

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
March 14, 2018**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, March 14th, 2018 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Randy Heard, called the meeting to order at 7:01 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Randy Heard, Vice Chairman, Glenn Borger, Stephen Hurni, Joyce Lambert, and Jane Mellert.

Also present were Solicitor, David Backenstoe, Esq., Treasurer, Katelyn Kopach, Township Engineer, Michael Kukles, Township Manager, Thomas Petrucci, and Administrative Assistant, Paige Gerstenberg.

I. SECRETARY–THOMAS PETRUCCI:

1. Executive Session Announcement:

There was an executive session held from 1:00 P.M. to 2:35 P.M. regarding possible litigation.

2. Appointment and Swearing in of Special Fire Policeman Richard Johnson – Chairman, Board of Supervisors:

Mr. Richard Johnson was not in attendance at this meeting. This matter was tabled for the next upcoming meeting.

3. Approval of the February 14, 2018 Regular Board of Supervisors Meeting Minutes:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the February 14, 2018 Regular Board of Supervisors Meeting Minutes. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0-1 with Stephen Hurni abstaining.

4. Approval of February 22, 2018 Workshop Board of Supervisors Meeting Minutes:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the February 22, 2018 Workshop Board of Supervisors Meeting Minutes. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0-1 with Joyce Lambert abstaining.

5. Northampton County Department of Drug and Alcohol Brief Presentation:

Representative, Phillip Chaney, from Northampton County Human Services gave a brief presentation to the Board of Supervisors regarding local agencies and local programs that are being offered to the community for individuals who struggle with drug abuse. Mr. Chaney is an Outreach Coordinator and his focus is to reach out to communities about services that are available by Northampton County. Mr. Chaney also noted that he himself is 18 years into recovery and wants to help anyone that he can to beat the disease.

The past few years concerning the opioid epidemic has been impacting families dramatically. Mr. Chaney added that he can be contacted 24 hours a day and 7 days a week. Mr. Chaney also noted that when it comes to individuals who want help, they need help immediately. Mr. Chaney works with police, doctors, pharmacists, 12-step fellowships, and physical therapists. Funding for these programs are readily available.

6. Consideration of Recreation Board Appointment Request:

In consideration of Mr. Roy Bellis to the Recreation Board, Township Manager, Tom Petrucci noted that Mr. Bellis has been a coach and an umpire for approximately 15 years. Mr. Petrucci recommended to the Board of Supervisors to appoint Mr. Roy Bellis as a member of the Plainfield Township Recreation Board.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to appoint Mr. Roy Bellis onto the Plainfield Township Recreation Board to a term expiring January 1, 2020. 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 Jane Mellert abstaining.

7. Main Office Furniture Options- Paige Gerstenberg, Administrative Assistant:

Township Administrative Assistant, Paige Gerstenberg, gathered three quotes for new Township furniture. As previously discussed, three quotes were received which included Tanner Furniture, Offix Systems, and Corporate Environments. The lowest quote came in

at \$3,735.27 from Offix Systems for the desks, filing cabinets, and the cork board. Supervisor, Jane Mellert, requested that the Township employees go to view the prospective furniture in person to ensure that the quality is up to par before any purchases are made. Township Manager, Tom Petrucci, and Administrative Assistant, Paige Gerstenberg, went to view the furniture at a local tire retailer. The furniture was installed at that location around five years ago and was in great condition.

Considering the low pricing from Offix Systems through COSTARS, there were additional line items added onto the quote which included new chairs for all of the employees and additional tables/desks. With the additional line items, the quote came to \$7,473.48. This expenditure was below the \$7,500.00 budget.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the purchase of new office furniture through Offix Systems in the amount of \$7,473.48 as presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

8. Letter of Support Request- 2017/2018 Justice Assistance Grant to Purchase Automated License Plate Readers (Slate Belt Regional Police Department and Bushkill Township):

Slate Belt Regional Police Chief, David Mettin, requested that the Plainfield Township Board of Supervisors send a letter of support to the Pennsylvania Commission on Crime and Delinquency for the purchase of Automated License Plate Readers for the Slate Belt Regional Police Department and the Bushkill Township Police Department. The readers would assist the officers tremendously and would be placed on the police cruisers. It was noted that Pennsylvania State Police has already been installing the devices on the cruisers. The Bushkill Township Police Department will serve as the lead agency for the grant application.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to send a letter of support to the Pennsylvania Commission on Crime and Delinquency for the purchase of Automated License Plate Readers for 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. Motion approved. Vote 5-0.

