

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
APRIL 25, 2024**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, April 25, 2024, 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 Supervisors answered roll call: Chairman, Ken Fields, Vice Chairman, Glenn Borger, Supervisor, Nolan Kemmerer, Supervisor, Jonathan Itterly, Supervisor, Kenneth Fairchild.

Also present were Director of Planning and Zoning, Paige Stefanelli, Solicitor, David Backenstoe, and Administrative Assistant, Amy Kahler.

I. SECRETARY – AMY KAHLER

1. Board of Supervisors Meeting Minutes- March 13, 2024 DRAFT-

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to approve the March 13, 2024 Board of Supervisors Minutes. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Jonathan Itterly was not present for March 13, 2024, in which he will withdraw his vote.*

Motion approved. Vote 4-0.

2. Executive Session Announcement- April 10,2024 was held from 7:30 PM to 7:44 PM regarding an Employment Offer for Personnel

NO COMMENT.

3. Appoint Keystone Consulting Engineers, Inc. for Traffic and Stormwater Engineering Services- New Applications Only

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to approve Keystone Consulting Engineers, Inc. to be consulted for Traffic and Stormwater Engineering Services. *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.

4. Keystone Consulting Engineers- GIS Discussion and Presentation by Heather Willever, G.I.T.-

Keystone Consulting Representative, Heather Willever, demonstrated what the Emry System, current GIS system, can produce and assist different departments such as, Road Department, Fire Department, Police Department, with work and placement of different items etc. The system can be presented at meetings and is cloud base, so it is the most current information.

Township Director of Planning and Zoning, Paige Stefanelli indicated that the Fire Chief would be able to document their items, such as fire hydrants and where they are located, so in an emergency they would be able to locate the closest to their emergency. We can also use this as a quicker tool to notify residents of any road closures, snow removal, trash pick-up schedules, etc. Township residents would also be able to report potholes, accidents, down trees etc. directly to the Township.

Representative Heather also indicated that we would be able to make some of the information available to residents to view their own properties such as lot lines, sewer placement, storm water easements, etc. This information can be edited/analysis the data from computer, laptop, iPad etc. Information is entered and received from County documentation. All of the information that has been entered into the system already we are able to move the information over.

- a. Township Solicitor David Backenstoe added an item to the agenda, due to an emergency in the office. We needed to add the AC Unit being replaced in the amount of \$11,645.00 for replacement of unit #4. Emrick was contacted as the air was not being circulated, they came out and tried a couple different things to see if it would work. They did come back the following day and unfortunately, the system needs to be replaced.

ACTION: Motion was made by Kenneth Fairchild and seconded by Ken Field to approve the installation of the new AC Unit by Emrick. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Nolan Kemmerer asked if the quote was for everything, such as system itself, wiring etc., Paige indicated that was correct.

II. TREASURER – AMY RIGER:

1. No Report

III. TOWNSHIP ENGINEER REPRESENTATIVE – DAVE CROWTHER:

1. No Report

IV. DIRECTOR OF PLANNING AND ZONING – PAIGE STEFANELLI:

1. Donation of Plainfield Township 250th Anniversary T-Shirts to the Plainfield Township Fire Department for Individuals Due to Disasters & Displacement –

Director of Planning and Zoning, Paige Stefanelli advised that the shirts have been stored away and we have not sold any within the office, we think it would be more beneficial to donate. We would recommend they be donated and provide them to residents of less fortunate situations. We do not want to just throw them away.

ACTION: Motion was made by Glenn Borger and seconded by Ken Field to approve the donation of the t-shirts to Plainfield Fire Department on the condition that they also communicate to Family First Organization. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

Resident Paul Levitz indicated that maybe Family First Organization would also like to have some. They also aid less fortunate people. Director of Planning and Zoning, Paige Stefanelli will have Alex Cortezo, Fire Department, will also contact Family First.

Motion approved. Vote 5-0.

