

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS
MEETING SEPTEMBER 29, 2022**

The first regular meeting of the Plainfield Township Board of Supervisors (“BOS”) was held on Thursday, September 29, 2022 at the Plainfield Township Municipal Building, located at 6292 Sullivan Trail, Nazareth, PA 18064. The meeting public notice was duly advertised in the January 4, 2022 issue of the *Express-Times* newspaper.

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, Supervisor Jane Mellert, and Supervisor Donald Moore. Supervisor Randy Heard and Vice-Chairman Stephen Hurni were excused from attending the meeting.

Also present were Engineer Jeff Ott (7:00 p.m.–7:32 p.m.), Zoning Officer Sharon Pletchan and Secretary/Treasurer Selma Ritter.

CURRENT BUSINESS:

a. Consideration of Approval: August 10, 2022 Regular Meeting Minutes (DRAFT). Tabled at the 09/14/2022 BOS meeting. At the September 14, 2022 BOS meeting, two typographical errors were noted in the draft minutes and a motion was made to table the minutes and request the corrections. The corrections have been made.

ACTION: Motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve the August 10, 2022 Regular Meeting Minutes.

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

b. Consideration of Approval: September 14, 2022 Regular Meeting Minutes (DRAFT) Tabled; will be provided at 10/12/2022 BOS meeting.

c. Consideration of Approval: Proposed Special Meeting Dates for 2023 Budget. The proposed dates to review and discuss the draft 2023 Budget were Wednesday, October 12, 2022, Thursday, October 27, 2022 and Wednesday, November 09, 2022. It was noted all three meetings would be held from 6:00 p.m. to 7:00 p.m., which is one hour prior to the regularly scheduled BOS meetings.

ACTION: Motion was made by Supervisor Mellert and seconded by Supervisor Moore to accept the proposed dates and advertise them.

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

d. Consideration of Approval: Estimates for Consultant Review of Draft Comprehensive Plan (the “Comp Plan”), which is also referred to as Plan Slate Belt. Supervisor Moore provided an update on the draft multi-municipal Comp Plan, which included conversations with other agencies who are also working with the Comp Plan, possibly hiring a consultant to review the Comp Plan and obtaining an estimate for the cost of a consultant review. It was noted the Comp Plan was last updated in 2004. Pen Argyl Borough and Wind Gap Borough are other municipalities included in the multi-municipal Comp Plan.

Senior Project Manager Judith Stern Goldstein, from Gilmore & Associates, Inc. provided an estimate of approximately \$2,000.00 to perform a subjective review of the draft Comp Plan, including one kick-off meeting at the Plainfield Township Municipal Building and preparation of a memo outlining their findings.

Supervisor Moore stated he believes strongly that Project Manager Goldstein has the most experience with comp plans and it would be a benefit to obtain a non-bias opinion to provide their input.

ACTION: Motion was made by Supervisor Moore and seconded by Chairman Borger to Gilmore & Associates for \$2,000.00 to review the Comp Plan.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public.

Justin Huratiak commented he believes it is important to have a third party non-bias review done.

Motion approved. Vote- 3-0.

e. Consideration of Approval: Advertisement for a Road Department Positions:

i. Part-Time Seasonal Snow Plow Operator. The rate for this position was set at the BOS reorganization meeting in the beginning of 2022.

ii. Full-Time Permanent Laborer (Re-Advertisement). It was noted the position was previously advertised, which resulted in possible candidates, but they accepted positions elsewhere.

ACTION: Motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve hiring a Part-Time Seasonal Snow Plow Operator and to advertise the position, and to approve re-advertising the Full-Time Permanent Laborer position.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body

or the public. Motion approved. Vote- 3-0.

f. Consideration of Approval: Planning Commission, September 19, 2022, Recommendation for Huratiak Homes, LLC Land Development Waiver Request. As their September 19, 2022 Planning Commission meeting, the commissioners unanimously recommended the BOS approve the Huratiak Homes, LLC land development waiver request with the conditions that (1) the land development procedures do not apply to the grading work on parcel E9-10-10-0626; (2) the Township BOS contact Pen Argyl and request them to perform a detailed review of the municipal boundaries on the land development plan to ensure the municipal boundaries are accurate; and (3) the Township BOS recommend to Pen Argyl that an easement for emergency access be proposed in lieu of a public road connection to Horizon Drive.

