

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS
MEETING AUGUST 25, 2022**

The first regular meeting of the Plainfield Township Board of Supervisors was held on Wednesday, August 25, 2022 at the Plainfield Township Municipal Building, located at 6292 Sullivan Trail, Nazareth, PA 18064. The meeting public notice was duly advertised in the January 4, 2022 issue of the *Express-Times* newspaper.

Chairman, Glenn Borger, 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 Glenn Borger, Vice-Chairman Stephen Hurni, Supervisor Jane Mellert, and Supervisor Donald Moore. Supervisor Randy Heard was excused from attending the meeting.

Also present were Township Manager Thomas Petrucci, Assistant Treasurer Selma Ritter.

CURRENT BUSINESS:

1. Executive Session Announcement (Personnel): Monday, August 15, 2022 from 4:00 PM to 6:30 PM.

ACTION: For the record, Township Manager Petrucci announced the Board of Supervisors (“BOS”) held an Executive Session on August 15, 2022 to discuss personnel; no official action was required.

2. Consideration of Approval: July 13, 2022 Regular Meeting Minutes (DRAFT).

ACTION: Motion was made by Supervisor Hurni and seconded by Supervisor Mellert to approve the draft July 13, 2022 regular minutes as presented.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public. **Motion approved. Vote- 3-0; Supervisor Borger abstained.**

3. Consideration of Approval: Resolution No. 2022-20 – Appointment of Selma Ritter as Township Secretary and Township Treasurer – Effective September 2, 2022. Township Manger Petrucci noted September 02, 2022 is his last day of employment with the Township; therefore, there would not be an overlap in either of the positions. He also noted Selma Ritter is currently the Assistant Treasurer/Assistant Secretary.

ACTION: Motion was made by Supervisor Hurni and seconded by Supervisor Moore to adopt Resolution No. 2022-20 to appoint Selma Ritter as Township Secretary and

Township Treasurer, effective September 02, 2022.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public. **Motion approved. Vote- 4-0.**

4. Clarification/Discussion/Direction Requested: Appointment of Chief Administrative Officer of Non-Uniform Pension Plan (following departure of Township Manager). Township Manager Petrucci noted Resolution No. 2022-20 did not include appointment of the Chief Administrative Officer of Non-Uniform Pension Plan. He stated he has been in the position since January 2022 and prior to then the former Township Treasurer, Katelyn Kopach, was in the position for several years. Township Manager Petrucci requested direction from the BOS on who they would like to appoint to the position. Supervisor Mellet suggested a person from the Township office be appointed. Township Manager Petrucci then recommended the BOS appoint the Treasurer as the Chief Administrative Officer of Non-Uniform Pension Plan, with assistance from Girard where needed, at the next BOS meeting. There was a unanimous consensus for the matter to be added to the September 14, 2022 BOS agenda for consideration.

There was a discussion on who would administer some of the other Committees', which Township Manager Petrucci served as either the administer or alternate:

- a. Code Enforcement. The Township Zoning Officer, Sharon Pletchan, will administer all of the code enforcement positions, including the Junk Yard administration.
- b. Emergency Services Liaisons. Township Manager Petrucci and Supervisor Heard are currently serving in this position. However, Township Manager Petrucci will no longer serve after September 02, 2022 and Supervisor Heard is not available. Township Manager Petrucci suggested the BOS consider who they would like to appoint and discuss their options at a future meeting.
- c. Steering, Plan Slate Belt Committees. Township Manager Petrucci currently serves in this position The BOS needs to appoint someone.
- d. Other Miscellaneous Committees. Township Manager Petrucci stated Resolution 2022-20 takes care of the required statutory appointments, including the Right-to-Know Officer, by appointing Selma Ritter as the Treasurer.

Township Manager Petrucci will prepare a list of committees, which will include current administering appointments and ones that require new appointments.

5. Consideration of Approval of Adoption: Ordinance No. 415- An Ordinance to Repeal Ordinance No. 410 (Consumer Fireworks Ordinance) (Part 4 of Chapter 10 of the Code of Ordinances of Plainfield Township). Township Manager Petrucci reported the Ordinance had been advertised in the newspaper and on the website for adoption this evening. Ordinance 415 repeals Ordinance No. 410 (Consumer Fireworks Ordinance) in its entirety, until such time that the Township can redraft it to be consistent with the revised State Law.

Township Manager Petrucci suggested the BOS review his and Treasurer Ritter's review comments on the revised State Law, have Solicitor Backenstoe render a legal opinion on what the BOS can and cannot do and wait to review the PSATS guidance sheet which should be available soon.