1. Proposed Ordinance Adoption- Raising and Keeping of Domesticated Chickens- *Last Revised March 5, 2024-*

Solicitor David Backenstoe indicated that the Board of Supervisors came up with an Ordinance due to housing and keeping chickens. I will review the Ordinance and answer any questions that anyone has. It was sent to the LVPC, they did comments and recommendations, they do like the Ordinance and would suggest on where residential can keep livestock, that this would not apply to Commercial. Township Solicitor David Backenstoe, indicated that he feels that the Ordinance as it stands should be approved and at a later date could

be reviewed with amendments. Mr. Backenstoe provided a summary of the Ordinance. Mr. Backenstoe asked if the Board or Residents have any comments. Motion is closed to the hearing process, and opened to the Board of Supervisors to vote. Mr. Backenstoe indicated that the Ordinance will be in effect within 5 days.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to accept the adoption of Ordinance: Raising and Keeping of Domesticated Chickens. *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. Proposed Zoning Ordinance Amendment Adoption- Recycling Processing Facility-Commercial and Industrial Uses within the CI (*Commercial Industrial*) Zoning District

Township Solicitor David Backenstoe reviewed the Recycling Processing Facility-Commercial and Industrial Use Ordinance. Mr. Backenstoe reviewed in-depth provisions. Corrected the typographical error. The Ordinance was presented to The Planning Commission recommended that the Ordinance, Mr. Backenstoe advertised the Ordinance and presented it to LVPC. LVPC recommended and agreed with the Ordinance in our geographical area. The LVPC agreed to the wording and that it coincides with the LVPC standards. Solicitor David Backenstoe asked if the Board of Supervisors or Residents had any questions in regard to the matter, no questions and/or comments. Motion is closed to the hearing process and opened to the Board of Supervisors to vote. Mr. Backenstoe indicated that the Ordinance will be in effect within 5 days.

ACTION: Motion was made by Nolan Kemmerer and seconded by Jonathan Ittery to approve the proposed Zoning Ordinance: Recycling Processing Facility-Commercial and Industrial Uses within the CI Zoning District. *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. Approval to Remove Playground at Farmer's Grove

Director of Planning and Zoning, Paige Stefanelli, spoke and indicated that the condition of the playground equipment is harsh and before anyone is hurt we would like to have it removed. Supervisor, Nolan Kemmerer, indicated that he has been up to the Fairgrounds, and it is falling apart.

Numerous Residents indicated that during the Fair that the playground is heavily used and would like to see something in its place for this year, whether it is jumpy houses, etc.

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to approve the removal of the Farmers' Grove playground equipment. Prior to vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

4. Approval to Obtain Quotes for Playground Upgrades/Repairs (Kesslersville Fields and Municipal Building)

Director of Planning and Zoning, Paige Stefanelli provided information that the playground equipment at the Municipal Building and Kesslersville Fields need some repairs and not in disrepair and would like to fix them before they are unfixable. Ms. Stefanelli indicated that she spoke with Sarah Ortiz, Northampton County, and our projects are eligible for different grants that might be available. In addition, we would also like to add to them. We would like to eventually add an additional playground at the Fairground, but we are trying to keep items at a minimal and repair, etc. what needs to be done. We would like to accept bids on fixing and additions now. Resident, Pete Albanese indicated that Green Knight Support Grant is currently active and would suggest applying.

ACTION: Motion was made by Ken Fields and seconded by Glenn Borger to accept the solicitation of playground equipment bids. Prior to vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.

It was requested by Residents that we stay away from carnival rides if we replace the playground equipment with something for the Fair.

Motion approved. Vote 5-0.

5. Special Events Discussion- Food Trucks

Director of Planning and Zoning, Paige Stefanelli advised that we are receiving a lot of inquiries about having food trucks in different public areas during events. We, as in the Board would like to bring the community together and host, monthly, an event to involve the Residents. Would we like to host an event, get some ideas. Supervisor, Ken Field thinks this would be a great idea and maybe a different theme, different location. We would only have 1-3 trucks at a time, some type of entertainment/activities. Residents indicated that they

like the idea and having different places, different vendors be available, such as have fire trucks, police cars, bands etc.

Supervisor, Nolan Kemmerer indicated that it would be a day during the week.

6. Zoning Ordinance Discussion- Food Trucks Definition and Permitted Uses
Director of Planning and Zoning, Paige Stefanelli advised that we are receiving inquiries to host food trucks on private property. We do not have a Zoning Ordinance that specifically addresses food trucks. From a zoning perspective side when we are looking at food trucks and there is no permitted uses as a food truck the next thing is a restaurant. From a code stand point is for properties that are Residential and Commercial, what do we do when they want a food truck and we do not have specific specificantiosn within our Zoning Ordinances for their use.