Justin Huratiak, from Huratiak Homes LLC, was in attendance this evening and stated he is seeking an interpretation for the project and the Horizon Drive expansion has been removed from the plan. He also stated no grading work is required at this time; however, if grading is required in the future, they would need zoning approval.

Engineer Ott stated the plan does not show any development would occur in Plainfield Township, only in Pen Argyl Borough, and he believes the map(s) that was used to determine the boundary line is accurate.

Motion was made by Chairman Borger and seconded by Supervisor Mellert to approve the Township Planning Commission's recommendation, contingent upon the three conditions being met.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public.

Millie Bean stated she attended the last Planning Commission meeting and expressed reservations for Emergency Management Services not being able to get through on Horizon Drive. Supervisor Moore recalled the plan shows two access points into the development; and an easement would be needed if an additional access point would be needed in the future.

Developer Huratiak requested a timeframe, for Pen Argyl Borough to respond to Plainfield Township, be included in tonight's motion to avoid any potential issues in the future. Engineer Ott recommended an amendment to the motion to include giving Pen Argyl until October 30, 2022 to respond to the Township's request regarding the boundary line. The Supervisors then amended the motion to include the deadline of October 30, 2022.

ACTION: Motion was made by Chairman Borger and seconded by Supervisor Mellert to approve the Township Planning Commission's recommendation, contingent upon the three conditions being met and to include a deadline of October 30, 2022 for Pen Argyl to respond to Plainfield Township's boundary line request. Motion approved. Vote- 3-0.

g. Consideration of Approval of Adoption: Ordinance No. 416 - An Ordinance to Repeal Ordinance No. 289 (Bushkill Creek, Martins/Jacoby Creek Delaware River Sub-Basin 1 Watersheds Action 167 – Stormwater Management Ordinance”) and Adopting the Updated DEP Mandated Act 167 Stormwater Management Ordinance.

ACTION: Motion was made by Chairman Borger and seconded by Supervisor Moore to adopt Ordinance No. 416 to Repeal Ordinance No. 289.

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

h. Consideration of Approval: Sewer Module Exemption for 602 Sandt Road Subdivision Plan, per Sewer Enforcement Officer (SEO), Subject to PA Department of Environmental Protection’s (DEP) Final Approval.

ACTION: Motion was made by Supervisor Mellert and seconded by Chairman Borger to approve the Sewer Module Exemption for 602 Sandt Road Subdivision Plan, subject to PA Department of Environmental Protection’s final approval, and to approve Engineer Ott signing the same.

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

i. Consideration of Approval: Staffing Service Contract for Temporary Administrative Assistant. Supervisor Mellert discussed the contract details, including their hours, hourly rates and benefits, which three (3) agencies provided to her (1) Job Connections Services; (2) Robert Half Talent Solutions; and (3) Manpower Staffing Services. Supervisor Mellert recommended the Township contract with Job Connections Services (“JCS”) because they were the most prompt in responding to her and in her opinion they provide the better contract details, which included JCS providing the drug testing, the employee hourly rate would be between \$17.00 and \$20.00 (plus 40% to cover employee benefits, wages and JCS fee), and the Township could permanently hire the temporary employee after 3-months.

ACTION: Motion was made by Supervisor Moore and seconded by Supervisor Mellert to approve contracting with Job Connections Services for a temporary Administrative Assistant.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public.

Nolan Kemmerer expressed concern for the temporary employee only staying with the Township a short time then moving on to a permanent position elsewhere and the Township possibly going through several temporary employees, which could become expensive. It was noted that the Township had previously advertised for a permanent employee on indeed.com, but it did not yield any suitable candidates, and the office needs help right away. The Township will continue to seek a permanent employee for the position through avenues other than the

temporary staffing service.

Motion approved. Vote- 3-0.

j. Consideration of Approval: Resignation of Steve Hurni from Board of Supervisors. Supervisor Hurni's resignation was effective immediately.

ACTION: Motion was made by Supervisor Mellert and seconded by Chairman Borger to accept the resignation of Supervisor Hurni, with regret.

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

Supervisor Mellert noted Steve Hurni served in many capacities for the Township and he was extremely dedicated to the residents and Township. The Supervisors expressed their appreciation for his service.

k. Consideration of Approval: Delegators for Plan Slate Belt.

- i. Permanent Replacement for Previous Township Manager, Thomas Petrucci.
- ii. Permanent Replacement for Steve Hurni.

