

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS REGULAR MEETING
OCTOBER 27, 2022**

The second regular meeting of the Plainfield Township Board of Supervisors ('BOS') was held on Thursday, October 27, 2022 at the Plainfield Township Municipal Building located at 6292 Sullivan Trail, Nazareth, PA 18064. The public notice was duly advertised in the January 04, 2022 issue of the *Express-Times* newspaper and on the Township's website.

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: Chairman Glenn Borger, Vice-Chairman Paul Levits, Supervisor Kenneth Fairchild, Supervisor Jane Mellert and Supervisor Donald Moore.

Also present was Township Secretary/Treasurer Selma Ritter.

CURRENT BUSINESS:

- a. September 14, 2022 Regular Meeting Minutes.

ACTION: Chairman Borger made a motion, second by Supervisor Mellert, to approve the September 14, 2022 minutes. Motion passed: vote 3-5. Supervisors Fairchild and Levits abstained from the vote due to not being Board Members on September 14, 2022.

- b. September 29, 2022 Regular Meeting Minutes.

ACTION: Chairman Borger made a motion, second by Supervisor Mellert, to approve the September 29, 2022 minutes. Motion passed: vote 3-5. Supervisors Fairchild and Levits abstained from the vote due to not being Board Members on September 29, 2022.

- c. October 05, 2022 Special Meeting Minutes for BOS Candidate Interviews (DRAFT). To be provided at a future BOS meeting.

- d. October 07, 2022 Special Meeting Minutes for BOS Candidate Appointments (DRAFT). To be provided at a future BOS meeting.

- e. October 12, 2022 Special Meeting Minutes for BOS Proposed 2023 Budget (DRAFT). To be provided at a future BOS meeting.

- f. October 12, 2022 Regular BOS Meeting (DRAFT). To be provided at a future BOS meeting.

- g. Appoint two (2) Emergency Services Liaisons.
 - i. Replacement for Randy Heard.
 - ii. Replacement for Thomas Petrucci.

After Supervisor Mellert discussed the responsibilities/duties of the Liaisons, Supervisors Fairchild and Moore volunteered to act as the Liaisons until the end of 2022. Appointments for both positions will be considered again at the January 2023 Reorganization meeting.

ACTION: Supervisor Mellert made a motion, second by Chairman Borger, to appoint Supervisor Fairchild and Supervisor Moore as Emergency Services Liaisons until December 31, 2022. Motion passed: vote 5-0.

- h. ET&T Telephone & Telecommunications Battery Back-Up Quote, for the Amount of \$1,408.67. Secretary/Treasurer Ritter reported a battery back-up was not installed when the new telephone system was installed and currently when the electrical power at the Township Building goes out the telephones do not work. With the battery back-up, the telephones will work when there are electrical power outages.

ACTION: Supervisor Mellert made a motion, second by Chairman Borger, to approve the purchase of the battery back-up for the Township ET&T telephone system. Motion passed: vote 5-0.

- i. 1123 Middletown Road Recreation Fee from 2011 Mutchler Subdivision – Middletown Road. Secretary/Treasurer Ritter reported the Township received a Right-to-Know request for the Mutchler Subdivision inquiring if the Recreation Fee, in the amount of \$5,000.00, was paid in 2011.

Supervisor Mellert explained that she researched documents in the subdivision file, Planning Commission minutes, a Resolution passed by the Board of Supervisors in 2011, Conditional Approval letter indicating the \$5,000.00 fee was due prior to recording of the plan and a copy of the Recorder of Deeds receipt showing the plan was recorded. The files indicated that Michael McGurk was also a part of the subdivision plan with Mutchler. A \$5,000.00 fee paid by Michael McGurk with check #195 was deposited into the Recreation Fund a short time before the plan was recorded. After Secretary/Treasurer Ritter reviewed the research and the Township's financial records, she could not definitively confirm the fees were paid for this specific property and requested the Supervisors determine the matter.

ACTION: Supervisor Moore made a motion, second by Supervisor Mellert, to declare the \$5,000.00 Recreation Fee for the 1123 Middletown Road_Mutchler subdivision as paid in 2011. Motion passed: vote 5-0.

