

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISOR'S MEETING
September 24, 2025**

The second monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, September 24, 2025, at the Plainfield Township Fire House, located at 6480 Sullivan Trail, Wind Gap, PA 18091.

Chairman, Ken Field, called the meeting to order at 5:00 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following 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., Secretary/Permit Coordinator, Amy Kahler, and Finance Director, Nicholas Steiner.

Approximately 20 members of the public were in attendance.

Township Manager, Paige Stefanelli, announced that an Executive Session was held September 24, 2025 from 4:17pm to 4:45pm regarding personnel matter.

I. SECRETARY – AMY KAHLER:

1. Board of Supervisors Meeting Minutes – August 28, 2025 DRAFT

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to approve the Board of Supervisors Meeting Minutes for August 28, 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. Request letter from Plainfield Township Planning Commission regarding transcript request.

Township Manager, Paige Stefanelli, reviewed letter received from the Planning Commission requesting the approval for a stenographer to transcribe the minutes of February 26, 2025 and March 17, 2025 Special Planning Commission meetings due to not having the ability to remember exactly what occurred, and not having the adequate information in the minutes. Supervisor, Jonathan Itterly, and Chairman, Ken Field, suggested that any of the Planning Commission members would be able to obtain the recordings for said meetings.

ACTION: Motion was made by Jonathan Itterly and seconded by Kenneth Fairchild to deny the request for a stenographer to transcribe the Special Meeting Minutes for the Planning Commission. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Jane Mellert, said that they are requesting more in-depth meeting minutes. Mrs. Mellert also indicated that the recording is part of the record.

Resident, Christine Houck, expressed how some people might not be able to listen to the recording and understand, they need to see it in front of them and read it.

Township Manager, Paige Stefanelli, clarified how the meetings work, and minutes are usually transcribed.

Resident, Wayne Muller, indicated that he has not seen any draft minutes and the public should be able to view and suggest changes if necessary.

Solicitor Dave Backenstoe, advised that the meeting minutes are not made public until they are approved by the Board members. Residents asked, what if there is major information that should be added into the minutes. Mr. Backenstoe advised that at the following meeting of the minutes being posted you are more than welcome to comment and request changes be added.

Resident, Christine Houck, asked if it's right to make someone complete a Right to Know all the time for any information. Solicitor Backenstoe advised that it is the law and that the office staff work diligently to have them completed in a timely manner.

Resident Tighe Scott, asked if it wouldn't be worth having a stenographer at the meetings when certain applicants are before the boards.

Motion approved. Vote 4-1, Glenn Borger is opposed.

II. FINANCE DIRECTOR – NICHOLAS STEINER:

1. Review and Approval of Treasurers Report including Accounts Payable (\$276,430.33)

ACTION: Motion was made by Kenneth Fairchild and seconded by Ken Field to approve Treasurers Report and Accounts Payable in the amount of \$276,430.33. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Vote 5-0.

Resident, Wayne Muller, asked if any further invoices have been paid to Strategic Solutions. Supervisor, Jonathan Itterly, indicated there is 1 other invoice. Finance Director, Nicholas Steiner, asked if Mr. Muller would like clarification from the last meeting, to send an email and the information would be reviewed. Township Manager, Paige Stefanelli, advised that Strategic Solutions is also completing our Comprehensive Plan.

2. Consideration of Approval of 2026 Plainfield Township MMO

Finance Director, Nicholas Steiner, reviewed the Minimum Municipal Funding Obligation for 2026, for Non-Uniform Pension Plan in the amount of \$62,136.00 and Cash Balance Component is \$32,503.00, this information will also be reflected in the 2026 budget.

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to approve the 2026 Plainfield Township MMO. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Jane Mellert, asked what the percentage is for the cash balance. Finance Director, Nicholas Steiner, indicated 6%.

Motion approved. Vote 5-0.

3. Acceptance of the 2024 Plainfield Township Audit by Zelenkofske Axelrod, LLC.

ACTION: Motion was made by Nolan Kemmerer and seconded by Glenn Borger to accept the 2024 Plainfield Township Audit by Zelenkofske Axelrod, LLC. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Jane Mellert, questioned why this was being received so late and did the submission meet the April submission requirement. Finance Director, Nicholas Steiner, indicated that we waited to have the audit performed until the Township Manager returned from leave, and there were some conflicting schedules with the auditing firm. Mr. Steiner indicated that there were a lot of journal entries that also needed cleaning up from 2022 and 2023. Mr. Steiner advised that the audit has been submitted and as long as it is completed by the end of the year, it will meet the requirements.

Resident, Jane Mellert, asked why there was no presentation being done. Township Manager, Paige Stefanelli, indicated that it had been discussed by the Board of Supervisors that a presentation would not be necessary and that the audit would be available for viewing, at the Municipal Office, once it was approved by the Board of Supervisors.