It was noted Supervisors Mellert and Moore have been attending the meetings. The Supervisors then unanimously agreed that since Supervisors Mellert and Moore have been attending the meetings, they would be the best candidates to fill the vacancies.

ACTION: Motion was made by Chairman Borger and seconded by Supervisor Moore to appoint Supervisors Mellert and Moore as Delegators for Plan Slate Belt to replace Stephen Hurni and Thomas Petrucci.

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

l. Consideration of Approval: Advertisement of Special Meeting to Interview Board of Supervisor Applicants to Fill Board Vacancies. It was noted the two vacancies are open due to the resignations of Stephen Hurni and Randy Heard. Two special meeting dates were proposed:

- i. Wednesday, October 05, 2022 for the purpose of interviewing the applications; and
- ii. Friday, October 07, 2022 for the purpose of the Supervisors to consider two candidates to fill the two vacancies.

ACTION: Motion was made by Supervisor Mellert and seconded by Chairman Borger to approve the advertisement of the October 05 and 07, 2022 special meetings.

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

An invitation will be extended to Matthew Glennon, who serves on the Vacancy Board, to attend the special meetings.

m. Discussion: Terms Expiring January 01, 2023. Current Board Members with expiring terms will be contacted to enquire if they would like to continue serving in their position, plus all of the expiring positions will be posted for the public to submit a letter of interest to be considered to serve the community in the requested capacity.

n. Approval: Distribution of Volunteer Relief Association Funds to Plainfield Township Fire Company Volunteer Relief Association: \$47,680.91. This distribution is a “pass through” distribution; the Township receives the funds from the Pennsylvania Auditor, then the Township must distribute the funds to the Volunteer Fire Relief Association within 60-days after the Township receives the funds.

ACTION: Motion was made by Supervisor Mellert and seconded by Chairman Borger to approve the disbursement of funds to Plainfield Township Fire Company Volunteer Relief Association in the amount of \$47,680.91.

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

PREVIOUS BUSINESS

a. Consideration of Approval: Real Estate Tax Refund for 695 Rasleytown Road (\$452.18); Tabled at 09/14/2022 Meeting. The paperwork that was provided at the September 14, 2022 meeting was illegible. Secretary Ritter contacted the Township’s Tax Collector, Susan Lieberman, and asked her to resubmit legible paperwork and to complete a new form that Secretary Ritter drafted for refunds. The Tax Collector complied with the requests. It was noted the new form will be used for future refunds, to make the refund process simpler and the refund amount clear.

ACTION: Motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve the Real Estate Tax Refund for 695 Rasleytown Road, in the amount of \$452.18.

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

b. Consideration of Approval: Discussion on Use of American Rescue Plan Act (ARPA) Funds.

c. Consideration of Approval: Feasibility Study – Additions to Township Building (Follow-Up to Discussion on Use of American Rescue Plan Act Funds). Supervisor Mellert provided a brief history on the matter.

ACTION: Motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve table both items, b and c, above until after the two new Supervisors are appointed to the Board.

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

d. Consideration of Approval of Contract: Stormwater Materials Bids Due on August 26, 2022 – UPDATE: no bids were received.

ACTION: Motion was made by Chairman Borger and second by Supervisor Mellert to re-bid the Stormwater Materials.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public.

Resident, Nolan Kemmerer asked for clarification on what the stormwater materials are for. Chairman Borger commented a contractor stated he could not bid in because he was uncertain if concrete materials would be available for him to purchase to complete the stormwater work. He noted this matter had been bid twice in the past, on June 02, 2022 and August 26, 2022, and both times no bids were received.

Motion approved. Vote- 3-0.

CITIZEN’S AGENDA/NON-AGENDA (There is a 5-minute time limit for speakers. Please state your name prior to addressing the Board of Supervisors)*:

*In addition to direct public participation during the meeting, written comments concerning any listed agenda items may be submitted to the Township Secretary by way of an email to treasurer@plainfieldtownship.org or via U.S. Mail C/O Township Secretary, Plainfield Township, 6292 Sullivan Trail, Nazareth, PA 18064.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, a motion was made by

Supervisor Moore and second by Chairman Borger to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 07:52 P.M.

Respectfully submitted,

/s/ Selma Ritter

Selma Ritter
Township Secretary/Treasurer
Plainfield Township
Board of Supervisors