

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
FEBRUARY 27, 2020**

The second regular monthly meeting of the Plainfield Township Board of Supervisors was held on Thursday, February 27, 2020 at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

Vice Chairman, Glenn Borger, called the meeting to order at 7:00 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

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

Also present were Township Manager, Thomas Petrucci, and Administrative Assistant, Paige Stefanelli.

I. SECRETARY–THOMAS PETRUCCI:

1. Green Knight Industrial Park II Major Subdivision (Conditional Approval) – Request to Eliminate Street Lighting District Condition of Approval:

Township Manager, Tom Petrucci stated the request of the developer to to eliminate the street lighting district conditional approval was briefly discussed and then tabled. The Green Knight Industrial Park II Major Subdivision has not been recorded to date. Mr. Petrucci questioned whether the Board would have any issues with removing the Street Lighting District Condition of Approval. No comments by the Board were made at this time.

ACTION: Motion was made by Joyce Lambert and seconded by Glenn Borger to approve the Request to Eliminate Street Lighting District Condition of Approval for the Green Knight Industrial Park II Major Subdivision. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.*

Resident, Don Moore, witnessed his account of the last discussion with the Board on the matter. He questioned whether it is the intent of the Board to remove the policy from the books completely. Vice Chairman, Glenn Borger, stated that half of the subdivision is located within Wind Gap Borough and the other half is located within Plainfield Township. Wind Gap Borough has not required the implementation of a street lighting district. Lighting will remain in the area, although, there will be no

lighting district assigned in neither the Borough nor Township if the vote is approved by the Board of Supervisors.

Motion approved. Vote 2-1-1 with Jane Mellert opposed and Stephen Hurni abstaining.

2. Proposed 2020 Chip Seal/Road Maintenance Projects – Authorization to Advertise Invitation to Bid/Notice to Bidders:

Township Manager, Tom Petrucci, stated that the chip seal/road maintenance projects for 2020 consist of Mud Run Road, School Road, Heimer Road, Fulmer Road, and Sandt Road. The total cost of the 2020 Road Maintenance Program, which does not include any future prevailing wage asphalt construction projects for 2020, was estimated at approximately \$219,608.00.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to Advertise the Invitation to Bid/Notice to Bidders and to authorize the Township Manager to prepare the specifications for the Proposed 2020 Chip Seal/Road Maintenance Projects. Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.

Mr. Petrucci noted for overlay projects, there is about 1 million available in the budget to perform road construction work. The roads that were proposed for this year's projects are more challenging in terms of stormwater preparation work, and the Township has no remaining roads that are essentially ready to be resurfaced without significant preparation work.

Motion approved. Vote 4-0.

3. Building Code Official/Permitting/Code Enforcement Software:

Mr. Petrucci provided the Board of Supervisors with a spreadsheet which lists each software system that was reviewed by Township Manager, Tom Petrucci, and Administrative Assistant, Paige Stefanelli for Building Code Official/Permitting/Code Enforcement Software. Plainfield Township will have an in-house Building Code Official as well as a third party agency, which will remain KeyCodes Inspection Agency for the foreseeable future. KeyCodes will be responsible for reviews and inspections of Building Permit Applications. For this process to begin, a new software program is needed in order to efficiently track permits as well as inspections, reviews, and issuance of final permitting documents. It is necessary to ensure that the Township is following up on all inspections and Certificate of Occupancies/Completions.

Mr. Petrucci and Mrs. Stefanelli reviewed five (5) different solutions. Out of the 5 programs, iWorQ and SmartGov (Dude Solutions) were the two programs that had the qualities of what the Township is looking for. The most important issues were inspection tracking and automatic compiling of permit fees. In terms of usability and clarity of understanding for the program, Dude Solutions was ranked as first choice.

The total cost for SmartGov (Dude Solutions) was quoted for \$16,060.00 as the initial startup cost as well as \$11,234.00 for the annual cost (\$9,361.67 prorated for the first year). This company is also on Sourcewell (formerly known as NJPA) contracting which assures that the Township meets all applicable Commonwealth statutory procurement/bidding requirements.

The Township is able to recoup some of the permit fees. Currently, KeyCodes charges \$26.25 in order to issue a permit and an additional \$26.25 for the issuance of a Certificate of Occupancy/Completion, and the Township would have the option of assessing these fees. Supervisor Mellert indicated that she would not like to see these fees raised.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the SmartGov (Dude Solutions) contract in the amount of \$16,060.00 as the initial startup cost as well as \$11,234.00 for the annual cost (\$9,361.67 prorated for the first year). *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.*

Resident, Don Moore, questioned about Resolution 2020-10, which is slated for discussion later in the meeting agenda. Township Manager, Tom Petrucci, noted that the State Legislature is considering the passage of legislation that would require municipalities to use at least two (2) Building Code Agencies. Mr. Petrucci expressed the concerns of potential communication blockages between the Township and the two agencies and the likelihood of differing methods and administrative procedures employed during the processing building permit applications.

Mr. Hurni questioned about other local municipalities in terms of their opinion on the matter. Mr. Petrucci spoke with other municipalities, and their intent is to go in a direction similar to what the Township is currently implementing. Most municipalities do not want to have this requirement.

Motion approved. Vote 4-0.

4. Resolution 2020-10: Opposition to Pennsylvania House Bill 349 of 2019 Requiring Municipalities Enforcing the Pennsylvania Uniform Construction Code through Utilization of Third Party Agencies to Retain Two Third Party Agencies to act On Behalf of the Municipality:

Mr. Petrucci indicated that this House Bill will likely be approved between 2020 and 2021. Administrative Assistant, Paige Stefanelli, received her Building Code Official License in order assist the Township addressing this possible issue in a proactive and efficient manner. The Plainfield Township administration is generally not in favor of proposed House Bill 349 of 2019. Local municipalities already possess the ability and authority to remove any third party agencies that do not represent the best interests of the Township, Township residents, and any construction companies conducting business within the Township.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve Resolution 2020-10 as presented. *Prior to the vote, Vice Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. 4-0.

CITIZEN'S AGENDA/NON-AGENDA:

Don Moore- Mr. Moore referenced the last Planning Commission meeting with chicken ordinance. He added that the Planning Commission found out later in the process about multiple species being on one of the issue properties that were discussed. He mentioned this was the reasoning for why the different species were added in the ordinance at a later date.

Mr. Moore also questioned whether the Board of Supervisors would reconsider with the EAC on the water testing issue.

Mr. Moore also conducted some research on Waste Management. He also received a flyer in the mail from Waste Management concerning their upcoming plans for the Township as well as future community meeting dates they are holding. He noted the flyers specifically mentioned "plans" but have not showed the Township their intentions/plans to date. Mr. Moore was concerned of this. Mr. Moore questioned what the Township's plans are for the future and what will be done with the trust fund.

BOARD OF SUPERVISORS REPORTS:

1. *Glenn Borger, Vice Chairman-* No Report
2. *Joyce Lambert-* No Report
3. *Jane Mellert-* Ms. Mellert requested an update on the Slate Belt Regional Police regarding personnel. Mr. Hurni and Ms. Mellert will discuss the matter at a later date.

4. *Stephen Hurni*- No Report

5. *Randy Heard, Chairman*- Not Present

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made by Stephen Hurni and seconded by Joyce Lambert to adjourn the meeting. Motion approved. Vote 4-0.

The meeting adjourned at 7:44 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 Stefanelli, under the direction of the Township Manager/Secretary.