Mr. Backenstoe indicated that we can list it under Special Event permit.

However this is specifically for Township owned property and roadways only.

Ms. Stefanelli indicated that we currently have Yard Sale permits, Dumpster Permits but nothing related to food trucks. We do not want to require them to go before the Zoning Hearing Board.

Mr. Backenstoe indicated that if the Board of Supervisors agree, we, Township Solicitor David Backenstoe and Director of Planning and Zoning, Paige Stefanelli, will put together a concept together including criteria and permits to be compiled.

Ms. Stefanelli indicated to the residents that someone at this moment is not able to just have a Food Truck in their yard, they would as of now, need to go before the Zoning Hearing Board, pay \$500.00 and receive a special exception. We are trying to avoid that as we do not think that is fair. If we can set a standard then we think that it will not be abused.

Resident Pete Albanese indicated that he thinks that would be a good idea, even for businesses to promote their own business.

Paige indicated that we can maybe even do a simple application.

7. Grand Central Road Bridge- Approval to Proceed with Bidding Process

Director of Planning and Zoning, Paige Stefanelli, advised that the Bridge was inspected by PennDOT and had failed inspection due to the guardrails not being attached with the front fasod of the bridge. This is a Township owned bridge, we did receive grant money for this. We need to order the brackets so that we can attach the guardrails to the front fasod. The pockets that should have been installed were not, the request is for the bidding process.

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to proceed with accepting the quotes to have the bridge attached appropriately with the guardrails. *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.

8. Engler Road- Multi-Modal Transportation Fund Grant Award- \$225,000.00
The Director of Planning and Zoning advised that Ott Consultant assisted us with the submission of the grant, we did initially ask for \$1.9 Million. Unfortunately, we did not receive what we had requested, but we did receive \$225,000.00. Ms. Stefanelli indicated that she has spoken with the State, but can we have additional information as to why/how we received that amount. Supervisor Jonathan Itterly indicated that the amount is based on what the State Representative and Senators would like to award. Paige will continue to work with whomever she needs too, to keep moving forward on the project as it is needed.
Resident John indicated that the sign before the bridge, making it 1 lane, is no longer there. The bridge is now 2 lanes, the stop sign is still there but there is no sign indicating 1 lane. Ms. Stefanelli indicated that she will contact the Roadcrew to verify and replace sign/cones if needed.

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

4. Planning and Zoning Report- TABLED
5. Road Department Report- April 2024
6. Recreation Board Report- TABLED
7. Fire Company and Ambulance Report- TABLED

ACTION: Motion was made by Kenneth Fairchild and seconded by Jonathan Itterly for approval of the Road 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.*

2 SLATE BELT REGIONAL POLICE DEPARTMENT REPORT:

8. Slate Belt Regional Police Department Monthly Report- April 2024

Supervisor, Jonathan Itterly asked if the cost share service calls, if they were counted towards the cost for Plainfield Township. This is just information for our knowledge and it is not counted unless there is an incident number assigned. Supervisor Nolan Kemmerer indicated that he had asked the Chief about that a couple months ago and they are not counted towards the calls.

ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve Slate Belt Regional Polic Department's 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.

3 **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 5-minute time limit for speakers*):

No residents had agenda or comments at this time.

Chairman, Ken Field, indicated that there will be an Executive Session following the adjournment of this meeting to discuss real estate and personnel.

4 **BOARD OF SUPERVISORS REPORTS:**

9. **Ken Field**

- Nothing to report.

10. **Glenn Borger**

- Nothing to report.

11. **Nolan Kemmerer**

- Nothing to report.

12. **Jonathan Itterly**

- Nothing to report.

13. **Kenneth Fairchild**

- Nothing to report.

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

1. No Report
2. I am requesting an Executive Session to discuss Real Estate and personnel where no action will be taken.

6 **ADJOURNMENT**

Having no further business to come before the Board of Supervisors, a motion was made by Kenneth Fairchild and seconded Glenn Borger to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 7:29 PM.