9. John W. Kostenbader & Pipeline Petroleum- Preliminary/Final Major Subdivision Conditional Approval Extension of Time expires on March 30, 2018- Extension to April 30, 2018 (If Necessary) :

Another extension for John W. Kostenbader & Pipeline Petroleum was requested regarding the Preliminary/Final Major Subdivision Conditional Approval. The Township has received a letter from the Wind Gap Municipal Authority which articulated that the Authority has a tentative agreement with John W. Kostenbader to provide sewage services. In order for the Township to take necessary precautions, Township Manager, Tom Petrucci, recommended to the Board of Supervisors to award an Extension of Time until April 30, 2018. The plans will be recorded prior to the Authority executing the agreement with Mr. Kostenbader.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the Extension of Time request for John W. Kostenbader & Pipeline Petroleum in regards to the Preliminary/Final Major Subdivision Conditional Approval. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

10. Synagro Submission Notification- Filed for Permits:

Township Manager, Tom Petrucci, notified the Board of Supervisors that Synagro has filed multiple applications for PA DEP permits.

Copies of the submitted permit applications were also sent to the Township. Mr. Petrucci noted that the Township has 30 days to comment on the submitted permit applications. An additional public comment period will be available following formal submission of the plans to PA DEP in accordance with PA DEP regulations.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to authorize the Township Solicitor, Township Manager, and the Township's Environmental Legal Counsel to respond to the submitted applications for permits by Grand Central Sanitary Landfill, Inc. *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 Stephen Hurni abstaining.

II. **TREASURER – KATELYN KOPACH:**

1. Approval of the February, 2018 General Fund Disbursements (\$221,868.13):

ACTION: Motion was made by Joyce Lambert and seconded by Glenn Borger to approve the February, 2018 General Fund Disbursements in the amount of \$221,868.13. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Approval of the February, 2018 Treasurer's Report:

ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to approve the February, 2018 Treasurer's Report. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. 1st Quarter Fire Company Payment - \$6,250.00:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the 1st quarter fire company payment in the amount of \$6,250.00 as presented conditioned upon receiving the requested financial reports. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

4. 1st Quarter EMC Payment - \$600.00:

ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to approve the 1st quarter Emergency Management Coordinator payment in the amount of \$600.00, as presented. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

5. 1st Quarter Non-Uniform Defined Benefit Pension MMO Contribution - \$4,575.75:

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the 1st quarter Non-Uniformed Defined Benefit Pension MMO payment in the amount of \$4,575.75 as presented. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

6. Resolution #2018-12; Environmental CD- \$200,571.75 (12 Month Step Up- 1.2%):

This resolution will be for the Environmental CD in the amount of \$200,571.75 with ESSA Bank as a 12-month step-up at 1.2%.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to approve Resolution #2018-12 for the Environmental CD in the amount of \$200,571.75. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

7. 2015-2016 Municipal Real Estate- Tax Exoneration:

Township Manager, Tom Petrucci, recommended to the Board of Supervisors to exonerate the 2015-2016 Municipal Real Estate taxes for Tax Parcel ID # H8 4 3-T5 0626 due to the fact that the property was deleted because of catastrophic loss with an

effective date of June 1, 2016. The tax and penalty amounts to be exonerated are as follows:

Year	Tax	Penalty
2015	26.00	2.60
2016	15.19	1.52

ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to exonerate the 2015-2016 Municipal Real Estate taxes for Tax Parcel ID # H8 4 3-T5 0626. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

