

## **PLAINFIELD TOWNSHIP BOARD OF SUPERVISORS MEETING**

**July 27, 2023**

The July 27, 2023, Board of Supervisors Meeting was held at Plainfield Township Municipal Building located at 6292 Sullivan Trail Nazareth, PA 18064

**I. CALL TO ORDER** – Chairman Glenn Borger called the July 27, 2023, Board of Supervisors Meeting to order at 7:05 PM.

**II. The Pledge of Allegiance was Performed.**

**III. ROLL CALL** – Glenn Borger, Paul Levits, Jane Mellert, Don Moore, Ken Fairchild, Jeff Bartlett, Township Manager, and Kelly Unangst, Township Secretary.

Supervisor Mellert requested a motion be made to approve of sending a letter to Congresswoman Susan Wild stating the Plainfield Township is opposed to having trucks of longer lengths, and higher weights permitted to travel on Pennsylvania Roads. Supervisor Mellert stated that there are several towns and municipalities that have signed on to send the same letter to Congresswoman Wild. Supervisor Moore asked if there is a time restraint on the matter. Supervisor Mellert stated that she is not aware of any Due to no time restraints, it was decided by the Board that they would read Supervisor Mellert’s documentation she forwarded to Board members, as well as to Wind Gap and Pen Argyl Boroughs, and discuss the matter at the next Board of Supervisors Meeting.

**IV. ASSISTANT SECRETARY’S REPORT:** Jeff Bartlett, Township Manager

February 8, 2023, Draft Meeting Minutes: **A motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve the Board of Supervisor Meeting Minutes for February 8, 2023. No questions or comments from the Board or from the audience. Vote: 5-0**

Manager Bartlett asked the Board members what they would like to have done with their meeting minutes. Would they like documentation of what was actually stated at the meetings or would they like corrections that are submitted by one Board member whether the Board gets to review those changes ? He stated that when reviewing the correction suggestions submitted, he has gone back to review the meeting recordings and there have been times when the suggested revisions were not in the recordings at all. Manager Bartlett stated there have been times when he made the mistake of mixing who made the first and second motion by transposing them. Several other items suggested for change did not take place. Manager Bartlett stated that he doesn’t feel comfortable making addendums if they didn’t actually occur. He requested the Board to make that decision in the event they want changes made to minutes when they didn’t take place. Supervisor Mellert gave an example of something being left out of our meeting minutes when the bids were accepted for tree removal. Manager Bartlett stated some of Supervisor Mellert’s suggestions, such as stating what the Administrative Assistant’s

pay grade is and what her probationary period is . Supervisor Moore stated that things cannot be added to minutes if they didn't actually take place during a meeting.

February 23, 2023, Draft Meeting Minutes: Supervisor Moore requested a review of Supervisor Mellert's suggested corrections for these minutes. The board reviewed Supervisor Mellert's suggestions. Supervisor Mellert asked if a final, corrected copy will be provided to the Board Members. Manager Bartlett asked if they are going to review minutes once corrections are made, would they then approve and rescind approval if anything further was found? Supervisor Moore stated that they have never run into this happening for the length of time he has been on the Board, but that it's his understanding that they are conditionally approving the meeting minutes with the changes that have been agreed upon. He has faith that the Township Manager and Secretary will see to it that the changes are made. **A motion was made by Supervisor Moore and seconded by Supervisor Fairchild to conditionally approve the Board of Supervisor Meeting Minutes for February 23, 2023, with amended sections as discussed. No questions or comments from the Board or from the audience. Vote: 5-0**

March 8, 2023, Draft Meeting Minutes: The Board reviewed Supervisor Mellert's suggested changes for these minutes. Supervisor Moore recapped the changes agreed upon. **A motion was made by Supervisor Moore and seconded by Chairman Borger to conditionally approve the Board of Supervisor Meeting Minutes for March 8, 2023, with amended sections as discussed. No questions or comments from the Board or from the audience. Vote: 5-0**