- j. Appointment of Zoning Officer, Sharon Pletchan, as Alternate Agency Open Records Officer. Currently, several Right-to-Know Requests for zoning and/or land development documents have been submitted to the Township and both Secretary/Treasurer Ritter and Zoning Officer Pletchan are responding to the same Right-to-Know Requests. Due to current staff vacancies, Secretary/Treasurer Ritter requested Zoning Officer Pletchan be appointed as an Alternate Agency Open Records Officer until December 31, 2022 to respond only to zoning

and/or land development requests, so both staff members do not have to respond to the requests, which she believed would be a more efficient use of the staff's time. Secretary/Treasurer Ritter will respond to all Right-to-Know Requests not related to zoning or land development.

ACTION: Supervisor Moore made a motion, second by Supervisor Fairchild, to appoint Zoning Officer Sharon Pletchan as the Alternate Agency Open Records Officer until December 31, 2022. Motion passed: vote 5-0.

k. 2023 Slate Belt Regional Police Department Budget; The 2023 Municipal Cost Allocation Calculation for Plainfield Township is \$1,313,965.81. Supervisor Mellert discussed the proposed 2023 Budget. This amount is an increase compared to the 2022 rate.

ACTION: Chairman Borger made a motion, second by Supervisor Levits, to approve the 2023 Municipal Cost Allocation in the amount of \$1,313,965.81 for the Slate Belt Regional Police Services. Motion passed: vote 5-0.

PREVIOUS BUSINESS

a. Northern Tier Trail Connections Presentation. The following representatives were in attendance for the presentation: Bryan Cope, Superintendent for Parks and Recreation at Northampton County, Robert Thomas, from Campbell, Thomas and Company, Kent Baird, Andrew Hamilton, and Waste Management Representatives Joe Statile, and Adrienne Fors. The purpose of the presentation was to gain support for the proposed Northern Tier Trail Connections.

The Board of Supervisors were presented with a copy of a map of the area, dated October 17, 2022, which is being considered for the Northern Tier trail, along with the minutes from the August 26, 2022 trail walk/meeting, which Supervisors Moore and Mellert attended. Supervisor Moore indicated he received the map on Monday, October 24, 2022. Both Supervisor Moore and Mr. Baird explained the information on the maps, which indicated the proposed trail being developed would go from Wind Gap to connect with the current Plainfield Township Trail near the Buss Street connection. An alternate connection was shown on the map as going off the Plainfield Trail through the Waste Management/GCS property, through the Grand Central Woods, then out to the Route 512 corridor. An extension along Route 512 past Techo Block and then into Pen Argyl by the way of Parsons Street was also shown on the map.

The Conclusion/Recommendation listed in the August 26, 2022 minutes stated the following: "Because the Wind Gap to Buss Street Tailhead segment has the most near term DCNR grant opportunity, it is suggested the group move on this immediately."

Supervisor Mellert questioned how the change from the 1997 Trail Easement Agreement between Plainfield Township and GCS/Waste Management would be handled legally if another trail diversion is developed and the Buss Street link is discontinued. The proposed new trail link is on Waste Management/GCS property. The questions (legal) will need to be answered. Questions regarding maintenance issues and what parties will be responsible to

fund trail maintenance will also need to be addressed. Mr. Statile stated the current easement between Waste Management (GCS) and Plainfield Township states Waste Management would need to return the property outlined in the easement to its original condition.

ACTION: Supervisor Moore made a motion, second by Chairman Borger, to approve the conceptual plan recommendation from Campbell Thomas and Company to support the Wind Gap to Buss Street Tailhead segment of the trail, to connect the three municipalities, subject to all necessary other approvals, including legal review, property easements, resolution of legal and/or maintenance agreements and/or requirements, between the Township and County and the Township and Waste Management to be drawn for trail connections. Motion passed: vote 5-0.

b. Discussion: Draft Warehouse Ordinance.

- i. The definitions have been updated. An email dated June 27, 2022 stated the definitions were updated.
- ii. The draft Ordinance will need to be reviewed along with the setback information that Tom Petrucci provided in June of 2022.

ACTION: Supervisor Levits made a motion, second by Chairman Borger, to table the Draft Warehouse Ordinance. Motion passed: vote 5-0.

c. Consideration of Approval: Alternate for Slate Belt Regional Police Commission.