III. TOWNSHIP ENGINEER – MICHAEL KUKLES:

1. Professional Services Agreement Addendum Request- Grand Central Road Bridge Replacement- Ott Consulting, Inc.:

A Professional Services Agreement Addendum request was made by Ott Consulting, Inc. for the Grand Central Road Bridge. There were many issues that Ott Consulting ran into regarding the project. Being that there were more issues than originally anticipated, there were also additional phases that were involved which resulted in additional costs to the project. Township Engineer, Mike Kukles, noted that the design of the bridge, topography of the road, and the dramatic curve in the road created much difficulty. Mr. Kukles added that the modeling itself was much more complicated than expected due to the stream morphology. In the period of time since 2015, the project was revised from a direct replacement to adding additional lane width for bike/pedestrian access.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to approve the Addendum of the Basic Contract Request #1 dated February 16, 2018 to the current Grand Central Road Bridge Replacement Professional Services Agreement with Ott Consulting, Inc. in the amount of \$36,411.00. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Chairman, Randy Heard, added that he is concerned that the overall price of the project was much higher than the estimated cost. Mr. Heard also noted that if there were to be a few instances of this issue each year, it can turn into a major issue with the Budget and the Township's funds.

IV. TOWNSHIP MANAGER – THOMAS PETRUCCI

1. Public Hearing: Ordinance No. 387- Subdivision and Land Development Ordinance (SALDO) Amendment to § 22-302 (2) (Sketch Plans) and § 22-502 (4) (B) (Notice to Property Owners):

This amendment will change § 22-302 (2) by eliminating the requirement of sketch plan submissions for all major subdivisions. The amendment will also change § 22-502 (4) (B) which currently provides for notification to adjoining property owners within 200 feet of the proposed improvement. The change to § 22-502 (4) (B) will account for all property owners within 200 feet of the property line instead of the proposed improved location. This change will then be consistent with the Plainfield Township Zoning Ordinance.

2. Consideration of Adoption: Subdivision and Land Development Ordinance (SALDO) Amendment to § 22-302 (2) (Sketch Plans) and § 22-502 (4) (B) (Notice to Property Owners):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to adopt Subdivision and Land Development Ordinance (SALDO) Amendment to § 22-302 (2) (Sketch Plans) and § 22-502 (4) (B) (Notice to Property Owners). *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.* Supervisor, Joyce Lambert, was not in the room at the time of the vote.

3. Public Hearing: Pollutant Reduction Plan (MS4)- Public Notification and Acceptance of Public Comments:

Plainfield Township's Pollutant Reduction Plan in relation to the MS4 permit renewal cycle which has been constructed and discussed with Township Engineer, Mike Kukles. The plan is also compliant with all MS4 Permit requirements. The MS4 Pollutant Reduction Plan will be adopted by Township Engineer and forwarded to the Department of Environmental Protection (DEP). The public hearing was then concluded.

Township Manager, Tom Petrucci, recommended to the Board of Supervisors to adopt the Plainfield Township Pollutant Reduction Plan for the MS4 Permit.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the Pollutant Reduction Plan as presented and forward the Plan to the DEP. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

4. Report on Price Difference between 1.5" 9.5mm Wearing Course Overlay vs. Ultra-Thin Bonded Wearing Course:

Road Name	Total Length of Road (FT)	Width of Road (FT)	Square Yards (SY)	9.5 mm Wearing Course Overlay (Tons)	Ultra-Thin Bonded Wearing Course (SY)	Ultra-Thin Bonded Wearing Course (Converted to Tons)	Estimated Cost To Repair (\$)- 1.5" Wearing Course Overlay (Tons)	Estimated Cost To Repair (\$)- UTBWC (SY)	Estimated Cost To Repair per Ton (\$) - 1.5" Wearing	Estimated Cost To Repair per Ton (\$) - UTBWC (SY)	Cost per Ton Price Difference (%)
				1.5"	~.46" to .67"	~.46" to .67"					
				\$75.00 per Ton	\$6.50 per SY						
Abbey Road	1,450	32	5155.56	464.00	5155.56	206.22	\$34,800.00	\$33,511.11	\$75.00	\$162.50	117%
Briar Road	2,415	30	8050.00	724.50	8050.00	322.00	\$54,337.50	\$52,325.00	\$75.00	\$162.50	117%
Green Lane	1,155	30	3850.00	346.50	3850.00	154.00	\$25,987.50	\$25,025.00	\$75.00	\$162.50	117%
Plainfield Drive	1,832	30	6106.67	549.60	6106.67	244.27	\$41,220.00	\$39,693.33	\$75.00	\$162.50	117%
Totals			23162.22	2084.60		926.49	\$156,345.00	\$150,554.44			

Township Manager, Tom Petrucci, provided the above referenced chart which articulated the price differences between the 1.5" 9.5mm Wearing Course Overlay and the Ultra-Thin Bonded Wearing Course. Based on Mr. Petrucci's findings, he does not recommend the purchase of Ultra-Thin Bonded Wearing Course. This matter will be addressed at a later date.