ACTION: Motion was made by Supervisor Hurni and seconded by Supervisor Moore to approve adoption of Ordinance No. 415- an Ordinance to Repeal Ordinance No. 410 (Consumer Fireworks Ordinance) (Part 4 of Chapter 10 of the Code of Ordinances of Plainfield Township).

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public.

Resident, Kelly Grim, expressed concern for not having any Township Ordinance in place before the upcoming New Year's Eve holiday. Supervisor Borger stated they would not have anything, but they cannot have something that counteracts the State Law, so the current Township Ordinance (No. 410) must be repealed. Supervisor Moore noted the State Law does not allow municipalities to impose restrictions on certain holidays, including New Year's Eve.

Motion approved. Vote- 4-0.

6. Consideration of Approval: Letter to Slate Belt Regional Police Commission ("SBRPC") Regarding Lease Agreement (DRAFT). The proposed draft letter is a response to the SBRPC's request for a status update on the Slate Belt Regional Police Department's Lease Agreement. Township Manager Petrucci discussed the draft letter he prepared based on discussions the Board had in the past, which he summarized as the Township negotiated the January 18, 2018 Lease Agreement in good faith and the Commission was aware of the contents of the Lease Agreement terms. The draft response letter requests the Commission to close the matter out immediately and begin focusing on the 2023 Budget as well as the next Lease Agreement.

Township Manager Petrucci reported he had a meeting with the Slate Belt Police Chief and the Borough Managers of Pen Argyl and Wind Gap to review the draft SBRPC 2023 Budget. During the meeting a discussion arose regarding the lease. Township Manager Petrucci commented, while he is not recommending anything either way, he believes the two other communities may agree to a 3-month counter offer from the BOS to the 6-months they are seeking. He commented he does not believe the letter would be received well because they have not accepted other proposals over the past year. He recommended, if the BOS is not inclined to counteroffer the 3-months, they should send the letter as drafted because the BOS has to send something at this point.

Resident, Kelly Grim, commented she believes the community has an advantage of having the police located in the Township Building and she would like to see them remain here and in negotiations everyone has to win something.

ACTION: Motion was made by Supervisor Moore and seconded by Supervisor Borger to send the draft letter to the Slate Belt Regional Police Commission Regarding Lease

Agreement.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body or the public. **Motion approved. Vote - 4-0.**

7. Consideration of Approval: Action Plan and Comments to Send to Plan Slate Belt Steering Committee/Lehigh Valley Planning Commission (“LVPC”)– Plan Slate Belt Multi-Municipal Comprehensive Plan (DRAFT). Township Manager Petrucci discussed the Plan Slate Belt Committee meeting he attended on August 16, 2022; also in attendance were Supervisors Mellet and Moore, Planning Commission Member/Chair Paul Levitz, Steering Committee Member Terry Kleintop and Zoning Office Sharon Pletchan. The meeting was held to review and discuss the draft Plan Slate Belt Multi-Municipal Comprehensive Plan (the, “Comp Plan”). He noted the draft Comp Plan is available for public review on the Plan Slate Belt website. The Action Items, following the meeting, for the BOS’ approval this evening, included:

- a. Forward the Comp Plan to Solicitor Backenstoe for his review to determine if it is in compliance with the sections the Municipalities Planning Code (“MPC”) pertaining to the Multi-Municipal Comprehensive Plans;
- b. Send comments to LVPC, which requested the demographic data that was compiled as part of the project be included in the Comp Plan as an Appendix;
- c. Review of the land use plan, specifically if any of ten (10) municipalities within the Comp Plan would face any consequences/penalties if they do not adopt consistent zoning maps and ordinances following the adoption of the Comp Plan as required, i.e. if three municipalities out of the ten adopt consistent zoning maps and ordinances following the adoption of the Comp Plan (as required), then the seven municipalities who did not adopt them be the only municipalities to be penalized.
- d. Include a Parks and Recreation Plan in the draft Comp Plan, as it has not been included yet; and
- e. Inquire if the Implantation Agreement referenced in the MCP should be adopted concurrent/consecutively with the adoption of the Comp Plan.

Supervisor Moore requested the word “only” be inserted into the document, in the second paragraph where it discusses possible consequences (c above) because he does not believe the language is clear that only the municipalities that fail to adopt the zoning map and ordinances would be penalized and not all of the municipalities. He also suggested providing Solicitor Backenstoe with a paper (hard) copy of the Comp Plan. Township Manager Petrucci will provide him with a copy tomorrow.

