

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
SEPTEMBER 9, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, September 9, 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 Treasurer, Katelyn Kopach, Administrative Assistant, Paige Stefanelli, Township Manager, Thomas Petrucci, Township Engineer, Michael Kukles, and Solicitor, David Backenstoe.

- *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:

Paul Rinaldi Jr., Resident
Adrienne Fors, Waste Management
Michael Brennan, Waste Management
Terry Kleintop, Resident

I. SECRETARY–THOMAS PETRUCCI:

1. Approval of the August 12, 2020 Regular Meeting Minutes (DRAFT):

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the August 12, 2020 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.

2. Approval of the August 27, 2020 2nd Regular Meeting Minutes (DRAFT):

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve the August 27, 2020 2nd 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.

3. Public Hearing for Consideration of Approval of Resolution No. 2020-13: Approval of Agricultural Security Area for Tax Map Parcel ID # G9-7-1-0626:

Upon a question asked by Mr. Paul Rinaldi as to what an Agricultural Security Area is, Mr. Petrucci stated that the approval of the Agricultural Security Area allows the applicant to conduct normal agricultural operations (ex. spreading of fertilizer and manure) without having these operations considered as nuisance activities. It is also the first step in the process to undergo farmland preservation.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the Agricultural Security Area for Tax Map Parcel ID # G9-7-1-0626. *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. Notification of Terms Expiring – Citizen Advisory Board Appointment Policy: 60 Day Notification Required to Board of Supervisors as per Adopted Resolution No. 2019-24:

Mr. Petrucci has sent correspondence to all individuals who have positions on Boards/Commissions that are expiring in order to ascertain if they would like to

remain on said Boards/Commissions. Mr. Petrucci is waiting for responses from those individuals.

5. Correspondence Received from Wind Gap Borough Council:

Township Manager, Tom Petrucci, stated that Wind Gap Borough has sent a support letter to the Board requesting the Board to reconsider their decision on the rezoning request for Waste Management. Mr. Petrucci questioned whether the Board would like to send a response back to the Borough. Ms. Mellert suggested compiling a sheet with facts for posting as we continue to receive additional letters. She added that a fact sheet showing timelines for the review of the request would be helpful. Ms. Joyce Lambert added that the Township needs to take into consideration the individuals that are in favor of the project as well as considering the possible tax increase and the jobs that will be lost. She stressed that the Township needs to reconsider. No action was taken by the Board of Supervisors.

II. TREASURER – KATELYN KOPACH:

1. Approval of the August, 2020 General Fund Disbursements (\$225,947.79):

ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to approve the August, 2020 General Fund Disbursements in the amount of \$225,947.79. 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 August, 2020 Treasurer’s Report:

ACTION: Motion was made by Joyce Lambert and seconded by Chairman, Randy Heard, to approve the August, 2020 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. Approval of the 2021 Non-Uniform Pension Plan Minimum Municipal Obligation (MMO) (Defined Benefit- Sapone, Werner, Ackerman- \$34,779.00); (Defined Contribution- Petrucci, Kopach, Hester, Stefanelli, Full-Time Zoning Officer \$16,280.00)- Total= \$51,059.00- Approval Required before September 30, 2020:

Ms. Kopach stated that the MMO was sent to Girard for review and no issues were identified.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Jane Mellert to approve 2021 Non-Uniform Pension Plan Minimum Municipal

Obligation (MMO) (Defined Benefit- Sapone, Werner, Ackerman- \$34,779.00); (Defined Contribution- Petrucci, Kopach, Hester, Stefanelli, Full-Time Zoning Officer \$16,280.00) in the amount of \$51,059.00. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Ms. Mellert is looking forward to meeting with the pension provider in the future.

Motion approved. Vote 5-0.

4. Approval of Real Estate Tax Refunds: \$32.60 for 581 Getz Road and \$2,865.42 for 6695 Sullivan Trail (Demolition for future Taco Bell):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the Real Estate Tax Refunds in the amount of \$32.60 for 581 Getz Road and \$2,865.42 for 6695 Sullivan Trail (Demolition for future Taco Bell). *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. Approval of the 3rd Quarter Fire Company Donation Payment - \$25,000.00:

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve the 3rd Quarter Fire Company Donation Payment in the amount of \$25,000.00. *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. Approval of the 3rd Quarter Emergency Management Coordinator Payment - \$600.00:

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to approve the 3rd Quarter Emergency Management Coordinator 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 5-0.