5. 2018 Road Paving Program: Approval to Advertise MS-944 Specifications (Jones Hill Road, Browntown Road, Books Hill Road, Gall Road):

Township Manager, Tom Petrucci, stated that Gall Road had Full-Depth Reclamation as well as a 3" 19mm base course applied to the roadway approximately two years ago. There needs to be an overlay placed on Jones Hill Road, Browntown Road, Books Hill Road, and Gall Road within the Township. Mr. Petrucci recommended to the Board of Supervisors to do an overlay on the referenced Township roads. Doing so will not require touch-ups on the roads for an extended period of time. A double chip seal would not provide enough protection for the same period of time as the overlay. In reference to Gall Road, it is now necessary to seal in the roadway surface with the overlay due to the fact that the 19mm base course has a wider surface area to allow water to seep in.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to advertise MS-944 Specifications which include Jones Hill Road, Browntown Road, Books Hill Road, and Gall Road for an overlay project. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

6. Paige Gerstenberg- Administrative Assistant Probationary Period Ends April 1, 2018:

Township Manager, Tom Petrucci stated that Administrative Assistant, Paige Gerstenberg, is nearing the end of her probationary period which is set to end on April 1st, 2018. Mr. Petrucci recommended that the Board of Supervisors take action to end the probationary period of Paige Gerstenberg and to increase her hourly wage rate from

\$15.00 an hour to \$16.00 an hour, with an effective date of April 1, 2018. It was noted that Paige is doing an excellent job.

ACTION: Motion was made by Jane Mellert, and seconded by Joyce Lambert to end the probationary period of Administrative Assistant Paige Gerstenberg and to increase her hourly wage rate from \$15.00 an hour to \$16.00 an hour, with an effective date of April 1, 2018. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

7. Consideration of Bids Received: 2018 Materials Bid (Stone and Bituminous Asphalt Materials)- Letting on 3/12/2018:

Township Manager, Tom Petrucci, stated that the Township received bids from two potential suppliers for the 2018 Stone and Materials bids. The bids were received from Hanson Aggregates and Highway Materials, Inc. on the 9.5 millimeter materials. The bid tabulation chart below illustrates the bids received from Hanson Aggregates and Highway Materials for the Bituminous Materials.

Bid Tabulation: 2018 Plainfield Township Bituminous Asphalt Bids							
Date/Time Bids Read Aloud: 3/12/2018 at 2:05 PM							
Item Number	Description	Remarks and/or Delivery Dates	Approximate Quantity	Hanson Aggregates Pennsylvania LLC Unit Price Freight-on-Board (FOB)	Hanson Aggregates Pennsylvania LLC FOB Total	Highway Materials, Inc. Unit Price Freight-on-Board (FOB)	Highway Materials, Inc. FOB Total
1	Cold Patch-P486-Superpave	MORE OR LESS	250	NO BID	NO BID	NO BID	NO BID
2	Superpave 9.5mm, PG 64-22, Wearing Course, 0.0 to 0.3 million ESAL's, SRL-L	MORE OR LESS	500	\$55.15	\$27,575.00	\$55.15	\$27,575.00
3	Superpave 9.5mm, PG 64-22, Wearing Course, Any ESAL, Any SRL	MORE OR LESS	500	\$55.15	\$27,575.00	\$55.15	\$27,575.00
4	Superpave 25.00mm, PG-64-22, Binder Course, Any ESAL, Any SRL	MORE OR LESS	500	\$47.40	\$23,700.00	\$44.50	\$22,250.00
5	Superpave 19.00mm, PG-64-22, Binder Course, Any ESAL, Any SRL	MORE OR LESS	500	\$49.65	\$24,825.00	\$47.95	\$23,975.00
6	Superpave 9.5mm, PG 64-22, Wearing Course, 0.3 to 3.0 million ESAL's, SRL-L	MORE OR LESS	500	\$55.15	\$27,575.00	\$55.15	\$27,575.00
					\$131,250.00		\$128,950.00
Supplemental Required Items							
Bid Bond- 10%- Y/N							
Executive Summary							
1). Both bidders did not bid on Item #1 (Bid required that bidders bid on all items)							
2). Both bidders provided the same Unit Price FOB for Item #'s 2, 3, and 6							
3). Highway Materials, Inc. is the apparent lower bidder for Item #'s 4 and 5							