March 23, 2023, Draft Meeting Minutes: **A motion was made by Supervisor Moore and seconded by Vice Chair Levits to table the March 23, 2023, Meeting Minutes because Board members didn't receive Supervisor Mellert's correction suggestions. No questions or comments from the Board or from the audience. Vote: 5-0**

April 12, 2023, Draft Meeting Minutes: **A motion was made by Supervisor Mellert to table the April 12, 2023, Meeting Minutes so she can ask Solicitor Backenstoe a question.** When Supervisor Moore asked Supervisor Mellert what she needed to discuss with Solicitor Backenstoe, she stated she wanted to ask the Solicitor if he received a copy of the statement, she read aloud at the end of the April 12<sup>th</sup> meeting. **A motion was made by Supervisor Moore and seconded by Supervisor Fairchild to approve the April 12, 2023, Meeting Minutes.**  
**Comment from the audience:** Audience member, Millie Beahn commented that she wants things to be put into the meeting minutes as they were discussed at a meeting. She feels things are being omitted. Supervisor Moore stated that the reason Supervisor Mellert's statement was not included in the April 12<sup>th</sup> Meeting Minutes is because it contained personal information, allegations and hearsay, and there were no staff members who remained to record it. **No further questions or comments from the Board or from the floor. Vote: 3-2 (Nae Votes: Supervisor Mellert and Vice Chair Levits)**

April 27, 2023, Draft Meeting Minutes: A motion was made by Supervisor Mellert and seconded by Supervisor Moore to approve the April 27, 2023, Meeting Minutes. **Audience Comment:**

Jeff Stoudt commented on a statement that was made earlier in the meeting by Manager Bartlett. Manager Bartlett made a statement about adding documentation to the meeting minutes that weren't discussed at a meeting. Mr. Stoudt stated that he is unsure that things could be added to meeting minutes if they were not discussed in a public forum. He stated he was unsure but mentioned it to the Board. Mr. Stoudt asked if there is a procedure that is followed by the Board and staff regarding how minutes go from being taken, to typed, to being distributed to the Board members. Does the secretary have a specific time frame to get minutes to the Board members, for the Board members to review them and then the Board members review and return minutes to the secretary before they are voted upon at the next meeting? Mr. Stoudt stated that the most recent minutes that are being approved this evening are still 3 months old. He stated that Township Secretary, Kelly Unangst types up minutes and then sends a draft out to the Board members. He asked if the Board then a certain amount of time is permitted to return the minutes with correction suggestions. Chairman Borger stated that there is a procedure, but that some people do not follow the procedures. Supervisor Mellert stated that the Board members just received the minutes that were discussed this evening, recently. Supervisor Moore suggested that the more recent minutes be provided to the Board first, then focus on the backlogged minutes. No further comments or questions from the Board or audience. Vote: 5-0

**V. TREASURER'S REPORT:** Jeff Bartlett, Township Manager

Manager Bartlett presented the following items that are included in this month's report. Balance Sheet, Deposit Detail, Check Detail. Balance Sheets for all funds were included as well as the Morgan Stanley Statement. Supervisor Mellert stated that she has questions regarding the General Fund, but that she can address them at another time. Supervisor Mellert asked if the 2 million was moved from one account to the Capital Reserve Fund. Manager Bartlett stated, yes. Brenda Stoudt, audience member, asked what months this report represents. Manager Bartlett stated for the month of June. Nolan Kemmerer, audience member, clarified that the 2 million dollars was moved from the Investment Account and put it in the Capital Reserve Fund. Supervisor Moore clarified that Mr. Kemmerer is correct in that statement. Mr. Kemmerer stated, "so you're taking Waste Management money and putting it into Capital Reserves? Is that what we're doing?" Manager Bartlett stated, yes, that's what we're doing. Mr. Kemmerer asked if this is the money the township receives from Waste Management. Manager Bartlett stated yes, that is correct. Supervisor Mellert stated that in the past, the Board has always voted on the transfer of large sums of money. **A motion was made by Supervisor Moore and seconded by Supervisor Fairchild to approve the \$466,033.07 in disbursements from the General Fund and the \$2,000,000.00 transfer from the Investment Account to the Capital Reserve Account.** Jeff Stoudt, audience member, stated that he thought the Investment Account was money to be saved in the event Waste Management closes in the future, so the Township has money to fall back on. Chairman Borger stated that the 2 million dollars transferred into the Capital Reserve Fund did not come from Investment Account a.k.a Waste Management funds. No further comments from the Board or from the audience. Vote:

