OF SUPERVISORS REPORTS:

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

2. *Glenn Borger, Vice Chairman-* No Report

3. *Joyce Lambert-* No Report

4. *Jane Mellert-* Ms. Mellert thanked the Board members for a great budget meeting.

5. *Stephen Hurni-* No Report

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 8:54 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.