

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
September 12, 2018**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, September 12, 2018 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Randy Heard, called the meeting to order at 7:25 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Randy Heard, Vice Chairman, Glenn Borger, Jane Mellert, and Stephen Hurni. Supervisor, Joyce Lambert, was excused from the meeting.

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 – September 12, 2018 (6:30 P.M. to 7:00 P.M.):

Solicitor, David Backenstoe stated that the Board of Supervisors held an executive session from 6:30 P.M. to 7:24 P.M. in regards to an employment issue on which no action was taken. A zoning matter was also discussed but no action was taken. Possible litigation in regards to the proposed Land Development plan for Grand Central Sanitary Landfill- Slate Belt Heat Recovery Center was also discussed and whether the Township should file an appeal on Sedimentation Basin #2 located on the proposed Land Development Plan.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to file an appeal with the Pennsylvania Environmental Hearing Board in regards to action taken by the Department of Environmental Protection with respect to a waiver of requirements for Sedimentation Basin #2. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0-1 with Stephen Hurni abstaining.

2. Approval of the August 8, 2018 Regular Board of Supervisors Meeting Minutes:

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the August 8, 2018 Regular Board of Supervisors Meeting

Minutes with changes as noted. *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.*

3. Approval of the August 23, 2018 Workshop Board of Supervisors Meeting Minutes:

Due to the lack of quorum, a vote was unable to carry. This matter has been tabled for the next meeting.

4. Northampton County District Attorney John Morganelli:

District Attorney Morganelli noted that he admires local government and has held many positions within local government. He added that he has a good “birds eye” view of how local government works and its significance. District Attorney Morganelli wanted to reach out to the Plainfield Township Board of Supervisors aside from the Slate Belt Regional Police Department. He spoke about the Drug Forfeiture Fund which is comprised of funds taken from drug dealers that have been busted. District Attorney Morganelli stated that these funds go towards organizations that offer awareness on drugs, etc. They also go out to the community and provide brochures on what different drugs look like. District Attorney Morganelli received a letter from Chief David Mettin which stated some serious issues in the area; however, these issues are nothing new and are well-known around this entire area. He would like additional feedback from the Board on other topics besides drug issues in this area which can include things like rape, gangs, violence domestic, etc.

District Attorney Morganelli stated that the Slate Belt Regional Police Department is doing very well and has been very successful. He is willing to give tips and help; however, he does not want to dictate what decisions should be made by the Board of Supervisors.

District Attorney Morganelli will send correspondence to Township Manager Petrucci outside of the public meeting as a follow-up.

5. Rolling Meadows Estate Subdivision: Letter of Credit Expires/Improvements Due September 30, 2018: Extension of Time Requested through September 30, 2019:

Mr. Robert Wilmot is requesting an Extension of Time because Sedimentation Basin #1 still needs to be completed and a final As-Built Plan with the approval of the Township Engineer also needs to be completed. Additionally, Mr. Wilmot still needs to close out the NPDES permit which can be a lengthy process. Township Manager, Tom Petrucci, noted that a Time Extension is appropriate in this situation.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to extend the Subdivision Improvements Agreement to September 30, 2019 and to request a Letter of Credit through that period of time from Merchants Bank. *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.

6. Lehigh County Department of Veteran Affairs Funding Request:

Township Manager, Tom Petrucci, noted that Lehigh County Department of Veteran Affairs is seeking funding support. They are looking for community support across the Lehigh Valley. Chairman, Randy Heard, questioned whether they are seeking support from the state as well. Mr. Petrucci added that the state gave Lehigh County Department of Veteran Affairs a federal grant, but now that grant has been rescinded. Supervisor, Jane Mellert, questioned whether it would be possible to see their budget prior to the approval of providing funds. Supervisor, Stephen Hurni, asked whether any other entities are being approached for funding. Mr. Petrucci noted that other municipalities are also being contacted, but he will request budget information. This matter was tabled until the next Board of Supervisors meeting.