5-0 Supervisor Mellert suggested that an investment report be provided to the Board since there has not been one provided this year. **A motion was made by Supervisor Moore and seconded by Supervisor Fairchild to approve the Treasurer's Report for June of 2023.** No further questions or comments from the Board or from the audience. Vote 5-0

Manager Bartlett clarified which version of the Statement of Revenue in comparison with the budget the Board prefers. Supervisor Moore stated that he prefers the vertical direction. Supervisor Mellert had no preference. Manager Bartlett said that usually by June of each year, the expenses budgeted for have reached the 50% mark. Some accounts have more than 50% currently in the account and some are close to the 50% mark. Overall, Manager Bartlett stated the Township is doing very well financially. Supervisor Mellert stated that the driveway permit deposit amounts are much lower than the expenses we have been putting out. Manager Bartlett stated he would look into this.

## **VI. PREVIOUS BUSSINESS:**

A. **SBRPC Lease Agreement:** Discussion and possible approval of agreement.

Manager Bartlett reviewed the lease agreement. Supervisor Moore stated that Solicitor Backenstoe has reviewed the lease. Supervisor Moore noted a correction that needed to be made. **A motion was made by Supervisor Moore and seconded by Supervisor Mellert to approve the lease proposed for the SBRPD with the condition that Line D Term 3 be changed to Line D Term 4.** No comments or questions from the Board or audience. Vote: 5-0

B. **Motion to Approve Completion of Probation Period for the Township Treasurer, Amy Riger. A motion was made by Supervisor Moore to approve the completion of the Township Treasurer's probationary period and the Board move her from Step 1 to Step 3 on the PTO chart.** Supervisor Mellert asked what it means to move from Step 1 to Step 3 on the PTO chart and why is it being included in this motion? Supervisor Moore stated that Step 1 is 16.5 days on the PTO chart. Step 3 is 20 days. Vice Chair Levits stated that we are giving a person with less than one year of service a month off, plus how many paid holidays. Mr. Levits stated he would like the Board to tell everyone in the township working in the private sector who is lucky to get 2 weeks off after 1 year of service. That they are extremely lucky if they get 2 weeks off in the first year of service, yet we are giving someone with less than a year of service a whole month off. Supervisor Mellert asked why the Treasurer's PTO is being increased when it was just increased about a month ago. Supervisor Moore stated that the overall PTO had been increased a month ago, while updating this portion of the Employee Handbook. Supervisor Fairchild asked how our PTO time compares with other municipalities. Supervisor Mellert stated that other municipalities do not have a PTO bank. They have separate categories of sick time, vacation time, and personal time. Supervisor Mellert stated that in the teamster's unions, most employees do not start accumulating sick