Resident, Jeff Stoudt, questioned why there was so much clean up. Mr. Steiner indicated that there were some expenses, revenue areas and adjustments that needed to be made. Township Manager, Paige Stefanelli, indicated that it took approximately a week or so for all necessary changes to be accurately completed.

Motion approved. Vote 5-0.

III. TOWNSHIP MANAGER – PAIGE STEFANELLI:

A. New Business:

1. Consideration of Special Event Application for the Coalition for Appropriate Transportation (CAT) for Women's Bus Stop to Bus Stop Trip to Delaware Water Gap

Township Manager, Paige Stefanelli, reviewed the application that was received and stated that this took place this past weekend, September 20 & 21, 2025. Mrs. Stefanelli, requested retroactive approval.

ACTION: Motion was made by Ken Field and seconded by Glenn Borger to approve the Special Event Application for the Coalition for Appropriate Transportation (CAT). *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 Knitters Hill Trail Head Land Acquisition- Update

Township Manager, Paige Stefanelli, advised that Mrs. Achenbach had questions before accepting the offer, question one, was if any topsoil is being removed from the project if it could be placed on the opposite field and question two, when the parking lot is constructed if shrubs or low fencing can be placed around the completed parking lot to keep residents from going onto the farm field.

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to accept adding the conditions of leaving the topsoil and placing an object around the parking lot, to the approval. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Resident, Jane Mellert, asked what the amount the property is being purchased for and how many acres. Township Manager, Paige Stefanelli, reviewed the proposal letter that was accepted. The acreage is .4613 and \$24,000.00.

Motion approved. Vote 5-0.

3. Consideration of Approval to Advertise Ordinance No. 430 regarding Plainfield Township Manager Ordinance

Township Manager, Paige Stefanelli, reviewed the Township Manager Ordinance, provided background and would like to offer a structure for professional administration, clear accountability, and efficient delivery of service. Mrs. Stefanelli, provided information on the current challenges and offered efficient solutions to enhance productivity and modernize municipal management.

Chairman, Ken Field, thanked the Township Manager, for the overview and that they were good recommendations.

Solicitor Backenstoe also indicated that he had reviewed the Ordinance and verified that the information was reviewed with the Labor Attorney. He advised that if the Board so does authorize, we would be happy to assist with advertising Ordinance No. 430.

ACTION: Motion was made by Jonathan Itterly and seconded by Kenneth Fairchild to accept and approve for advertising of Ordinance No. 430, Plainfield Township Manager Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Christine Houck, questioned how much it costs to complete all of this paperwork, and noted it seems to be a waste of time if we already have a process in place. Township Manager, Paige Stefanelli, indicated that cost would be for advertising.

Resident, Jane Mellert, said that in the past the Board of Supervisors would write the ordinances. Chairman, Ken Field, indicated that the Manager had gathered the information, and provided the information to the members for review.

Motion approved. Vote 5-0.

4. Discussion of Speed Study Letter Request from Bushkill Township

Township Manager, Paige Stefanelli, reviewed the letter received from Bushkill Township requesting that Plainfield Township also writes a letter to PennDOT regarding Old Allentown Road and having a speed study conducted.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to approve Township Manager to write a letter to PennDOT requesting a speed study be conducted on Old Allentown Road. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Vote 5-0.

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

1. Consideration of Approval to allow Township Solicitor and Township Manager to Forward Proposed Ordinance No. 429 (as requested by Waste Management) to the Lehigh Valley Planning Commission and Plainfield Township Planning Commission for their Review and Consideration

Solicitor, Dave Backenstoe, would like to have consideration to forward Ordinance No. 429 to the Lehigh Valley Planning Commission and Plainfield Township Planning Commission. Solicitor Backenstoe reviewed and read the Ordinance and explained what changes are being proposed. Mr. Backenstoe indicated the reason for the change is, so the Zoning Ordinance matches the current Host Agreement. DEP also approved of these changes in 2004.

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to approve sending Ordinance No. 429, to send to the Lehigh Valley Planning Commission and Plainfield Township Planning Commission for review and comment. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Jeff Stoudt, requested clarification on why this change is being requested, and asked if the reason is from the last expansion. Solicitor Dave Backenstoe, indicated that is correct the verbiage was not updated at that time.

Resident, Christine Houck, asked if this now gives Waste Management availability to ask for more. Solicitor Backenstoe, indicated that is not the case. This Ordinance was requested to be updated since Ordinance No. 427 was not approved, the verbiage was within that Ordinance.