7. Letter of Support Request- Pen Argyl Borough Local Share Account Gaming Grant (Lobb Street Improvements):

Pen Argyl Borough is requesting the Township to provide a letter of support for a grant through the Local Share Account Gaming Grant program for a Lobb Street Improvements project.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Jane Mellert to provide a Local Share Account Gaming Grant letter of support for the Lobb Street Improvements project within Pen Argyl Borough. *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.

8. Resolution #2018-17- Disposition Resolution for Destruction of Specific Records- Elected Tax Collector:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve Resolution #2018-17 in regards to the Disposition Resolution for Destruction of Specific Records. *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.

9. Review of Correspondence to PA DEP Regarding Clean Fill Standards:

A letter was provided by the Secretary of the Environmental Advisory Council, Jane Mellert, which requested the Pennsylvania Department of Environmental Protection to consider improving on the standards for Pennsylvania so that Plainfield Township would be safer and the Clean Fill Standards would protect the residents.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to send a letter to Mr. George Hartenstein, who is the Deputy Secretary of Waste, Air, Radiation and Remediation for DEP, which requests that the DEP consider revising the Clean Fill Standards. *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.

10. Attendee Confirmation: NCATO County Convention- October 11th, 2018- Due 9/24:

Mr. Petrucci requested a final head count of who will be attending the NCATO County Convention on October 11th, 2018. Mr. Petrucci, Jane Mellert, and Stephen Hurni will be attending the convention.

11. New Jersey Tractor Pullers Association- 2019 Request:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to grant the request of the New Jersey Tractor Pullers Association to store equipment at the Farmer's Grove in accordance with previous years in the amount of \$100.00. *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.

II. **TREASURER – KATELYN KOPACH:**

1. Approval of the August, 2018 General Fund Disbursements (\$214,565.85):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the August, 2018 General Fund Disbursements (\$214,565.85). *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.

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the August, 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 4-0.

3. 3rd Quarter Fire Co. Payment - \$6,250.00:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the 3rd Quarter Fire Co. Payment in the amount of \$6,250.00. *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.

4. 3rd Quarter EMC Payment - \$600.00:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the 3rd Quarter EMC Payment in the amount of \$600.00. *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.

5. 3rd Quarter Defined Benefit MMO Contribution - \$4,575.75:

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the 3rd Quarter Defined Benefit MMO Contribution in the amount of \$4,575.75. *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.

III. TOWNSHIP ENGINEER – MICHAEL KUKLES:

1. Wind Gap Logistics Center Land Development: Escrow Release #6; Approval of 18 Month Maintenance Period (September 12, 2018 to March 12, 2020):

Township Engineer, Mike Kukles, stated that the Wind Gap Logistics Center Land Development is located off of Jacobsburg Road. The Board of Supervisors had previously approved reductions for escrow #4 and #5 contingent upon acceptable as-built plans. Mr. Kukles has received acceptable plans since that contingency, and therefore, reductions #4 and #5 can now be released. Since that time, Mr. Kukles has received a request to release escrow #6 which would bring the maintenance bond down to 15%. Mr. Kukles provided a spreadsheet to the Supervisors that noted the details of the final items that need to be completed. Additionally, the traffic signal has been upgraded in accordance with their Highway Occupancy Permit.

ACTION: Motion was made by Chairman, Randy Heard and seconded by Stephen Hurni to approve the escrow release in the amount of \$56,312.93 and to approve the start of the 18 month maintenance period which is to conclude on March 12, 2020. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

2. Batts Switch Road Culvert Replacement: Application & Certification for Payment #2 (Conditioned Upon Approval of Certified Payroll Reports by Northampton County DCED):

Mr. Kukles noted that CMR Construction, Inc. has finished the entirety of the Culvert Replacement Project and the road is now open to traffic. He added that the pay estimate does not include all of the work that has been conducted as there was an additional 3-5 days' work that has yet to be included. Mr. Kukles noted that a final inspection is still needed and a punch list will also be made to identify whether there are any remaining items. At this point in time, the net amount due, minus the retainage and change orders, came to a total of \$82,734.82.