time until after they are employed for 6 months, and no sick time can be taken prior to 6 months of employment. Supervisor Mellert stated that by giving an employee 25 days in their first year, the employee is not waiting for their time off. Vice Chair Levits stated that the employee is not earning the time off. Supervisor Mellert stated that this is something that should be discussed in an Executive Session and should not be included in the same motion. Supervisor Mellert and Vice Chair Levits both stated that Board members should have been made aware of this since the agenda only states the Board is to vote on the approval of the Treasurer's completion of her probation. Vice Chair Levits stated that if the motion is to approve the completion of Treasurer Riger's probationary period, he has no issue with that, however if the second increase in PTO since May is included in the motion, then he is not ok with that. Supervisor Moore answered Supervisor Fairchild's previous question of what other townships offer for time off. He stated that in Buskill Township an employee receives 10 sick days, 5 personal days, and 5 vacation days in their first year. Supervisor Mellert asked when a Bushkill Township employee can start using these days. Supervisor Moore didn't have this information. Nolan Kemmerer, audience member, asked if the 16 days started after the probationary period. Supervisor Moore stated during them. Mr. Kemmerer confirmed that during probation, an employee cannot take time off, correct? Supervisor Moore and Manager Bartlett stated that no time off can be used in the first 3 months of employment. Manager Bartlett stated that the reason they prefer PTO over individual categories is because if someone wants to use sick time and save their vacation, they can call in sick. If it is one day here or there, a doctor's note cannot be required. Vice Chair Levits suggested making a motion for the probationary period and then going into Executive Session to discuss the PTO allotment. Supervisor Moore stated that in Lower Mt. Bethel Township, employees receive 22 PTO days in their first year. In Upper Mt. Bethel Township, employees receive 20 days PTO in their first year. Secretary Unangst asked for clarification on the motion. Supervisor Moore stated that the motion was to remove Treasurer Riger from her probationary period and to move her from Step 1 to Step 3 on the PTO chart. Vice Chair Levits stated, "so we are giving her 2 years credit for 6 months of service. Supervisor Fairchild stated that we need to keep up with the times. He stated that we cannot offer 5 days off when other municipalities are offering 20. Vice Chair Levits stated that the Board just approved the increase to 16.5 days and now it is moving up again. Carlton Micheals, audience member, asked if this is what the staff member is asking for or is this what the Board is offering? Vice Chair Levits stated that this is what she is asking for. Mr. Micheals asked if the Board has come back with a counteroffer? Vice Chair Levits stated no. Mr. Micheals stated, "so you're just going to give her what she wants?" Supervisor Mellert stated that this is the second time because the Board just agreed to increase the PTO hours in May. Supervisor Moore clarified that the accumulated PTO hours were increased for everyone in May. Treasurer Riger is asking to go up in seniority to receive additional PTO hours. Mr. Michaels asked how long the Treasurer has been employed with the township. Vice Chair Levits and

Supervisor Moore both stated 6 months. Supervisor Moore stated that she has 20 years' experience. Several Board members stated this is not true. Ms. Riger has experience in finance but has never worked in the Municipal Government sector. Vice Chair Levits stated that Ms. Riger is doing a good job. Supervisor Fairchild stated that we are going to lose Ms. Riger over an additional 3 days of PTO. Supervisor Moore stated that initially Ms. Riger started in the administrative assistant position and wasn't in the position to negotiate PTO. An audience member asked if there were any other prospects for the Treasurer position. That if she is not given what she wants and leaves, are there any others that have applied for the position. Several Board members answered no. The audience member stated that as much as the situation isn't ideal, the Board either gives her what she wants, or loses her. Nolan Kemmerer asked if this would increase the Treasurer's pay or only move her up in vacation days. Chairman Borger and Vice Chair Levits replied that this is to move her up in PTO only. Millie Beahn, audience member, stated that she feels a personnel matter should not be discussed in public. Brenda Stoudt, an audience member, asked when the Treasure would move from the 3<sup>rd</sup> to the 4<sup>th</sup> step if she is moved up now. Supervisor Moore stated in January. Supervisor Mellert requested an Executive Session. Chairman Borger reminded that there is a motion on the floor with a 1<sup>st</sup> and 2<sup>nd</sup>. **No further comments or questions from the Board or from the audience. Vote 3-2 (Nae: Supervisor Mellert and Vice Chair Levits)**

The Board decided at this time to enter an Executive Session at the end of the public portion of the meeting.

