

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
JUNE 25, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Thursday, June 25, 2020 via Telephone Conference Zoom Meeting Call-In Number: (888) 788-0099 (US Toll Free)

Conference ID: 391 592 5613 (Press # when prompted)

In accordance with Governor Wolf's ongoing COVID-19 pandemic emergency declaration by the Commonwealth of Pennsylvania, Plainfield Township officials are holding this regular meeting utilizing the Zoom authorized telecommunication device platform only. Remote meetings are permitted under the provisions of Act 15 of 2020 (Health Care Cost Containment Act). The Board of Supervisors will not be physically present at this meeting. This public meeting will be recorded. We kindly ask that all interested parties participating via the dedicated conference call line to only speak during the sections of the meeting that are specifically reserved for public comment or when prompted by the Chairman and to also state your name each time you are speaking. Members of the public and all interested parties will have the opportunity to comment via the telephone conference call prior to any official action taking place and during the Citizen's Agenda/Non-Agenda portion of the meeting. Anyone intentionally disrupting the meeting will be promptly muted and/or ejected from the call.

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, Jane Mellert, Stephen Hurni and Joyce Lambert.

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

- *Now that the roll call of the Board of Supervisors is completed, we will proceed with a roll call of all members of the public who are participating on this call. Please state your name(s) one at a time so the Township can make sure that your participation is recognized.*

PUBLIC ATTENDANCE:

The following residents were present on the call:

Brianne Kemmerer, Resident
Ken Field, Resident

EXECUTIVE SESSION ANNOUNCEMENT:

An Executive Session was held today, June 25, 2020 from 2:00 P.M. to 3:02 P.M to discuss possible litigation. Mr. Petrucci questioned the Board whether they would like to pursue intervention of the Zoning Hearing Appeal in reference to Ryan Cortazzo (6191 Sullivan Trail) currently pending before the Court as well as authorization of filing an injunction to suspend all operations as the use is currently in violation of the Plainfield Township Zoning Ordinance.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the following 1). That Plainfield Township intervene in the Zoning Hearing Appeal of Ryan Cortazzo (6191 Sullivan Trail) that is currently pending before the Northampton County Court of Common Pleas; 2). Authorizing the filing of an injunction to suspend all operations of the business that is operating at the 6191 Sullivan Trail location, as the use is currently operating without a zoning permit, which is in violation of the Plainfield Township Zoning Ordinance. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Ms. Kemmerer thanked the Board of Supervisors for their actions on the matter. She added that they were recently notified that the matter would not be heard in Court for at least a year.

Motion approved. Vote 5-0.

I. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Plainfield Township MS4/Stormwater Management Program – Annual Monthly Meeting:
 - a) A brief summary of the accomplishments of the Stormwater Management Program;
 - b) Affording interested persons the opportunity to make oral statements concerning the Stormwater Management Program;
 - c) Consideration of relevant written materials that interested persons submit concerning the Stormwater Management Program; and,
 - d) Consideration of public input in making adjustments to the 2020-2021 implementation plan for the Stormwater Management Program.

Township Manager, Tom Petrucci, stated that each year, the Township is required to hold an annual meeting for the MS4/Stormwater Management Program. Mr. Petrucci

discusses the following accomplishments for the MS4 Permit Year 2 which ran from September 30, 2019 to June 30, 2020.

- a) In direct consultation with the Wildlands Conservancy, the Township has received a \$100,000.00 (with a \$100,000.00 match from the Township) DCNR C2P2 grant DCNR for the streambank restoration projects that are required by the Township's Pollution Reduction Plan for the current MS4 permit. The Township previously clarified the streambank restoration requirements with PA DEP officials. This project is currently under way, and Wildlands Conservancy will obtain proposals in the near future from multiple environmental consulting firms in order to select the contractor that will commence the PA DEP in-stream permitting work that is required for this project. Competitive bidding will be required for the actual in-stream work (not the design/permitting), as clarified by DCNR. The Township has received the initial deposit of \$50,000.00 for this grant.
- b) Continued use of the current stormwater mapping (including outfalls, inlets, basins, etc.) within the Township's GIS system for ease of reference/use.
- c) Road Department has continued to document inlet/stormwater piping maintenance when conducted.
- d) Will engage Arro Consulting to review and revamp (where necessary) the Township's Good Housekeeping polices, as required by the Township's MS4 permit (Minimum Control Measure #6).
- e) Implemented the "Citizen Problem Reporter" ESRI application and placed it on the Township website/MS4 webpage to make it easier to report stormwater problems.
- f) Expanding the Homeowner Best Management Practices property owner list to include the entire Township- not just the urbanized areas.

Ms. Mellert stated that she has tried the Citizen Problem Reporter and is impressed with the program and its functionality.