ACTION: Motion was made by Chairman, Randy Heard and seconded by Stephen Hurni to approve the Batts Switch Road Culvert Replacement Application and Certification for Payment #2 conditioned upon approval of the Certified Payroll Reports by Northampton County DCED. 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.

Township Manager, Tom Petrucci, noted that the project turned out very well and he is happy with the outcome.

IV. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Consideration of Bids Received: Bid for Letting of September 7, 2018 at 1:00 PM Plainfield Township Agricultural Best Management Practices- Growing Greener Grant Project – Re-Bid:

Township Manager, Tom Petrucci, noted that there were no bids received for this project. At this time, Mr. Petrucci does not recommend to the Board of Supervisors to rebid this project because it is late in the year and areas of the Township have been very wet given the current weather. Mr. Petrucci will seek for an extension of time from the DEP.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to reject the re-bid for the Plainfield Township Agricultural Best Management Practices Growing Greener Grant Project. 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.

2. 2018 Road Paving Program (Project Number 18-48-213-01): Approval of Payment of Total Invoice/Approved MS-999 Amount (Reviewed/Approved by PennDOT Municipal Services Representative Jeff Roback)- \$646,155.33 (\$568,864.25- Liquid Fuels Funds; \$77,291.08- Local Capital Reserve Funds (Budgeted Project Amount- \$658,863.02):

Mr. Petrucci had a meeting with Mr. Jeff Roback and added that the project came out very well and there were no discrepancies.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the payment to New Enterprise Stone & Lime Company in the Invoice/Approved MS-999 amount of \$646,155.33 for the 2018 Road Paving Program. The Contract amount was reviewed/approved by PennDOT Municipal Services Representative Jeff Roback. \$568,864.25 of the payment will utilize Liquid Fuels Funds; \$77,291.08 of the payment will utilize Local Capital Reserve Funds. The payment closes out Project Number 18-48-213-01. *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.

3. Resolution #2018-18: Letter of Support for Plainfield Township Local Share Account (Monroe County) Gaming Grant Application- Salt Storage Shed Replacement- Grant Deadline: September 30, 2018 and Resolution #2018-19: Letter of Support for Plainfield Township Local Share Account (Lehigh/Northampton Counties) Gaming Grant Application- Salt Storage Shed Replacement- Grant Deadline: November 15, 20:

Mr. Petrucci stated that the first resolution is for the Monroe County Local Share Account program, and the other resolution is for the Northampton/Lehigh Counties Local Share Account program. Two grant applications will be submitted for the Salt Storage Shed Replacement project. Additionally, Mr. Petrucci stated that the price is based on the actual building and the environmental factors that will impact the structure of the building. Environmental factors need to be considered, so the salt within the salt shed does not run into the stormwater. There are many items that need to be addressed and finalized with this project as there are many options to choose from in terms of the design. As a part of this cost, stormwater mitigation is a large amount that contributes to the cost. Mr. Petrucci added that a lot of grading will also need to be done at the location prior to the installation of the salt shed. Mr. Petrucci wants to be certain that this project is fully compliant with both the grant provisions as well as all relevant MS4 Good Housekeeping Minimum Control Measure regulations.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve Resolution #2018-18 and Resolution #2018-19. *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.

4. Resolution #2018-20: Letter of Support for LVPC Local Share Account Monroe County Gaming Grant Application- Multi-Municipal Comprehensive Plan:

Mr. Petrucci noted that the Lehigh Valley Planning Commission will be in charge of the application. The grant application will support the Slate Belt Multi-Municipal Comprehensive Plan project.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to authorize the application submission to assist with the completion of the Multi-Municipal Comprehensive Plan. *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.

