

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
JANUARY 9, 2019**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, January 9, 2019 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Randy Heard, called the meeting to order at 7:05 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

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

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

I. SECRETARY–THOMAS PETRUCCI:

1. Executive Session Announcement (Collective Bargaining Agreement Strategy):

The Board of Supervisors held an executive session from 6:37 P.M. to 7:00 P.M. in order to discuss Collective Bargaining strategies. No action was taken at this time.

2. 2019 Reorganization Meeting Clarification:

Township Manager, Tom Petrucci, stated that there are two motions that need clarification from the Board of Supervisors Reorganization Meeting held on January 7, 2019 in regards to the Treasurer. Mr. Petrucci requested that a motion be taken in order to appoint Ms. Katelyn Kopach as Plainfield Township Treasurer at a rate of \$18.94 per hour.

ACTION: Motion was made by Glenn Borger and seconded by Joyce Lambert to appoint Ms. Katelyn Kopach as Treasurer for 2019 at the pay rate of \$18.94 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 4-0-1 with Chairman, Randy Heard, abstaining.

3. Approval of the December 12, 2018 Regular Meeting Minutes:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the December 12, 2018 Regular Meeting Minutes 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.

4. Approval of the January 7, 2019 Reorganization Meeting Minutes:

The approval of the Reorganization Meeting Minutes from January 7, 2019 has been tabled for the next Regular Board of Supervisors Meeting.

5. Presentation on Spotted Lanternfly: Northampton County Conservation District Manager Sharon Pletchan:

Northampton County Conservation District Manager, Ms. Sharon Pletchan, provided a presentation to the Board in regards to the Spotted Lantern Fly. Ms. Pletchan provided information on the Conservation District's control efforts for the Spotted Lantern Fly. Additionally, Plainfield Township and the Conservation District entered into an MOU with respect to the MS4 Program. A 2019 Business Plan for the Conservation District was also provided to the Board.

In regards to the Spotted Lantern Fly, the main action to control the Spotted Lantern Fly is to squash the insect and completely eradicate it. The Conservation District will also be placing a sticky band around trees in order for the species to get stuck on the bands. The Spotted Lantern Fly prefers to lay eggs on cars, specifically, within the wheel well of vehicles. Efforts have been made to contact dealerships to attempt to halt laying eggs on cars. There are many species of trees that the Spotted Lantern Fly feeds off of, however, the Tree of Heaven is the most popular species. The Conservation District is attempting to eradicate this tree as it is also a nuisance. Additionally, the USDA is interested in where the main sources of trees are located which include the Tree of Heaven. The main goal for the Conservation District is to eradicate the Spotted Lantern Fly and the Tree of Heaven.

6. Approval of Assignment of Maintenance Agreement- Wind Gap Logistics Center:

Mr. Petrucci stated that a sale for the Wind Gap Logistics Center Land Development went through as of today, January 9, 2019. Solicitor Backenstoe prepared an Assignment of Maintenance Agreement. At this time, both parties have signed the Assignment of Maintenance Agreement and provided a replacement original Irrevocable Letter of Credit

to the Township. Mr. Petrucci added that the Township will need to approve the agreement. Once approved, the original Letter of Credit that was provided by Wind Gap Logistics Center will be returned to Webster's Bank.

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve the Assignment of the Maintenance Agreement between Wind Gap Logistics Center and Duke Realty. *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. Grand Central Sanitary Landfill (Waste Management) Monthly Update:

Ms. Adrienne Fors from Waste Management noted that the well drilling project has been completed. The final cover on the slopes are still ongoing as the materials are in high demand and have limited stock. She added that crews are still working to get the products in order to finish the project.

Grand Central Sanitary Landfill (GCSL) provided a response letter to the PA DEP in reference to their violation letter received from the PA DEP. Also, the DEP approved an increase of the utility flare for GCSL from 850 CFM to 1500 CFM. This will allow the amount of gas that is combusted to increase at the facility. The Landfill will be more efficient in their operations with this approved increase. In terms of odor, this will also be decreasing in the area.

II. TREASURER – KATELYN KOPACH:

1. Approval of the December, 2018 General Fund Disbursements (\$145,941.79):

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the December, 2018 General Fund Disbursements in the amount of \$145,941.79. *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 December, 2018 Treasurer's Report:

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the December, 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. Motion to Designate Refuse Fund as Uncommitted/Unassigned (GASB Statement No. 54):

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to Designate the Refuse Fund as Uncommitted/Unassigned. *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.*

VI. TOWNSHIP ENGINEER – MICHAEL KUKLES, P.E.:

1. Sullivan Trail/Belfast Road Corridor Stormwater Update:

Township Engineer, Mike Kukles, stated that there have been a few properties within the Township that have been impacted directly by stormwater issues to the West of Maple Tree Lane. One of the issues is that there is a PennDOT pipe crossing along Sullivan Trail, and below that pipe, there is a swale that runs down a property line. Unfortunately, this swale is blocked in multiple locations. As a result, there has been flooding to the North of Sportsman Club Road. Mr. Kukles added that there are approximately 8-10 properties within that facility alone that have been directly impacted.