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to award the Bituminous Asphalt bid to Highway Materials, Inc. for items 5 and 6 only. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Additionally, Hanson Aggregates Pennsylvania, LLC. were the only bidders for the stone materials. Township Manager, Tom Petrucci, recommended to the Board to only award

the line items that were lower in price than what the Township currently pays for certain materials. Some of the other prices they came in at was more than what the Township currently pays.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to award the Stone Materials bid to Hanson Aggregates Pennsylvania, LLC. for line items 1, 2, and 7 at the delivery to jobsite Freight-on-Board (FOB) pricing. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

8. Planning Commission Recommendation: Review of §27-305 (9) of the Code of Ordinances of Plainfield Township (Conservation Developments in Farm and Forest District):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to authorize the Township Solicitor, David Backenstoe, and Township Manager, Tom Petrucci, to review §27-305 (9) of the Plainfield Township Code of Ordinances and to authorize the Plainfield Township Environmental Advisory Council (EAC) to undertake a review prior to Solicitor Backenstoe and Township Manager Petrucci forwarding a final draft to the Planning Commission and Board of Supervisors. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

9. Resolution #2018-13: A RESOLUTION OF THE TOWNSHIP OF PLAINFIELD REQUESTING THAT THE NORTHAMPTON COUNTY COUNCIL AND COUNTY EXECUTIVE CONSIDER CONTRIBUTING \$500,000.00 ANNUALLY IN SUPPORT OF THE REGIONAL INFORMATION INVESTIGATION CENTER:

Slate Belt Regional Police Department Chief, David Mettin, requested this letter of support from the Board of Supervisors. Lehigh County has a system which is called the Regional Intelligence and Investigative Center. These centers allow the police officers to analyze crime data more efficiently. Northampton County does not currently fund this operation. Slate Belt Regional Police and other Northampton County municipalities would be requesting \$500,000.00 in funding for the system to be provided by Northampton County.

Supervisor, Jane Mellert, had many reservations about finances and the budget for this center. Mrs. Mellert does not believe there is enough information provided in order to make a decision at this time. Township Manager, Tom Petrucci, will look into the matter further and will provide the Board of Supervisors with additional information, including the number of employees at the Center.

10. Approval to Advertise- Creation of Operating Reserve Fund (Defined by Second Class Township Code)- DRAFT Ordinance:

Following the last workshop meeting discussion, the Board had expressed an interest in creating an Operating Reserve Fund in order to be in alignment with the Second Class Township Code. Township Manager, Tom Petrucci, has prepared a draft Ordinance to authorize the creation of the Operating Reserve Fund.

Supervisor, Glenn Borger, questioned whether the statement within section §902 under “Purpose” within the Ordinance needs to be included. Mr. Petrucci noted that this statement is verbatim from the Second Class Township Code. Mr. Borger stated concerns with this Operating Reserve Fund as there were many issues that were raised in the past with previous Board members. Specifically, Mr. Borger felt that funds held in reserve were simply used to balance the General Fund.

Mr. Petrucci reiterated that the Operating Reserve Fund would serve as a savings account in which funds would be extracted from the General Fund into the Operating Reserve Fund and can be used in the case of an emergency. Mr. Petrucci indicated that it was not his intent to create a fund that would be used to balance the General Fund Budget. Opening this type of account would be more consistent with the Second Class Township Code. Currently, the Township uses a majority of the revenue from the Grand Central Landfill as a hybrid operating/capital reserve fund. Once the Landfill closes, the Township will need to explore other financial options. That being said, the creation of an Operating Reserve Fund would assist the Township with saving money in order to prepare for when the Landfill closes without raising the Township taxes significantly.

Based on the different views from the Board of Supervisors on creating an Operating Reserve Fund and the stated definitions within the proposed Ordinance, this matter was tabled and will be discussed at the next Board of Supervisors Workshop Meeting.