## **VII. NEW BUSINESS:**

**A. Motion to Approve a Resolution Authorizing Township Manager to Execute Multimodal Grant Application Documents for the Engler Rd. Project:** Township Manager Bartlett stated that this is a transportation grant, and the Township is asking for \$1,995,558.00. This grant is through the Pennsylvania Commonwealth Financing Authority. Manager Bartlett stated that there is a resolution this evening. The Board previously authorized Township Engineer, Jeff Ott, to put together an application, however, the Township must sign off on the grant. Manager Bartlett stated that this is a Resolution authorizing the Township Manager and the Board Chairman to sign the documents to apply for the grant. Supervisor Mellert requested the Resolution Number. Manager Bartlett gave Resolution Number of 2023-11. **A motion was made by Supervisor Mellert and seconded by Supervisor Moore to authorize the Township Manager to execute documents necessary to apply for the Multimodal Transportation Grant to help cover the repairs of Engler Rd. No comments or questions from the Board or from the audience. Vote: 5-0.**

**B. Discussion on Environmental Advisory Board Secretary Position:** Manager Bartlett stated that Supervisors Moore and Mellert are on the EAC and asked them to take the

lead on this topic. Supervisor Moore stated that at the July EAC Meeting that until former Manager Petrucci stepped in around 2021 as the EAC Secretary, that it had previously been a paid position. Before Mr. Petrucci it had been Supervisor Mellert from 2007 to 2021. Supervisor Moore stated that Supervisor Mellert had mentioned that the Board of Supervisors would appoint the EAC Secretary each year. The EAC members discussed that perhaps it should return to being a paid position. That the position doesn't necessarily need to be the Township Manager. Supervisor Mellert stated that Manager Bartlett suggested that the EAC ask for volunteers. Supervisor Mellert stated that they did this twice but have received no volunteers. She mentioned that there is a new applicant to be a member on the EAC. Vice Chair Levits stated that he feels the Board should obtain a list of responsibilities of the EAC Secretary from the EAC. **A motion was made by Vice Chair Levits and seconded by Chairman Fairchild to request a list of duties for the EAC Secretary from the EAC. No comments or questions from the Board or from the audience. Vote: 5-0**

**C. Discussion on Environmental Advisory Board Regarding Authorization to Research and Make Recommendations on Open Space Funds.** Manager Bartlett stated that there has been an expansion of use for the Open Space Fund. Previously, the fund had been permitted to be used for the purchase, maintenance, and development of Open Space. The EAC has requested that the Board of Supervisors compile a letter stating what the Board would like the EAC to do regarding researching other possible uses the Open Space Funds can be used for. Supervisor Mellert stated that the Open Space Fund comes from a portion of Earned Income Tax and has been used in the past for the Township to purchase land to preserve. It was opened to where municipalities can also use the funds for maintenance of preserved areas and recreation areas. Carlton Micheals, audience member, asked how much money is currently in our Open Space Fund. Township Manager Bartlett stated, close to 5 million dollars. Mr. Micheals asked how much has been spent. Mr. Bartlett stated that he is aware that there is only one farm that has been preserved in the past 3 years. Mr. Bartlett stated that approximately 2 years ago the state altered the guidelines to include that 25% of the revenue in the total fund could be used for the maintenance of Open Space such as park rehabilitation, and trail maintenance. Manager Bartlett stated a few meetings ago that even if the township were to utilize 10% of the revenue in the fund to put toward park restoration or trail improvements or restoration, that we would still have plenty left in the fund for preservation of Open Space and to assist famers. **A motion was made by Vice Chair Levits and seconded by Chairman Borger to give authorization for Manager Bartlett to research and make recommendations on utilizing a small portion of the Open Space Fund. No further questions or comments from the Board or from the audience. Vote: 5-0**