5. Letter of Support Request: Local Share Account Monroe County and Lehigh/Northampton Counties- Slate Belt Regional Police Department- Two (2) Police Vehicles:

Township Manager, Tom Petrucci, stated that the Slate Belt Regional Police Department is seeking two police vehicles. Mr. Petrucci added that this is a very competitive program this year due to the number of entities applying for grant funding.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to send a letter of support to the Slate Belt Regional Police Department for both the Local Share Account Monroe County and Lehigh/Northampton Counties programs. The grant funds would be utilized to support the purchase of two new police vehicles. *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.

6. Approval of the 2019 Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) (Defined Benefit- Sapone, Werner, Ackerman- \$39,095.00); (Defined Contribution- Petrucci, Kopach, Hester, Gerstenberg- \$12,081.00)- Total= \$51,176.00- Approval Required before September 30, 2018:

Mr. Petrucci stated that the Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) is currently at a total of \$51,176.00 for 2019. The \$51,176.00 figure is further broken down as follows:

- **Defined Benefit- Sapone, Werner, Ackerman- \$39,095.00**
- **Defined Contribution- Petrucci, Kopach, Hester, Gerstenberg- \$12,081.00**

- **Total= \$51,176.00**

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the 2019 Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) in the amount of \$51,176.00 for both the Defined Benefit and Contribution Plans, which is further broken down as follows: Defined Benefit- Sapone, Werner, Ackerman- \$39,095.00; Defined Contribution- Petrucci, Kopach, Hester, Gerstenberg- \$12,081.00. Total- \$51,176.00

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.

Resident, Kevin Phillips, questioned Mr. Petrucci on what the current contribution percentage rate is set at for the Defined Contribution Plan. Mr. Petrucci stated that the Township contributes 6% of employees' wages for employees that are under the Defined

Contribution Plan. This is a set flat rate. Mr. Petrucci added that if an employee would like to contribute more than that in accordance with IRS restrictions, then that is up to the employee. Chairman, Randy Heard, questioned who reviewed this. Mr. Petrucci stated that Univest, which is the appointed Pension Plan Consultant for Non-Uniformed Pension Plan, is the reviewing entity. The MMO was prepared by both Univest and Township personnel.

7. Non-Uniform Pension Plan Investment Summary through June 30, 2018; Overview of Non-Uniform Pension Plan:

Township Manager, Tom Petrucci, stated that the Investment Summary was provided for informational purposes only. The Non-Uniform Pension Plan Investment Summary through June 30, 2018 is right on track. If there are any questions, Mr. Petrucci requested to reach out to him directly or Katelyn Kopach, Treasurer.

8. Request to Lower Segment of S.R. 512 Speed Limit – Senator Mario Scavello:

It was brought to the attention of the Township to decrease the speed limit along State Route 512 from 40 to 35 MPH. Mr. Petrucci stated that if the Board of Supervisors were to approve that request, PennDOT would be the ones to finalize the approval. The request must come from the local municipality because of the speed level it would be reduced to. Supervisor, Jane Mellert, questioned whether Senator Scavello reached out to PennDOT. Additionally, members of the Board of Supervisors expressed concern of reducing the speed only by 5 MPH as this would not be enough to see a change in speed for drivers. Mr. Petrucci added that each sign will cost approximately \$100.00. The Board of Supervisors did not feel it was necessary at this time to reduce the speed of that area on S.R. 512 at this time. No action was taken.

9. Emergency Medical Services (EMS) Discussion- UPDATE:

Mr. Petrucci stated that he has met with representatives from Plainfield EMS, Wind Gap EMS, and Suburban EMS in order to discuss the possibility of a Regional Agreement as required by Act 37. Following their meeting, Mr. Petrucci stated that all three entities were to meet again in order to discuss this matter further and in greater detail. A Regional Agreement is currently in progress but nothing has been completed to date.