2. Green Knight Industrial Park II Major Subdivision (Conditionally Approved to October 31, 2020): Extension to Improvements Agreement (Authorization for Township Manager to Execute Extension on behalf of Board of Supervisors):

Mr. Petrucci stated that the Green Knight Industrial Park II Major Subdivision was previously conditionally approved through October 31, 2020. Recording of the plan and the Improvements Agreement are currently underway and should be completed shortly. Additionally, the Improvements Agreement will need to be extended. The improvements are close to being completed.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Jane Mellert to Authorize Township Manager, Tom Petrucci, to execute the Extension

of Time on behalf of the Board of Supervisors through January 31, 2020. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion Approved. Vote 4-0-1 with Stephen Hurni abstaining.*

3. Plainfield Township Vehicle Fuel Card Policy: Approval of Amendment to Plainfield Township Personnel Manual:

Township Manager, Tom Petrucci, stated that the Slate Belt Regional Police have their WEX fuel cards. He added that with the intent that the underground storage tank may not be able to be used in the future, the Board previously authorized Mr. Petrucci to obtain vehicle gas cards. For the Wex Fuel Cards, each employee would have an assigned ID number for when they use the fuel cards. Mr. Petrucci also provided the Board with a proposed amendment to the Plainfield Township Personnel Manual which will be placed under the Vehicle Policies section.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the Amendment to Plainfield Township Personnel Manual to include the Plainfield Township Vehicle Fuel Card Policy. *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. 744 Rasleytown Road (Commencement of Special Encroachment Permit Process/Public Hearing- Official Map):

Township Manager, Tom Petrucci, stated that a new home permit application has been submitted for 744 Rasleytown Road. This property was added on the Official Map in January 2020. The property owner met with the Zoning Officer in order to discuss if there were any issues with the property prior to building a home. However, the placement of the property on the official map was not disclosed to the property owner. The Board of Supervisors originally wanted to utilize this property for a parking area for the Township Trail. Mr. Petrucci questioned whether the Board had any issues with proceeding with a public meeting for the Special Encroachment Permit that was submitted for 744 Rasleytown Road. No Board members had any objections. The meeting will be held on this property for the second regular Board of Supervisors meeting in July 2020.

5. Review of 2020 In-House Paving Program- Plainfield Township Road Department:

Mr. Petrucci submitted a cost estimate to the Board for the 2020 In-House paving project. This year, the Road Department will be utilizing the tack coat, paver and roller machines. The proposed roads are Hower Road and Engler Road. Below is the cost estimate chart discussed by Mr. Petrucci:

2020 Plainfield Township In-House Road Paving Program

Road Name	Total Length of Road (FT)	Width of Road (FT)	Additional Square Yardage (SY)	Total Square Yards (SY)	9.50 mm Scratch Leveling Wearing Course (ANY SRL)	9.50 mm Scratch Leveling Wearing Course Projected Cost	9.5 mm Wearing Course (SRL M)	9.5 mm Wearing Course Projected Cost	19 mm Base Course	19 mm Base Course Project Cost	Full-Width Milling Rental	Tri-Axle Rental	Total Estimated Cost of Project (\$)
					90 lbs/SY	90 lbs/SY	2 1/2" 240 lbs/SY	2 1/2" 240 lbs/SY	3" 360 lbs/SY	3" 360 lbs/SY			
					\$54.50	\$54.50	\$55.00	\$55.00	\$48.00	\$48.00			
					Ton	Ton	Ton	Ton	Ton	Ton			
Collector Roads													
Hower Road (From Hill to Kesslersville Road)	1,838	19	0	3880.22	174.61	\$9,516.25	465.63	\$25,609.47					\$35,125.71
Engler Road (Upper Part to Kesslersville Road)	2,667	20	0	5926.67	266.70	\$14,535.15	711.20	\$39,116.00	2616.33	\$125,583.70	\$10,000.00	\$6,000.00	\$195,234.85
Totals	4505				441.31		1176.83		2616.33				
Capital Reserve Fund Allocation to Contracted Road Construction Projects (439.00)	\$588,470.87												
Capital Reserve Fund Allocation to Road Construction Materials (439.200)	\$100,000.00												
Total Available Funds	\$688,470.87												
2020 In-House Road Program Total Cost	\$230,360.56												
Projected Start Date	7/13/2020												

Mr. Petrucci indicated that these projects will be focused on for the remainder of 2020. Ms. Mellert voiced concerns with only completing half of each roadway. Mr. Petrucci noted that with respect to Hower Road, this road will be one step closer to correcting the road as only the lower portion was previously paved. Plainfield Township will be saving a large amount in funds by utilizing the Road Department Borough personnel for the work. Last year, the bid came in at approximately \$90.00 a ton for in-place asphalt as opposed to the \$48.00 to \$54.50 materials costs for this year’s asphalt materials bid pricing. Additionally, the Road Department is compensated for their time regardless. This provides the Township with additional control on how paving projects are done. The Township will consult with Rich Fox, Wind Gap Borough Public Works Crew Leader, and rely on his expertise in order to guide the Road Department with the paving project. The Township and the Borough have an intergovernmental agreement in place for shared road paving equipment and personnel.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the 2020 In-House Paving Program with the Plainfield Township Road Department. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion Approved. Motion Approved. Vote 5-0.

CITIZEN’S AGENDA/NON-AGENDA:

No comments were made at this time.

BOARD OF SUPERVISORS REPORTS:

1. *Glenn Borger, Vice Chairman-* No Report

2. **Joyce Lambert-** No Report
3. **Jane Mellert-** Ms. Mellert questioned whether the second Board meeting will be indoors. Members of the Board noted that this will be something that will be discussed closer to the meeting date.
4. **Stephen Hurni-** Mr. Hurni stated that arbitration is scheduled for September 23, 2020.
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 7:24 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 Stefanelli, under the direction of the Township Manager/Secretary.