**D. Discussion on Zoning Officer Staffing Contracted Position.** Manager Bartlett made the Board aware of the need for a full-time zoning officer. He stated that the two times

a week we currently have a zoning officer in the office is not efficient. Manager Bartlett stated that two days a week gives the part-time zoning officer the opportunity to deal with zoning permit applications, and some code compliance complaints. This does not permit him to process any projects or conduct reviews for the Zoning Hearing Board or for the Planning Commission. Managing all the aspects of the zoning officer position cannot be completed in 16 hours a week. Manager Bartlett reviewed the list of tasks that our current part-time zoning officer is unable to complete in a 2 day a week. Supervisor Moore stated that he was under the impression that on the days the part-time zoning officer was not in our office that there would be a phone number that people could call to get in contact with the Z.O. Supervisor Moore asked if this phone number was being utilized. Manager Bartlett stated that he was unaware of a contact phone number that is available when the zoning officer is not on site. He stated that people do leave messages in the zoning office voicemail, but the zoning office is so busy that it takes a bit for calls to get returned. Supervisor Mellert stated that she has been informed that when people call, there is no answer or response if a voice mail is left. Supervisor Mellert stated that this phone number can be posted to our website to inform residents in the event they need to speak to someone on days when the zoning officer is not in the office. Manager Bartlett stated that Barry Isett would be able to staff the office more frequently, but they would possibly need to send a different staff member on any other days outside of their current Monday and Thursday. This would mean we'd possibly have two zoning officers in the office for more than 2 days a week. Supervisor Fairchild asked Manager Bartlett if there were any other staffing agencies that we have checked with to see if they could meet our needs. Manager Bartlett stated that he hasn't reached out to any other companies at this time, but that if this is what the Board prefers, he can do so. Supervisor Moore confirmed that the current zoning officer is unable to review grading plans therefore we are forwarding these to the township engineer at Ott Consulting. Manager Bartlett stated that it is not that Mr. Kimes is not doing the job. He works diligently when he's in the office. It is that the workload requires more hours a week than 16. Vice Chair Levits asked where we are advertising in an attempt to hire a full-time zoning officer. Manager Bartlett stated that it is being advertised on our website, as well as in the Nazareth Key weekly newspaper, and on indeed.com. Supervisor Moore asked what the township is currently paying to staff a zoning officer for two days a week. Manager Bartlett stated that at the rate Barry Isett charges the township to have a zoning officer in our office two days a week. Manager Bartlett stated that it comes out to be \$74,800 annually. Manager Bartlett stated that if the township increases the staffing three days a week, it will be \$112,000 annually if Barry Isett's rates remain the same. Nolan Kemmerer, an audience member, asked if there are criteria for the zoning office position. Board members stated that there is a job description available. Mr. Kemmerer confirmed that there are no state regulated requirements or licensure to be a zoning officer. The Board members confirmed that statement is correct. Manager Bartlett stated that it is a difficult position for someone coming in with no zoning background.



**E. Township Emergency Declaration and Infrastructure Damage Update.** Manager Bartlett stated that despite the rumors that there has been no official declaration of disaster from the storm in any of the surrounding counties or the state of Pennsylvania. However, FEMA and PEMA have decided that our township has experienced enough damage to take the next step. FEMA will be visiting the area and touring flood damaged areas to document the severity of damages next week. Manager Bartlett gave a review of road and culvert damage in various locations in the township. Some roads have been closed or partially closed, and our Public Works Department is working to make more of the minor repairs. Once the tour is complete, FEMA and PEMA will make the decision as to whether they will declare Plainfield Township a disaster area. Currently there has been no discussion regarding funding for individual residents' damages. Manager Bartlett has estimated that Plainfield Township has experienced over 4 million dollars in infrastructure damage. Supervisor Mellert asked Manager Bartlett to provide a list of damaged roads. Manager Bartlett stated the following roads had been damaged. Heitzman Rd.; Sandt Rd.; Lefevre Rd.; Capp Rd.; Hahn Rd meets Mud Run Rd.; Culvert at Mud Run Rd.; and Engler Rd. Engler Rd is going to become one lane with stop signs at each end to keep vehicles off the side of the road where the side of the road has collapsed. Jeff Stoudt, audience member, asked if the additional damage done to Engler Rd would negate receiving grant funding. Manager Bartlett stated he doesn't feel as though this will happen and we have photos of the road prior to the storm. If the grants are only awarded for repair of the lower portion of Engler Rd, this would still cover 1 million dollars of the project.