Plainfield Township installed a storm water system to attempt to alleviate this issue. Chairman, Randy Heard, questioned what exactly was blocking the swale. Mr. Kukles stated it has been blocked with debris, sediment, dirt, and brush. He added that this has been discussed before, however, because it is PennDOT, the options were very limited. Mr. Kukles has had more time to evaluate the area and what is actually happening that is causing the issue.

Mr. Kukles also discussed one of the observation points within the area where water is directed into that point and runs off into Bushkill Township. This is similar to an outfall as it has a concentrated discharge. At the area of Shady Lane, this development was completed prior to any development of Stormwater Provisions.

Mr. Kukles stated that there are a number of issues currently happening within the Sullivan Trail/Belfast Road Corridor. There is a lack of capacity in the existing cross pipe. PennDOT has previously stated that they are only responsible for water runoff that comes off of a state road. In short, there is no vote that is needed on behalf of the Board at this time, however, familiarity with this issue is essential going forward as Plainfield Township will need to correct some of these stormwater issues.

Ms. Jane Mellert questioned whether Mr. Kukles had any recommendations. Mr. Kukles recommended starting on the swale that has blockages as this may solve half of the stormwater issues. By doing so, the Township would need to acquire an easement with the property owners that the swale runs along in order to gain access to the swale.

Township Manager, Tom Petrucci, will gather a list of tangible options for the Board to review and possibly fund in the future.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to supply technical recommendations for the Board of Supervisors to review for both Belfast Road and Sullivan Trail from a stormwater perspective and to approach property owners in those areas for possible easements. *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.

VII. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. 2019-2023 MS4 Permit (NPDES Permit No. PAI132220) Key Deadlines for Reporting and Deliverables:

Township Manager, Tom Petrucci, stated that the Township has received the renewal MS4 Permit for 2019-2023. This is the permit that features the pollutant reduction plan. The permit also gave the Township specific dates that the Township must meet statutorily which are listed below:

- Map of the Storm Sewershed Associated with Outfalls (September 30, 2021)
- Inventory of Sources Bacteria of Stormwater within the Storm Sewershed (September 30, 2022)
- Investigation of Bacteria Sources Report (September 30, 2023)
- Enact an Ordinance that Requires Proper Management of Animal Wastes (September 30, 2023)
- Sediment Load Reduction of Ten Percent (10%) (December 31, 2023)

Mr. Petrucci stated that the Township will need to conclude the Little Bushkill Creek Watershed Management Plan 2018 Report based off of the 2014 Growing Greener Grant. The Township will need to close out that project and look into the future. Mr. Petrucci's recommendation is to merge the two programs as they are going hand in hand. Hanover Engineering is very close to completing the Little Bushkill Creek Watershed Management Plan. Other data and reports from past consulting firms are the only items left to fulfill at this point. The EAC recommended the Township bring on Ms. Robin Dingle, who is a member of the EAC, as a sub-contractor to Hanover Engineering. Ms. Dingle will be able to provide past knowledge of previous projects regarding this plan. Ms. Dingle, if hired, would abstain from all future voting regarding this plan.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to authorize Ms. Robin Dingle of Tetra Tech to serve as the Sub-Contractor for

Hanover Engineering on the Little Bushkill Creek Watershed Plan 2018 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.

2. Little Bushkill Creek Watershed Management Plan Update/MS4 Program:

Township Manager, Tom Petrucci, mentioned combining the two projects which include the MS4 and Little Bushkill Creek Watershed Management Plan. This approach will allow the Township to focus on pathogens, bacteria, and sediment in the storm sewer shed within the urbanized areas as required by the MS4 program, the ability to monitor local stream quality in the areas of concern that may not be part of the urbanized area and monitor the status of the agricultural best management practices to be installed on farms in the Township. Sediment load will need to be reduced by 10% which equates to 72,000 pounds of sediment for the entirety of the permit. Mr. Petrucci will work on separate RFP for a professional environmental consultant to help assist with the streambank restoration and with identifying the pathogens.