Resident, Jane Mellert, questioned if this is a new solid waste district approval, why are we implementing a 2004 condition for approval. The approval was for Waste Management to not exceed 1,200 tons per day with a max of 1,500 tonnage per day. Mrs. Mellert indicated that tonnage limits and approvals should be discussed at a hearing when the application is received. Solicitor, Dave Backenstoe, indicated that the Ordinance will follow the Host Agreement that was approved. Waste Management will need to comply with all Ordinances and agreements that have been approved. Mrs. Mellert indicated that they should have presented this information at the time of the application submission.

Motion approved. Vote 4-1, with Glenn Borger opposed.

2. Discussion of possible meeting date for Public Hearing on Ordinance No. 429

Solicitor Dave Backenstoe, indicated that with the approval to have Ordinance No. 429 sent to Lehigh Valley Planning Commission and Plainfield Township Planning Commission, a public hearing needs to be held. Chairman, Ken Field, offered November 19, 2025, as a public hearing date for Ordinance No. 429 for consideration for adoption.

ACTION: Motion was made by Ken Field and seconded by Nolan Kemmerer to approve advertisement and scheduling of a public hearing on November 19, 2025 to hear Ordinance No. 429. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident, Debra Ubel, asked why this matter is being rushed and scheduled before the reviews are even received.

Resident, Roy Bellis, questioned why you would allow the Township Manager to send the Ordinance and ask for a review from the Plainfield Township Planning Commission if the Board of Supervisors does not even consider what they recommend.

Resident, Joseph Colosi, suggested that November 19, 2025, is close to when the Lehigh Valley Planning Commission should have their review returned, would it not be best to schedule a public hearing in December.

Resident, Jeff Stoudt, clarified that the reason for the implementation of this Ordinance is due to a housekeeping error from prior Administration.

Resident, Jane Mellert, asked why the meetings are being moved to Wednesday night instead of Thursdays. Chairman, Ken Field, indicated that the Firehouse is not available on a Thursday.

Resident, Glenn Houck, indicated that the Ordinance of 2004 is for the old landfill, why are we not implementing new Ordinances for Waste Management's new request of a proposed landfill.

Resident, Wayne Muller, asked if the previous Ordinance was approved, would they have had to ask for the Ordinance that is before the Board of Supervisors now. Chairman, Ken Field, indicated that no, the information in Ordinance No. 429 was included in the original ordinance that was not approved.

Motion approved. Vote 4-1, with Glenn Borger opposed.

XII. 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 3-minute time limit for speakers)

- **Konrad Mellert**

Mr. Mellert suggested that maybe having recordings and possibly having the meeting available online would be beneficial for some residents. Township Manager, Paige Stefanelli, indicated that there are other municipalities that do that process. Mrs. Stefanelli, indicated that it would be for our IT Department to handle it if we chose to go that route and we are currently implementing changes to our equipment for capability for possible future use.

- **Millie Beahn**

Resident, Millie Beahn, asked if it is possible when the board members are voting on an item, if they could call their name one at a time with their vote so the residents are aware of what their vote is.

- **Christine Houck**

Resident, Christine Houck, asked if it would be possible to have another newsletter completed and mailed out. This would help residents be up to date on the different things happening around our township. Ms. Houck also asked when Henry Road will be fixed. Township Manager, Paige Stefanelli, indicated that she will contact the Township Engineer and speak with him in regard to Henry Road. Mrs. Stefanelli said for the newsletter, the goal is to have another newsletter formed and mailed out to the residents next year.

- **Bob Krome**

Mr. Krome just wanted to thank Plainfield Township and whomever might have been involved in prepping and approval for the field at the Community Park for the Cross-Country event that took place. Mr. Krome indicated that there were about 8 schools present and everything went great.

- **Tighe Scott**

Mr. Scott has concerns about what took place at the Government Center on September 15, 2025, with Ken Field, Jonathan Itterly and an attorney to try to have Paul Levits removed from the ballot. Mr. Scott was demanding answers in regard to why this was being done and who paid the attorney fees. Chairman, Ken Field, indicated that this matter does not need to be discussed at a Township meeting and he would be able to address Mr. Scott elsewhere. Supervisor, Jonathan Itterly, requested to speak on the matter and indicated that he felt that the petition was not filed correctly and that information was missing. Mr. Scott asked why Chairman wants to keep Mr. Levits off of the ballot. Chairman, Ken Field, advised that he had paid for the legal proceedings himself.

XIII. BOARD OF SUPERVISORS REPORTS:

- **Kenneth Field**

Nothing to report.

- **Glenn Borger**

Nothing to report.

- **Nolan Kemmerer**

Nothing to report.

- **Jonathan Itterly**

Nothing to report

- **Kenneth Fairchild**

Nothing to report.

XIV. ADJOURNMENT:

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

The meeting adjourned at 6:35 P.M.

Respectfully submitted,

Amy Kahler
Secretary/Permit Coordinator
Plainfield Township