### **VIII. CITIZEN'S AGENDA/NON-AGENDA:**

#### **1. Nolan Kemmerer:** Status of SBRPD Contract Negotiation

Supervisor Mellert stated that the SBRPD & SBRPC are in negotiations. There have been two meetings thus far. It is never the goal to go to arbitration, but that is determined by several factors. Supervisor Mellert stated that both sides need to have some of their needs met and the contract needs to be sustainable for all municipalities involved. There is a date of August 29, 2023, to have negotiations worked out.

#### **2. Tina Jarrel:** Executive Director at Chandler-Asbury Estates

Ms. Jarrel came to make the Board of Supervisors aware of the response of the Plainfield Twsp. Volunteer Fire Co. upon the last few fire alarms they have responded to. Ms. Jarrel stated that the last two fire alarms that went off in the retirement community brought the Fire Chief, Alex Cortezzo, in his personal vehicle. The response time was quite a while, Ms. Jarrel stated, and her residents were out in extreme heat. She is concerned because he showed up by himself to check the alarm panel and there were no other fire fighters with him. When Ms. Jarrel stated she asked Mr. Cortezzo where the fire trucks and other personnel were, Mr. Cortezzo responded by saying they are all at their jobs. Ms. Jarrel is concerned that while these two alarms had been due to smoke from food burning, had there been an involved fire, her facility and, or residents could have perished. Ms. Jarrel stated that she has worked at the facility for the past

18 years. For 14 of those years, whenever an alarm would be triggered, there were several trucks and fire fighters on the property within 5-6 minutes. She is trying to get to the bottom of what has changed in the past 3-4 years since they last had a fire alarm triggered, to now have Mr. Cortezzo responding by himself in his personal vehicle. Ms. Jarrell stated the first time this occurred, she didn't think too much of it, but two weeks later they had an alarm go off and had to evacuate the residents. Ms. Jarrell stated she went to the kitchen because she thought she smelled smoke. Again, Mr. Cortezzo arrived alone in his personal vehicle. It was 95 degrees outside that day. 20-25 minutes later, Chief Cortezzo arrived in her personal vehicle. Supervisor Mellert asked Ms. Jarrell if the SBRPD arrived at the call. Ms. Jarrell stated that they may have been on the scene, but that she was busy caring for the residents and isn't 100% sure. She was under the impression that if a volunteer firefighter is at work and their pager goes off, they must leave work. She stated that in the past when she had employees who were volunteer firefighters and their pagers went off, she always had them leave for the call. Ms. Jarrell stated there was a third alarm triggered in 5 weeks. This was at 5 AM. Once again Chief Cortezzo arrived alone in his personal vehicle. Supervisor Moore asked Ms. Jarrell if she was aware of the approximate time of arrival for the Fire Chief from the time the 9-1-1 call was placed. Ms. Jarrell stated that the first two calls were around 20-25 minutes. The third call that took place at 5:00 AM, Ms. Jarrell was not on site during this time. She stated in an attempt to get to the bottom of this, she called Northampton County 9-1-1 Center and spoke to a manager. She stated this is when she found out that there is a dispute between Plainfield Township Volunteer Fire Co and Wind Gap Fire Company. Ms. Jarrell stated that in the past, Wind Gap would always respond to calls with Plainfield Township and usually arrived first. Ms. Jarrell stated that she reached out to state representatives, and anyone she could think of to get help. Everyone she spoke to informed her that she needs to contact the township because the Township Manager or Fire Chief are the only two people who can change the order of response companies listed with the Asbury-Chandler Estates. Chairman Borger stated that he is shocked to hear this and a 25-minute response time is not acceptable. Ms. Jarrell stated that they did discover at the third alarm that there was a faulty fire alarm. The first two she was not aware it was a faulty alarm because in the first alarm there was smoke and in the second alarm, they smelled smoke. Supervisor Fairchild stated that if Plainfield Township is unable to get a crew together to get out to a fire call, that Wind Gap Borough or another available station is to respond. He stated that he would be happy to speak with Fire Chief Cortezzo to see what is going on. Chairman Borger confirmed that Supervisor Fairchild will be looking into this issue and speaking with Chief Cortezzo. Supervisor Fairchild exchanged contact information with Ms. Jarrell. Supervisor Fairchild stated that Plainfield Township's Emergency Management Coordinator works at the Northampton County 9-1-1 Center, so he is going to speak to him as well.