Emergency Management Coordinator, A.J. Olszewski stated that he is only aware of the possibility of a zone change for the EMS providers, but nothing in terms of a Regional Agreement. Mr. Olszewski noted that he does not believe that a Regional Agreement is necessary. He added that the companies are not merging and essentially, Wind Gap EMS will be put before Suburban EMS for calls in Plainfield Township when Plainfield Township EMS is not available. Mr. Petrucci requested that some type of agreement be submitted to the Township to ensure the legality of the matter. Representatives from Plainfield Township EMS noted that once an agreement has been put in place, they will forward all information to the Township.

10. Approval of Holding Tank Improvement and Maintenance Agreement (as required by Chapter 18 (Sewers and Sewage Disposal) of the Code of Ordinances of Plainfield Township): 1073 Constitution Avenue:

Mr. Petrucci stated that the current septic system located at 1073 Constitution Avenue was not sufficient and that a holding tank was required to ensure proper capacity. A security deposit was provided to the Township in the amount of \$3,000.00. This security deposit will be used for yearly pumping of the tank and any replacements that may need to be made for 5 years. This agreement was executed by Township Manager, Tom Petrucci, on behalf of Plainfield Township and was then recorded at the Northampton County Courthouse by the Manager in order to expedite the approval for the homeowners. Receipts will be provided for each year of pumping.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to retroactively approve the Holding Tank Improvement and Maintenance Agreement for 1073 Constitution Avenue. 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.

11. Approval of Temporary/Permanent Drainage/Construction Easements: Tax Map Parcel ID# G8 11 8A 0626 (Jones Hill Road Stormwater Improvements):

Township Manager, Tom Petrucci, stated that Mr. Matthew Glennon owns a property with Tax Map Parcel ID# G8 11 8A 0626. Construction for the Stormwater Improvements has partially taken place along with some grading. These improvements are necessary in terms of the flow of water coming down from Jones Hill Road. Mr. Glennon allowed the Township to install a level spreader which slows down water and allows to dissipate. This will also stop ice from occurring on the road. Mr. Petrucci commended Mr. Glennon for allowing the Township to attempt to mitigate stormwater on his property, and he indicated that the Township will need to make similar requests in the future from other property owners due to revised MS4 regulations; specifically, the Pollutant Reduction Plan.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the Temporary/Permanent Drainage/Construction Easements for the Jones Hill Road Stormwater Improvements. 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.

12. Recommended Grant Project Options: Northampton County Department of Community and Economic Development- Uncommitted Grant Award for Human Services, Infrastructure Improvements, Facilities, Emergency Services, Health and/or Public Safety- \$31,440.00:

The Northampton County Department of Community and Economic Development grant was distributed to all municipalities within the county. One option for using the funds

would be to install a security camera system on the Township side of the Municipal Building. There would be one security camera placed in the meeting room and an additional one within the main office to capture all personnel that are in the lobby at the window. Having this security system would allow for the same level of security as the police side. Additionally, a bullet proof voice transaction window would be installed. There would still be approximately half of the funds remaining from this grant if the Township were to put in this security system. Mr. Hurni questioned if it would be possible to use some of the funds now and the remaining funds at a later time. Mr. Petrucci stated that he has never had an issue with using a grant in this fashion, however, he will run it by the County prior to approval of the security camera project.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to agree to move forward with the security camera project and to continue to seek additional projects in order to use the remaining funds of the grant. *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.

13. Approval of Scanning of Plans in Zoning Office: \$2,702.25-Scantek, Inc- COSTARS Contract 009-062 and 10% PSATS Conference Promotional Discount (405.355 General Fund Line Item Budget of \$5,750.00):

Mr. Petrucci stated that the Township is looking to scan all of the plans on the top of the filing cabinets in the Zoning Office. These plans will then be accessible digitally. Mr. Petrucci found a scanning company, Scantek, Inc. and they are willing to offer the Township a 10% PSATS conference discount. Scantek, Inc. is cheaper per sheet versus the previous company that the Township has used in the past. All plans on top of the filing cabinets in the Zoning Officer will be scanned.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to approve Scantek, Inc. to approve the scanning of plans in the Zoning Office in the amount of \$2,702.25. *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, Jane Mellert, questioned whether the Township would be able to have the Township Engineer print out hard copies of the plans being scanned if requested. Mr. Petrucci stated that the Township can request a print out of a plan in its original size from the Engineer, and they have already done this for the Township in the past.

