

**PLAINFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
JANUARY 24, 2019**

The monthly workshop meeting of the Plainfield Township Board of Supervisors was held on Thursday, January 24, 2019 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Randy Heard, called the meeting to order at 7:03 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 Township Manager, Thomas Petrucci, and Administrative Assistant, Paige Gerstenberg,

**I. TOWNSHIP MANAGER–THOMAS PETRUCCI:**

1. YMCA Project Consideration (Laura Miller, Director of Healthy Living):

Ms. Laura Miller was present from the YMCA located in Pen Argyl. She stated that she would like to know the community's needs of the entire Slate Belt. She questioned what type of programs may be beneficial for Plainfield Township residents and what facilities would be available in the Township for programs. Her goal is to have the YMCA known as the Slate Belt YMCA since currently, most individuals refer to it as the Pen Argyl YMCA. The facility has programs for all residents within Pen Argyl, Wind Gap and Plainfield Township. Ms. Miller added that because they are located in Pen Argyl, accessibility is an issue.

Township Manager, Tom Petrucci, stated that there is a high percentage of senior citizens within the Township as well. Programs geared for them would also be very beneficial. Ms. Mellert added that there used to be a summer program for kids when they are out of school. Ms. Miller added that the YMCA does have summer camp available for children at the facility currently. Chairman, Randy Heard, mentioned the workout stations along the trail in the Township. This could be an opportunity as well to get the word out there that there are programs for everyone. Mr. Petrucci added that there are not many indoor facilities for use in the Township. Mainly outdoor areas will be the best option for programs. Ms. Mellert noted that the Plainfield Township Fire Hall has a facility. Mr.

Petrucci noted that Richard Johnson would be the gentleman to contact in order to evaluate whether there may be an opportunity there for an indoor area for programs through the YMCA. Mr. Petrucci would like to receive a Certificate of Insurance from the YMCA when using facilities for programs owned by the Township. Ms. Miller also added that all instructors would be covered under their insurance as well. Cross country skiing was also mentioned as an option. Ms. Miller will evaluate the areas offered at tonight's meeting and will investigate what types of programs would be most beneficial for residents in this area.

2. Community Park Master Site Plan: Review of Recommendations from Recreation Board:

Township Manager, Tom Petrucci, stated that the Recreation Board discussed many options for the Community Park Master Site Plan. As of this year, enough funds were placed in the budget which would cover the costs for the engineering design of the Plainfield Township Community Park, the NPDES Permit and the Septic System.

For the park and pavilion, the following list was offered by the Recreation Board to the Board of Supervisors for possible features/amenities of a pavilion facility:

- The pavilion facility should be approximately 30' by 96', with 1/3 of the building being used as an outdoor covered pavilion, and the other 2/3 being used as a kitchen/bathroom enclosed structure.
- The outdoor covered pavilion should feature 9 picnic tables in an approximately 30' by 30' space. A 4' perimeter ADA-compliant concrete sidewalk is recommended around the facility pad in order to help with mobility and the accessibility of the facility.
- The pavilion should feature a covered area for shelter from the elements.
- The facility will need power, water, a hot water heater, and a septic system.
- There is a need for a locked storage area with a ramp that could be used to store equipment and supplies.
- Ideally, the pavilion facility should have sufficient space for a meeting room to hold coach's meetings.
- The pavilion should have a snack bar with a kitchen.
- Restrooms at the pavilion facility should only be open to the public while events are going on. Otherwise, the risk for vandalism and damage exponentially increases. It was suggested that composting toilets may be an option for both the pavilion facility and elsewhere at the park in order to eliminate the need for portable toilets. There should be a cap for the maximum number of people allowed to use the restrooms.

With respect to a possible kitchen facility, the Recreation Board members discussed the configuration and use options as follows:

- The kitchen should be fully built out, with a fire suppression hood, bathrooms, HVAC, and propane. There should be cleaning facilities that allow for efficient cleaning and maintenance of the kitchen.
- The kitchen facility could be rented out for public use to generate revenue.
- The concept for any kitchen facility design would be to keep the facility as maintenance-free and simple as possible (e.g. non-porous surfaces, utility sink, well-draining facilities for ease of cleaning).
- If the facility were to feature a full grill (as opposed to hot plates and electric rollers, then additional Uniform Construction Code (UCC) requirements would be triggered, thereby adding costs to the project. Tony Borger postulated that a full kitchen facility would possibly draw more revenue, as the Township could charge more for the use of the facility.
- It was discussed that the kitchen should have a three bin sink (in order to rinse, clean and sanitize).
- The need for industrial-grade refrigerators and freezers was identified.
- Township personnel would need to inspect the kitchen and the overall pavilion facility before and after use. There would also need to be a sufficient bond deposit policy in place in order to cover incidentals of individuals/organizations utilizing the facility (e.g. damages to the facility, excessive amounts of refuse left behind).
- Township Manager Petrucci indicated that possible sources of funding for a pavilion facility would be the Recreation Fund, Host Landfill fees, grant funds (DCNR), and donations.
- It was recommended that a rough draft of a revised Master Site Plan should be developed, and then that draft Master Site Plan should be reviewed with the public at a public meeting before being finalized in order to gain input from the community/residents.

In reference to the pavilion, rental costs for this facility would be intended to pay for staffing costs. Staff would be on a seasonal basis. After thoroughly reviewing the prospective options for the proposed Community Park, the Board stated that the proposed size of the pavilion is too small for its uses. Not many residents would be able to use the pavilion at once. Additionally, there are ADA requirements that will also need to be met. Picnic tables and walking areas will need to be large enough for sufficient movement in order to meet such requirements.

In reference to the kitchen, Mr. Glenn Borger does not believe that an ice machine would be utilized to its fullest potential. Ice machines need to be inspected and also need to be

continuously used so the water does not sit for long periods of time in the pipes. The ice machine would not be used on a daily basis which would create issues with the water, maintenance, and cleaning of the machine. Mr. Hurni questioned about parking spaces at the facility. Mr. Petrucci stated that there will be an ADA pathway and the remaining spots are very close to the facility.

An artificial turf for the fields may not be a feasible option as this option can be very costly. Maintaining this turf may also be costly for the Township. Landscaping and tree placement around the property was also discussed and recommended. Finally, adding the possibility of a skating rink was also recommended. Ms. Mellert added that there are not many safe areas in this area for ice skating and this may be a great option for the facility.

The Board was in favor of the project and would also like to pay for the project in full and all at once while also purchasing quality items that will last for many years to come. The Board noted that this proposed Community Park will provide more opportunities for Plainfield Township, attract more events to the area, and also create additional revenue. Ms. Mellert requested that Mr. Petrucci view other community parks in other municipalities in order to evaluate which amenities are truly needed. Additionally, a survey was requested to be sent out to residents in order to gain their feedback on which amenities they would like to see available at this Community Center. Currently amenities already offered throughout the Township was also requested to be added onto the survey. The possibility of a Spring 2019 Newsletter was also discussed.

3. Executive Session Requested: Collective Bargaining Strategy:

The Board of Supervisors held an Executive Session regarding a Collective Bargaining Strategy from 8:30 P.M. to 9:14 P.M. No action was taken as a result of the Executive Session.

**CITIZEN'S AGENDA/NON-AGENDA:**

There were no citizens present at the meeting.

**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**

**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 9:15 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*