11. Approval of 2018 Street Sweeping Contract- Stanley Sweeping (No change in pricing from 2017):

Township Manager, Tom Petrucci, noted that in the past the Board of Supervisors have sought three quotes for street sweeping. Mr. Petrucci does not believe it is necessary this year due to the fact that the price will be the same as previous years. For this service, three quotes are not required since the total cost of the street sweeping would be below the \$10,900.00 threshold. One quote was received from Stanley Sweeping at \$115.00 per hour.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to award the 2018 street sweeping work to Stanley Sweeping in the amount

of \$115.00 per hour. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

12. Approval to Advertise- Contemporary Uses Ordinance Zoning Ordinance Amendment-DRAFT:

The Contemporary Uses Ordinance Zoning Ordinance Amendment has been revised based on the recommendations received at the previous meeting. The Ordinance is now ready to move forward.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to advertise the Contemporary Uses Ordinance Zoning Ordinance Amendment in accordance with the requirements of the Municipalities Planning Code. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

13. Approval of Leave of Absence Policy: Employee Medical Benefit Eligibility Continuation During a Leave of Absence:

Township Manager, Tom Petrucci, was notified by Plainfield Township's health insurance carrier that with the current insurance policy, if an employee is not working 40 hours a week and is not being paid, then the stop loss carrier drops the employees from the health insurance policy. Any claims following their removal, the insurance company would not need to pay those claims.

Mr. Petrucci requested to affirm a policy which handles this issue in the event that employees are on eligible leaves. The timeframes for where the Township will keep an employee on paid medical insurance benefits are confirmed as follows, with an effective date of January 1, 2018:

- Disability (Non-FMLA)- 6 months
- Military- Federal law requires the Township to keep an employee on military reserve duty for 31 days. It is proposed to keep the Township policy at nothing beyond that timeframe, due to the fact that employees on an extended Military Leave will almost always go on the Tricare military health insurance policy, which does not cost service members anything.
- Workers Compensation- 12 months
- Personal Leave- 0 months
- Involuntary Layoff- 0 months

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to confirm the Leave of Absence Policy for Employee Medical Benefit Eligibility

continuation during a leave of absence including using the definitions for disability, military, workers compensation, personal leave and involuntary layoff and the time frames as set forth above. The effective date of the Employee Medical Benefit Eligibility Continuation Policy is January 1, 2018. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

14. Everbridge Nixle Resident Notification System:

Plainfield Township's Emergency Management Coordinator, A.J. Olszewski, noted that the Everbridge Nixle Resident Notification System is something the Township should consider for better preparedness in the event of an emergency. This system has the ability to notify residents about important information who sign up for the notifications. Aside from the Everbridge Nixle System, there are additional options which Township Manager, Tom Petrucci, will look into. This matter will be addressed at the next Board of Supervisors meeting. Township Manager Petrucci will also see if this system is better served as a multi-municipal/regional project.

15. Approval of Capital Reserve Expenditure- Bandit Intimidator 12XP Chipper (Diesel) (\$47,213.50 on State Contract)- 2018 Budgeted Amount- \$55,000.00:

Township Manager, Tom Petrucci, noted that the purchase of the Bandit Intimidator 12XP Chipper (Diesel) was approved last month by the Board of Supervisors. Mr. Petrucci explained that National Joint Power Alliance (NJPA) entails too many risks considering that the company uses USA Today in order to publish bids, and Mr. Petrucci is not entirely comfortable with using NJPA for an expenditure of this size. Mr. Petrucci added that based on this information, he recommends to the Board of Supervisors to purchase the equipment off of the Commonwealth of Pennsylvania Department of General Services State Contract # 4400011357, which is permitted for COSTARS members.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the Capital Reserve Expenditure for the Bandit Intimidator 12XP Chipper in the amount of \$47,213.50 of the Commonwealth of Pennsylvania Department of General Services State Contract # 4400011357. *Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

16. Approval of General Fund Expenditure: Generators (Honda EU 2000- \$1,000.00 per Generator) and Automatic Transfer Generator Hookups (\$2,354.00 Total) for Jacobsburg Road/S.R. 512 and Sullivan Trail/S.R. 512 Signalized Intersections for Emergency Preparedness:

During one of the previous snow storms, Township Manager, Tom Petrucci, assisted the Plainfield Township Road Department with placing stop signs where stoplights were not functioning because of power outages. Mr. Petrucci noted that putting stop signs up in high wind conditions are very dangerous and requires immediate action. In addition, he felt that both intersections should have a backup solution in lieu of the temporary stop signs due to the high volume of traffic at the location. The temporary stop signs are confusing to motorists during power outages. The proposed generators for the stoplights would eliminate such dangerous circumstances. These generators would be used for the lights only and would be properly secured for security and weather purposes.