14. Recommended 2018 Capital Reserve Expenditure: 2018 John Deere 85G Excavator (PA State Contract No. 4400011444):

Township Manager, Tom Petrucci, stated that this expenditure will allow the Road Department to be extremely efficient with their projects. Mr. Petrucci added that this machine only takes up one lane of a road and can perform more work in any given day. The total for this machine came in at a total of \$115,832.24 and a total of \$9,150.00 for the compactor plate. The quote pricing does include the COSTARS discount. If the Board

were to approve the quote, this price would be locked in. Mr. Petrucci stated that the pricing for the machine will most likely go up in 2019.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve 2018 Capital Reserve Expenditure for the 2018 John Deere 85G Excavator and the Compactor Plate in the amount of \$124,982.24 off of State Contract Number 4400011444, which is a contract permitted for use by COSTARS members. 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, Jane Mellert, questioned when the equipment would be available for use. Mr. Petrucci stated that it will take approximately eight (8) weeks for the machinery to come in. Resident, Kevin Phillips, questioned when the payment is required for the equipment. Mr. Petrucci stated that the payment is due at the time that the Township receives the machinery. The payment will not be issued prior to the delivery of the machinery. The warranty timeline for this equipment was also questioned. Township Manager, Tom Petrucci, noted that the warranty may last for only a year or two. The life span of the equipment is approximately 15-20 years.

15. Health Insurance Open Enrollment Period- October 1st, 2018 to November 1st, 2018:

Mr. Petrucci stated that the open enrollment period allows employees to change the insurance based on a life changing event if the employee was unable to make the 30 day response time required after a life changing event takes place. No action was needed at this time. Jane Mellert requested that the Township Manager supply additional clarifying information to the employees within the notification memorandum, and Mr. Petrucci will do so.

16. Approval to Advertise 2018-2019 Gasoline, Diesel Fuel, and Heating Fuel Bid (Current Contract Ends November 30, 2018):

Mr. Petrucci stated that the specifications for the bid have been revamped in order to be more specific to the needs of Plainfield Township and variable commodity pricing. Information regarding this matter has been sent out to the Board of Supervisors previously by Mr. Petrucci.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the advertisement for the 2018-2019 Gasoline, Diesel Fuel, and Heating Fuel Bid. 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.

17. Slate Belt Regional Police Department Proposed 2019 Funding Formula:

Township Manager, Tom Petrucci, noted that the Slate Belt Regional Police Department Charter Agreement was amended last year in order to change the funding formula. The Charter Agreement was amended last year in recognition that the Agreement will need to

be altered at some point. In developing this formula, it was attempted to work out agreeable numbers between Wind Gap Borough, Pen Argyl Borough, and Plainfield Township. There were a number of things that were taken into account in developing this formula. Mr. Petrucci added that this change represents a compromise in a numerous amount of ways between the three municipalities. The formula that was altered does not display a significant change and is simply a fraction of a lower cost. Wind Gap Borough was the only municipality that went up minimally. Citations and warnings were not counted. Mr. Petrucci stated that the goal of this formula change is to get an average time that the Police are spending on an incident. In terms of road mileage, Plainfield Township is larger and the vehicles have more wear and tear from the extra mileage. Mr. Petrucci stated that the next step would be to advertise the ordinance which is required in order to effectuate the funding formula revision.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to adopt the funding formula as presented and to authorize the advertisement of the ordinance pending an agreement from Wind Gap Borough, Pen Argyl Borough, and Plainfield Township. *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.