7. Approval of the 3rd Quarter Non-Uniformed Defined Benefit MMO Payment - \$9,782.50:

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the 3rd Quarter Non-Uniformed Defined Benefit MMO Payment in the amount of \$9,782.50. *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.

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

- 1. Consideration of Bids Received and Conditional Contract Award: Getz Road Culvert Replacement Project – Bids Opened September 3, 2020:

Township Engineer, Mike Kukles, stated that 14 companies submitted bids for the project. There was a large range in pricing. Professional Construction Contractors, Inc. was the lowest bidder coming in at \$154,451.50. This company has been around for more than 40 years.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to award the Getz Road Culvert Replacement Project bid to Professional Construction Contractors, Inc. in the amount of \$154,451.50 conditional upon construction easements and drainage easements to be granted by adjoining property owners as well as receipt of the required Certificate of Insurance and the Performance/Payment Bonds. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Mr. Petrucci indicated that there was an approximate 23% increase from the Batts Switch Road Culvert Replacement. A Local Share Grant was also received in the amount of \$76,115.00. Mr. Petrucci added that there is a possibility for a FEMA grant, however, Pennsylvania did not approve the Disaster Declaration to date.

Motion approved. Vote 5-0.

IV. TOWNSHIP MANAGER – THOMAS PETRUCCI:

- 1. Slate Belt Multi-Municipal Comprehensive Plan – Monthly Update:

The next meeting will be held on Wednesday, October 7, 2020 at 7:00 P.M.

- 2. Plainfield Township Act 537 Official Plan Update – Monthly Briefing:

Mr. Petrucci is anticipating to receive the draft Act 537 Official Plan week of September 7, 2020.

- 3. Plainfield Township MS4/Stormwater Management Program – Monthly Briefing:

Township Manager, Tom Petrucci, noted that the annual reports are due September 30th, 2020 and is currently in the process of completing the report.

4. Consideration of Adoption of Ordinance No. 400: An Ordinance Amending the Code of Ordinances of the Township of Plainfield at Chapter 15 (Motor Vehicles And Traffic), Part 2 (Traffic), §15-203 (Speed Limits Established) (1) to Establish the Maximum Speed Limit of Albert Road (T-646) as 25 Miles per Hour:

Mr. Petrucci indicated that the ordinance has been advertised and can now be adopted to lower the speed limit on Albert Road from 35 MPH to 25 MPH. The appropriate signage for the speed limit will also be placed along the roadway.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to adopt Ordinance No. 400 Amending the Code of Ordinances of the Township of Plainfield at Chapter 15 (Motor Vehicles And Traffic), Part 2 (Traffic), §15-203 (Speed Limits Established) (1) to Establish the Maximum Speed Limit of Albert Road (T-646) as 25 Miles 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 5-0.*

5. Consideration of Adoption of Ordinance No. 401: Plainfield Township Ordinance for Controlling Animal Wastes (MS4 Requirement):

Ordinance No. 401 allows for controlling animal waste within the Township. The adoption of this ordinance is required by the MS4 permit and is due by 2023. Upon adoption, this ordinance will be included within the MS4 report for next year, which is due September 30, 2021.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to adopt Ordinance No. 401: Plainfield Township Ordinance for Controlling Animal Wastes (MS4 Requirement). *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. Fiscal Year 2020 FEMA Hazard Mitigation Grant Opportunities - Culvert Replacement(s):

Mr. Petrucci recommended the Township to seek FEMA Hazard Mitigation Grant funding for stormwater improvements located along Engler Road, including the replacement of a culvert owned and maintained by the Township. The grant submission is due January 2021. Mr. Petrucci will work on the project and come back with a resolution in order to apply for the grant.

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to authorize Township Manager, Tom Petrucci, to work on the 2020 FEMA Hazard Mitigation Grant submission. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Mr. Paul Rinaldi, resident, questioned about the stormwater issues present on Engler Road. Mr. Petrucci stated that in order to correct this issue, major and extensive stormwater work is going to be required which includes replacing the culvert, stormwater piping, etc. The Township would create a concept that would be able to address all the present issues along Engler Road. FEMA funding may be available because the replacement of the culvert located on Engler Road was included within the Hazard Mitigation Plan.

Motion approved. Vote 5-0.

7. Approval to Advertise: 2020-2021 Heating Oil, Diesel and Gasoline Bid:

ACTION: Motion was made by Jane Mellert and seconded by Joyce Lambert to advertise the 2020-2021 Heating Oil, Diesel and Gasoline Bid. *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.