3. **Paul Levits:** Paul mentioned the need for signage at the Mediterranean Farms stand or storefront. He is getting cars coming up his driveway and people are getting out and walking around his property looking for the store. There is no sign or address number identifying the location. Vice Chair Levits stated he doesn't mind people passing the location, getting to his

driveway, and turning around at the end of his driveway because they realize they have passed the location. When they drive all the way up his 500 ft driveway, get out of their vehicles, and begin walking around his property, that is not ok. He stated he has neighbors with much shorter driveways and it is upsetting to them. Vice Chair Levits stated that he has had people turn around in his yard, knock on his door asking where the storefront is and wandering around his property. He asked if he needs to speak to our zoning officer about getting signage put up for the farm. Township Manager Bartlett stated that he will look into this.

**IX. BOARD OF SUPERVISOR'S REPORTS:**

1. **Ken Fairchild:** None
2. **Don Moore:** Plan Slate Belt Comprehensive Plan—Made Board aware that Dean Severson, Community Director with the Lehigh Valley Planning Commission who was leading the meetings for Plan Slate Belt is no longer at the LVPC.
3. **Jane Mellert:** The first meeting for the month of August for the SBRPC is cancelled due to the fact that National Night Out events are taking place on August 1, 2023, when the meeting would be held. National Night Out will be held at Wind Gap Borough Park.
4. **Paul Levits:** Vice Chair Levits asked Manager Bartlett if there has been any progress on electric supplier rate comparisons. Manager Bartlett stated that the numbers aren't what we had hoped for, but we are comparison shopping much later in time than the Borough's did back when rates were significantly lower. Vice Chair Levits mentioned the Plainfield Township Farmer's Fair Committee coming to the Township requesting improvements be done to the demo derby/tractor pull area. Unfortunately, there wasn't enough time between their request and this year's fair to accomplish the work. He suggested a letter be sent to the Farmer's Fair Board asking them to provide the Township with a list of items they would like to see done and the prioritization of importance.
5. **Glenn Borger:** None

Millie Beahn, audience member, stated that a meeting with the Farmer's Fair Committee would be helpful because they tend to lose track of time and before they know it the next fair is approaching. Supervisor Mellert stated that she spoke to Susan Hahn, with the Farmer's Fair Committee and stated that she plans to reach out to schedule a meeting with herself and Chairman Borger soon.

**X. ADJOURNMENT:** A motion was made by Supervisor Moore and seconded by Supervisor Fairchild to adjourn the July 27, 2023, Board of Supervisor's Meeting. There were no questions or comments from the Board or from the audience. Vote: 5-0 The meeting was adjourned at 9:58 PM.

**EXECUTIVE SESSION:** Chairman Borger announced the commencement of an Executive Session immediately following adjournment.