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to marry the two programs together which include the MS4 and Little Bushkill Creek Watershed Management Plan. 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. Approval of Ordinance Advertisement (Ordinance No. 391): AN ORDINANCE ESTABLISHING LANDOWNERS' RESPONSIBILITY FOR THE REMOVAL OF CERTAIN TREES LOCATED ON PRIVATE PROPERTY WHICH INTERFERE WITH PUBLIC RIGHTS-OF-WAY AND FOR THE REMOVAL OF TREES FROM TOWNSHIP RIGHTS-OF-WAY AND PROVIDING FOR THE ASSESSMENT OF COSTS (Draft/Proposed):

Solicitor, David Backenstoe, previously prepared an ordinance in 2013 which addressed trees that are located on private property that interfere with public right-of-ways and the removal of trees from the Township right-of-way and providing for an assessment of cost in accordance with the Second Class Township Code. The Township does not currently have an ordinance that regulates trees. Mr. Petrucci added that there are times where the Township comes in contact with hazardous trees that are a threat to public safety. Mr. Petrucci added that a policy is needed in order to take action on trees that are hazardous when appropriate. Trees will only be investigated on an as-needed basis.

Residents Mr. Kevin Phillips and Ms. Wanda Gruber both expressed concern with this ordinance.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to Advertise Ordinance No. 391. *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. Approval of Administrative Assistant Health Insurance Opt-Out Payment (\$2,500.00) (Line Item 405.157)- Distributed Bi-Weekly (26 Payments):

Mr. Petrucci stated that the Administrative Assistant for the Township is no longer on the health insurance medical plan. The current CBA of the Road Department allows for an opt-out payment. Mr. Petrucci would like to apply this payment concept to the non-union personnel. With the payment, the Township is still saving approximately \$9,000.00 a year.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the Administrative Assistant Health Insurance Opt-Out Payment in the amount of \$2,500.00 to be distributed in 26 bi-weekly payments, provided that the Administrative Assistant is not receiving health insurance benefits from 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 5-0.

5. Automatic Alarm Notification Device System Permits Ordinance (Discussion and Review of Current Policy):

Township Manager, Tom Petrucci, stated that the Board previously discussed whether the Automatic Alarm Notification Device Systems Permits Ordinance is necessary. The Township currently collects a \$10.00 fee and an application for alarm permits. The County CAD system has the ability to document alarm information, but only if it is directly sent to the County. Collecting the fee and filing the application at the Township office does not serve any purpose.

The Board discussed various options regarding the Alarm Permit System that the Township currently has. The Board concluded that the best option would be to turn over the documents Plainfield Township currently has on file and no longer collect anymore fees or information regarding alarms.

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to collect and send all Alarm Permits on file to the 911 Center and Slate Belt Regional Police Department and to cease any future collection of Alarm Permits. *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. FUTURELV – Open Call for Transportation Plans and Projects Recommended Projects (Due January 25, 2019 to LVPC/LVTS):

- Two Rivers Trail Gap 9A (Local/County)
- Replacement of Church Road (S.R. 1016) Bridge (PennDOT)

Township Manager, Tom Petrucci, thoroughly reviewed the criteria and recommends submitting the application to the LVPC and LVTS to keep the Two Rivers Gap 9A Project on the Transportation Improvement Program and to have them consider replacing the Church Road Bridge.

ACTION: Motion was made by, Chairman, Randy Heard, and seconded by Jane Mellert to submit an application to the LVPC and LVTS to keep Two Rivers Gap 9A Project on the Transportation Improvement program and to have them consider replacing the Church Road Bridge. *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.*

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

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the December, 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. Slate Belt Regional Police Department Monthly Report- December, 2018:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the December, 2018 Slate Belt Regional Police Department Monthly Report 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. **Wanda Gruber**- Ms. Gruber had no comment at this time.
2. **Paul Azzaretto**- Mr. Azzaretto provided an update for the Board on the Township's Trust Fund.
3. **Kevin Phillips**- Mr. Phillips questioned whether the Township will be ending their relationship with Benecon. Mr. Petrucci stated that the Township signed an extension agreement with the Union until March 31, 2019 to keep the provisions in place for the current plan. At this point, the Township is locked in until the end of the year for the health insurance plan. Mr. Phillips also questioned about the Grand Central Road Bridge. Mr. Petrucci stated that this project will be going out to bid very shortly and should be completed in 2019.

BOARD OF SUPERVISORS REPORTS:

1. ***Glenn Borger, Vice Chairman***- No Report
2. ***Joyce Lambert***- No Report
3. ***Jane Mellert***- No Report
4. ***Stephen Hurni***- No Report
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 Joyce Lambert to adjourn the meeting. Motion approved. Vote 5-0.

The meeting adjourned at 9:55 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.