8. Approval to Advertise: Plainfield Township Road Department Building Above Ground Diesel Fuel Tank Design-Build Project:

Mr. Petrucci is working on specs for a 1,000 gallon above ground storage tank for the Road Department. After speaking with the Road Department, the Road Department would still like the option of an above ground tank for use due to the possibility of a power outage during a storm. If this were to be the case, the above-ground storage tank would still provide access for the Road Department.

This project would be a design build project and would cost approximately \$35,000.00 to \$50,000.00. This will include the above ground storage tank, lighting, fuel management system, and a pad. These items are necessary as they are required by the DEP. Ms. Mellert questioned where the location of the tank will be. Mr. Petrucci noted the exact location is unknown due to the project being a design build, however, it would be close to the current location, although further from the roadway. Ms. Mellert requested additional information on the project.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to Plainfield Township Road Department Building Above Ground Diesel Fuel Tank Design-Build Project. *Prior to the vote, Chairman,*

Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0-1 with Jane Mellert abstaining.

9. Slate Belt Regional Police Department: Municipal Building 2021 Lease Agreement Freeze Request:

Township Manager, Tom Petrucci, reported that the Slate Belt Regional Police Commission is looking for a 1 year freeze on the lease agreement due to their budget. Ms. Mellert added that she would be in favor of this request. Mr. Petrucci added that the increase provided for within the current lease agreement is 2% of the current rate. Chairman Heard asked what the amount of the 2% increase would be, and Mr. Petrucci reported that the amount was \$1,175.00 for the entire year. Ms. Mellert mentioned there are a lot of unknowns this year due to the lack of an arbitration award at this time. Mr. Borger expressed concerns with this request due to the minimal increase.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the Municipal Building 2021 Lease Agreement Freeze Request. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion denied. Vote 2-3 with Chairman, Randy Heard, Glenn Borger, and Joyce Lambert voting no.*

10. Ordinance Revision Advertisement - DRAFT: (§27-107) Uses Not Specifically Provided For:

Mr. Petrucci sent out a draft text to Solicitor Backenstoe for review. Minor revisions were made to the draft. There were discrepancies within the original text and it has now been made accurate. This ordinance will intend to be a catch all provision for all uses that are not currently provided for within the Zoning Ordinance. Solicitor Backenstoe stated that the ordinance tightens up the language and protects the Township from an exclusionary challenge.

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to advertise the Ordinance Revision for §27-107 (Uses Not Specifically Provided For). *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.*

11. Health Insurance Open Enrollment Period Approval – September 28, 2020 to November 6, 2020:

During the Open Enrollment period, employees can make changes to their insurance plan without having a life changing event.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the open enrollment period for Health Insurance from September 28, 2020 to November 6, 2020. *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.

12. Seasonal Employees for Road Department- Plowing for Winter:

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to approve the advertisement for non-CDL winter seasonal Road Department employees at the rate of \$20.00 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 5-0.

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

1. Planning and Zoning Report- August, 2020:
2. Road Department Report- August, 2020:
3. Fire Company and Ambulance Report- August, 2020:
4. Recreation Board Report- August, 2020

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the August, 2020 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- August, 2020:

There was no August, 2020 monthly report for the Slate Belt Regional Police Department.

CITIZEN'S AGENDA/NON-AGENDA:

Paul Rinaldi- Mr. Rinaldi questioned about the previous meeting which the Board discussed a trench drain for 839 Engler Road and whether a determination was provided at that meeting. Mr. Petrucci stated the Board discussed the feasibility of installing a trench drain and following the discussion, no vote was taken.

BOARD OF SUPERVISORS REPORTS:

1. *Randy Heard, Chairman*- No Report
2. *Glenn Borger, Vice Chairman*- No Report
3. *Joyce Lambert*- No Report
4. *Jane Mellert*- No Report
5. *Stephen Hurni*- Mr. Hurni stated that he received his advisory opinion from the State Ethics Commission, and it was determined that he cannot vote on anything related to the Green Knights nor Waste Management. Mr. Hurni had forwarded the opinion to Mr. Petrucci via email just prior to the meeting.

SOLICITOR'S REPORT- DAVID BACKENSTOE, ESQUIRE:

Solicitor Backenstoe's comment was addressed previously in the meeting.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger and seconded by Jane Mellert to adjourn the meeting. Motion approved. Vote 5-0.

The meeting adjourned at 8:01 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.