18. 2019 Liability and Workers Compensation Insurance Renewal:

Township Manager, Tom Petrucci, stated that he was approached by a different broker than the current broker hired by Plainfield Township. The gentleman stated that they could provide Plainfield Township with a quote to see if the cost could be lowered. The company indicated further that the Township would have to sign off on them being a broker for Plainfield Township. No action was taken on this matter.

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

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the August, 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 4-0.

SLATE BELT REGIONAL POLICE DEPARTMENT:

1. Calls for Service Report and Minutes:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the August, 2018 Calls for Service Report and Minutes 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 4-0.

CITIZEN'S AGENDA/NON-AGENDA:

Paul Azzaretto- Mr. Azzaretto started that everything looks good for Plainfield Township at this time with respect to the Municipal Trust Fund. He noted that nothing drastic has changed and that the Township is directly where they were and that the portfolio has been flat over the year. Additionally, Mr. Azzaretto stated that the value of the bonds in the portfolio have slightly went down but are still flat in total between all of the bonds. He noted that many of the CD's and treasury bonds are maturing within the next few years. Short term interest rates have gone up. Mr. Azzaretto concluded by stating that the Township is in good shape and he likes the way the way the portfolio is positioned. He added that there is an average annual income of approximately \$200,000.

Adrienne Fors- Mrs. Fors noted that blasts have been occurring the past few days for their newest expansion. These blasts only last for a few seconds and have been done during the day only. Mrs. Fors noted that herself along with other representatives from Waste Management have been closely monitoring around the Township to whether there were any issues during the blasts. She added that Waste Management has a crew that has been working on the side slope that is facing Pen Argyl Road. Their efforts on filling in the side slope will continue through October, 2018. Mrs. Fors noted that they have moved operations to the top portion of the landfill. Crews will be putting in gas wells that will help with their gas collection.

Mrs. Fors stated that they have been getting the word out for the Electronics Recycling event. Additionally, Waste Management is gearing up for their annual chili cook off. All funds that are collected will be given to the organizations that were present at the event.

Kevin Phillips- Mr. Phillips noted that he does not believe the Township should support Lehigh County in any way in reference to the Lehigh County Department of Veteran Affairs Funding Request. He believes because we live within Northampton County, this should be the only County that the Township supports financially.

Mr. Phillips questioned why Gall Road was paved again. Mr. Petrucci stated that this coat was the final wearing course on the road which was required to fully complete the road paving project. Mr. Petrucci added that Gall Road should not have to be repaved for approximately 25 years or so.

Mr. Phillips concluded by asking if the Township is still with Benecon. Mr. Petrucci stated that the Township is still with Benecon, as there have not been any changes with respect to the current Collective Bargaining Agreement with the Road Department/Teamsters.

BOARD OF SUPERVISORS REPORTS:

1. *Glenn Borger, Vice Chairman*- No Report
2. *Joyce Lambert*- Not present
3. *Jane Mellert*- No Report
4. *Stephen Hurni*- Mr. Hurni stated that proposed House Bill No. 2564 will still take control out of the hands of Plainfield Township. He would like a letter to be sent to the State Representatives expressing the need for the permitting of wireless facilities.

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to send a letter to the State Representatives which notates the need for Plainfield Township Officials to have local control over the permitting of wireless facilities within Plainfield Township. 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.

Additionally, Mr. Hurni stated that the Pennsylvania COG will be meeting on October 5th, 2018. Mr. Hurni questioned the rest of the Board of Supervisors on whether they would be interested in providing an advertisement for the COG. Mr. Hurni stated that for half of a page, the cost was \$90.00 and for a full-page advertisement, the cost was \$150.00.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the purchase of a full-page advertisement for the PA COG in the amount of \$150.00. 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.

5. *Randy Heard, Chairman*- No Report.

SOLICITOR'S REPORT- DAVID BACKENSTOE, ESQUIRE:

The Solicitor's items were addressed earlier in the meeting.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to adjourn the meeting. Motion approved. Vote 4-0.

The meeting adjourned at 9:24 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