- i. Permanent Replacement for Steve Hurni. It was noted that it would not be a permanent replacement. The term will expire on January 01, 2023. The position will be listed on the January 2023 Reorganization agenda. Supervisor Fairchild volunteered to serve as the Alternate, until December 31, 2022.

ACTION: Supervisor Mellert made a motion, second by Chairman Borger, to appoint Supervisor Fairchild to the Alternate position for the Slate Belt Regional Police Commission, until December 31, 2022. Motion passed: vote 5-0.

d. Update: Terms Expiring January 01, 2023.

- i. Environmental Advisory Council (EAC).
- ii. Zoning Hearing Board. Jeff Worthington is interested in re-appointment to the Board.
- iii. Recreation Board. Bob Cornman is interested in re-appointment to the Board.

Supervisor Moore stated he would like all persons that are interested in serving on the boards to be interviewed by the Board of Supervisors.

ACTION: Supervisor Mellert made a motion, second by Supervisor Moore, to advertise for the open positions on the EAC, Planning Commission, and Zoning Hearing Board. Motion passed: vote 5-0.

e. Discussion on Use of American Rescue Plan Act (ARPA) Funds. Supervisor Mellert recalled at the last BOS meeting, the Supervisors discussed planning a meeting to discuss the matter. Chairman Borger requested information on what the ARPA funds could be used for and what restrictions would be imposed; Supervisor Mellert will provide the information.

ACTION: Chairman Borger made a motion, second by Supervisor Levits, to table use of the American Rescue Plan Act Funds until more information is received. Motion passed: vote 5-0.

It was noted that this item (e) and item f below should be discussed together, as they are relevant to each other.

f. Consideration of Approval: Feasibility Study – Additions to Township Building (Follow-Up to Discussion on Use of American Rescue Plan Act Funds). It was recalled that at past meetings, the Supervisors discussed possible renovations to the existing Township Municipal Building. Supervisor Moore asked if the funds could be used on Engler Road. The Board will take a tour of the municipal building and facilities.

ACTION: Supervisor Levits made a motion, second by Chairman Borger, to table consideration of the Feasibility Study until more information is received. Motion passed: vote 5-0.

g. Sale of 2013 Ford Explorer Police Vehicle – UPDATE. The Explorer was used in the past by the Plainfield Township Police Department, then by the Slate Belt Regional Police Department. The SBRPD discontinued use of the 2013 Ford Explorer. The vehicle is currently listed online for bid (sale) until next week.

CITIZEN'S AGENDA/NON-AGENDA

Nolan Kemmerer questioned if the Township Manager position was advertised yet. Chairman Glenn Borger noted it would be addressed at an upcoming meeting.

Supervisor Levits expressed concern regarding the amount of review information for the CRG Warehouse project that the Planning Commission needs to read in order to determine what needs to be completed for the submission. He noted the former Township Manager would compile a master letter with the conditions and comments, which helped the Planning Commission. The information to go over is from Ott Consulting Engineer Jeff Ott, Zoning Officer Sharon Pletchan, Hanover Engineering Jason Smith, Peter Terry, etc. He questioned who, if anyone, would be compiling a master list in the future. Supervisor Mellert noted the Township used to have the Township Engineer, Attorney, and Planning Commission Secretary at most of the meetings. She then commented that the Township Engineer and Solicitor should know what items are outstanding for a project and they should have a list of what needs to be done. Supervisor Levits noted this is a larger project with warehouses, the applicant appeared to be in charge, and continued to go over information that was presented at prior meetings.

Nolan Kemmerer questioned if CRG could dedicate roads to Plainfield Township. Supervisor Levits stated they can request it, but the Township could deny it. Supervisor Moore stated a waiver and requirements would apply to a road dedication.

Supervisor Mellert requested a short Executive Session after the meeting is adjourned for personnel issues.

ADJOURNMENT

ACTION: Supervisor Moore made a motion, second by Supervisor Fairchild, to adjourn the meeting at 8:52 p.m. Motion passed: vote 5-0.

Respectfully Submitted,

/s/ *Selma Ritter*

Selma Ritter
Township Secretary/Treasurer
Plainfield Township