ACTION: Motion was made by Glenn Borger and seconded by Jane Mellert to approve the General Fund Expenditure for the Honda EU 2000 Generators in the amount of up to \$1,000.00 per each generator and two Automatic Transfer Generator Hookups in the amount of \$2,354.00. Prior to the vote, Chairman Randy Heard asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

17. Special Meeting Notification: Thursday, April 26, 2018 at 7:00 PM:

There will be a Special Meeting scheduled and advertised for Thursday, April 26, 2018 at 7:00 PM in order to consider bids received for the Batts Switch Road Culvert Replacement Project.

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

1. Planning and Zoning Report- February, 2018
2. Road Department Report- February, 2018
3. Recreation Board- February/March, 2018
4. Fire Company and Ambulance Report- February, 2018

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the February, 2018 reports as listed and presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

SLATE BELT REGIONAL POLICE DEPARTMENT:

1. Calls for Service Report and Minutes- February, 2018

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the February, 2018 reports as listed and presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

CITIZEN'S AGENDA/NON-AGENDA:

1. Paul Azzaretto- Mr. Paul Azzaretto went over a few updates regarding the interest rates regarding the Municipal Trust Fund held with Morgan Stanley. The interest rates have been going up within the recent weeks. Mr. Azzaretto noted that there are some downfalls to this increase but many positive outcomes can come out of this as well.
2. Blue Mountain Community Library Representatives- Representative, Judy Piper, of the Blue Mountain Community Library provided an overview report of the Library's activities in 2017. Said report is incorporated herein by reference in its entirety and made fully a part of these minutes as Exhibit "A".
3. AJ Olszewski (Emergency Management Coordinator)- Mr. Olszewski recommended to the Board of Supervisors to consider purchasing the Nixle system. He noted that this system would assist on notifying residents in the event that there is an emergency.

In regards to shelters, the Township is exploring options within the area. Township Manager, Tom Petrucci, will provide additional information for the Board of Supervisors.

4. Don Moore- Mr. Moore provided an update in regards to the funding for the Northampton County Farmland Preservation Program. Mr. Moore announced that the County had 884 acres that were approved for preservation. The County has the funds to preserve approximately 400 acres out of the 884 acres that were approved for preservation. Approximately, the County has 2.2 Million Dollars in funds available which includes what came back from the State. Mr. Moore stated that the County will need approximately 4 million dollars in order to preserve the 884 acres in its entirety.

Mr. Moore added that there was an article in the newspaper which suggested that biosolid application is prohibited on all preserved farmland. Mr. Moore noted that this is not something that the Township can enforce as it is against the law to do so.

Mr. Moore also made the Board aware of a violation that Synagro received in January of 2018 in regards to a farm in Lower Mount Bethel Township. There were biosolids applied to frozen or snow covered ground which is a violation.

BOARD OF SUPERVISORS REPORTS:

1. *Glenn Borger, Vice Chairman*- No Report
2. *Joyce Lambert*- No Report
3. *Jane Mellert*- No Report

4. *Stephen Hurni*- noted that he will have comments relative to the COG and the Animal Control Officer for next monthly meeting.
5. *Randy Heard, Chairman*- No Report

SOLICITOR’S REPORT- DAVID BACKENSTOE, ESQUIRE:

1. Intermunicipal Agreement for Sewer Service- Pen Argyl Borough:

Attorney Backenstoe noted that the Borough Solicitor from Pen Argyl will put a draft Intermunicipal Agreement together and will send a copy of the draft to Plainfield Township Solicitor, David Backenstoe. Township Manager Petrucci has provided a draft Ordinance for review to adopt the Intermunicipal Agreement.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made Glenn Borger and seconded by Joyce Lambert to adjourn the meeting. Motion approved. Vote 5-0.

The meeting adjourned at 10:03 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 Gerstenberg, under the direction of the Township Manager/Secretary.