ACTION: Motion was made by Supervisor Moore and seconded by Supervisor Mellet to approve the Action Plan related to the Multi-Municipal Comprehensive Plan.

Prior to the vote, Chairman Borger asked if there were any comments from the governing body

or the public.

Resident, Kelly Grim, questioned if there was a board and/or minutes that has a breakdown of work product to provide information on what is being discussed tonight. Supervisor Mellet stated Ms. Grim could visit the LVPC website for information (she would need to search Plan Slate Belt). Township Manager Petrucci suggested Ms. Grim visit the LVPC website and compile a list of questions, prior to it being adopted. Ms. Grim could also attend the public Plan Slate Belt meetings to obtain more information and participate in the discussion. Township Manager Petrucci stated it is normal and proper for sub-committees to discuss matters before a vote is taken.

Motion approved. Vote- 4-0.

CITIZEN'S AGENDA/NON-AGENDA (There is a 5-minute time limit for speakers. Please state your name prior to addressing the Board of Supervisors)*:

*In addition to direct public participation during the meeting, written comments concerning any listed agenda items may be submitted to the Township Manager by way of an email to manager@plainfieldtownship.org or via U.S. Mail C/O Township Manager, Plainfield Township, 6292 Sullivan Trail, Nazareth, PA 18064.

1. Township Manager Petrucci requested a brief executive session after the BOS meeting this evening, which would not require any official action.
2. Resident Meghan Uliana, questioned the status of the water testing on the Howee family farm, located at 6409 Hower Road, which Hanover Engineering was supposed to perform. Township Manager Petrucci reported the cost had increased from \$10,000.00 to \$26,000.00 and he could not authorize the funds to follow through; the funds have been allotted in the Budget, but need BOS approval. The baseline sediments and pollutants soil testing alone would cost approximately \$10,000.00 - \$12,000.00. Township Manager Petrucci will follow through with Engineer Jason Smith regarding the matter.

Ms. Uliana also stated Nazareth Borough Municipal Authority submitted a draft farm preservation last week. She questioned the BOS' position on the demolition of the buildings and house on the property. Township Manager Petrucci stated the Township does not have the authority to challenge a building and/or zoning code, if the applicant meets the permit requirements; however, the matter could be appealed to the ZHB if the permit is denied.

Resident, Millie Beahn, commented she recalls the BOS stating at a previous meeting that they were working on a plan, which would include how the property could be farmed. There was a concern for sludge being used on the property, along with water remediation and the buffer (trees). Demolition of the buildings on the property must go through zoning and the property owner would also need to file for a permit with the Department of Environmental Protection (DEP).

Ms. Uliana asked if they could be informed when the papers (demo) come in. Township Manager Petrucci suggested interested parties submit a Right-To-Know request, specific to demolition permits at the property, every few weeks to see if the owner files any documents.

a. William (Bill) Youngblood, stated prior to applying for an in ground pool permit, he ordered a 16' x 36' fiberglass pool approximately eight (8) months ago, which cost approximately \$18,000.00. After the pool was ordered, he applied for a permit and discovered the permit application required a grading plan, but he cannot get one for approximately 4-6 months because no engineers are available due to a backlog of work. He stated the grading plan is holding up the permit process to have the one piece fiberglass pool installed and he does not have a place to store it. He asked the BOS if they know of any engineers that could help with drafting the grading plan.

Township Manager Petrucci discussed the reasoning on why the Ordinance requires a grading plan for properties under 1.5-Acres of land. It was noted that the Township Zoning Officer cannot deviate from the Zoning Ordinance requirements. The Supervisors stated they cannot help him because it is an engineering issue and they cannot legally override the Zoning Officer.

The property is serviced by public water/sewer, which is a benefit because it could help speed the engineer's process. Township Manager Petrucci stated the grading plan needs to show the pool will not impact any pipes, wells, sewage, etc. already on the property.

b. Supervisor Hurni noted tonight would be Township Manager Petrucci's last BOS meeting with the Township. The Supervisors thanked him for his service and wished him well in his new position with another municipality.

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, a motion was made by Supervisor Hurni and second by Supervisor Moore to adjourn the meeting. The motion was approved unanimously.

The meeting adjourned at 08:14 P.M.

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter
Township Assistant Treasurer/Assistant Secretary
Plainfield Township
Board of Supervisors