

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISOR'S MEETING
MAY 14, 2025**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, May 14, 2025 at the Plainfield Township Municipal Building, located at 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Ken Field, called the meeting to order at 6:00 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Ken Field, Vice Chairman, Glenn Borger, Supervisor, Nolan Kemmerer, Supervisor, Jonathan Itterly, and Supervisor, Kenneth Fairchild.

Also present were Solicitor, David Backenstoe, Esq., Township Engineer Representative, Dave Crowther, and Secretary/Permit Coordinator, Amy Kahler. Township Manager, Paige Stefanelli, was absent due to a family emergency.

Approximately 18 members of the public were in attendance.

I. GUEST SPEAKERS/PRESENTATIONS:

1. Grand Central Sanitary Landfill (Waste Management) Monthly Update:

Ms. Adrienne Fors and Joe Statile, representative on behalf of Waste Management provided the monthly update from Grand Central Sanitary Landfill. Ms. Fors reported on the operations. They are accepting approximately 2,000 tons of garbage per day. Capping projects are coming along and are negative completion. She informed the Board of Supervisors about an additional methane gas drilling project planned for the fall. She also noted that the new recycling facility is open. Ms. Fors mentioned a Habitat Tour taking place on June 7, 2025 and another tour taking place on June 16, 2025 of the facility.

II. SECRETARY -- AMY KAHLER:

1. Board of Supervisors Meeting Minutes- April 9, 2025- Request to Table

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to table the Board of Supervisors Meeting Minutes for April 9, 2025. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Board of Supervisors Meeting Minutes- April 24, 2025

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to approve the Board of Supervisors Meeting Minutes for April 24, 2025. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

III. INTERIM FINANCE DIRECTOR -- NICHOLAS STEINER:

1. Review and Approval of Accounts Payable (\$150,635.53) and Monthly Treasurer's Report:

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to approve the Accounts Payable in the amount of \$150,635.53 and the Monthly Treasurer's Report. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Approval of Supplemental Accounts Payable List:

ACTION: Motion was made by Kenneth Fairchild and seconded by Jonathan Itterly to approve the Supplemental Accounts Payable List in the amount of \$31,760.32. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Receipts of GASB Disclosures for Plainfield Township Pension Plans:

ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to acknowledge receipt of the GASB Disclosures for Plainfield Township Pension Plans. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

IV. TOWNSHIP ENGINEER REPRESENTATIVE -- DAVE CROWTHER:

A. Updates and Discussion:

1. Repairs for Hahn Road- *Tabled*

This item remained tabled.

2. Culvert Condition and Grant Funding Opportunity for Glass Street:

Township Engineer Representative, Dave Crowther, reported on the culvert conditions located on Glass Street the recommended a stormwater pipe to be installed and that a culvert is no longer a feasible option or the Township. The Road Department would assist in the installation efforts.

No action was required.

3. Church Road Driveway Widening Options for Plainfield Township Ingress/Egress located at 6292 Sullivan Trail:

Township Engineer Representative, Dave Crowther, reported that the Township currently holds Highway Occupancy Permit. Mr. Crowther presented cost estimates including Option 1: \$17,300 for Keystone Consulting Engineers to handle the permitting and design, and Option 2: \$6,200 for design and the Road Department to assist in widening the driveway to a maximum of 30 feet. The second option, as recommended, falls under maintenance of the current HOP per PennDOT.

ACTION: Motion was made by Kenneth Fairchild and seconded by Jonathan Itterly to proceed with Option 2, to widen Church Road driveway with the assistance of the Road Department. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

4. Site Inspection Findings for Improvements regarding Green Knights Industrial Park:

Township Engineer Representative, Dave Crowther, provided an update on the site inspection findings for improvements regarding Green Knights Industrial Park. Green Knight, Developer has completed the final paving, and the last thing is to complete line striping. Then the Developer will request a Letter of Credit to reflect.

5. Geotechnical Investigation and Slope Stability Survey Report for Mud Run Road:

Township Engineer Representative, Dave Crowther, presented the Earth Engineering report, which addressed concerns regarding Mud Run Road from Paul Creneti, Earth Engineering, reported and identified issues in the area from Sand Spring to the Green/Ross area, with estimated repair costs ranging from \$1.3 million to \$1.7 million to fix the affected areas of Mud Run Road. Chairman, Ken Field, recommended looking into grants to address these concerns.

During the discussion, resident, Jeff Stoudt, asked about the possibility of simply closing the road permanently.

B. For Consideration:

1. Report on Investigation Analysis of Road Work on Horizon Drive (Dotta's Development):

Township Engineer Representative, Dave Crowther, reported that this matter could be tabled as the whole development needs to be looked at.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to table the Investigation Analysis of Road Work on Horizon Drive pending review

of the entire development. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

V. TOWNSHIP MANAGER -- PAIGE STEFANELLI:

Township Manager, Paige Stefanelli, was absent due to a family emergency. Ms. Stefanelli had prepared comprehensive background memorandums for each agenda item with relevant information, for consideration of the Board of Supervisors.

A. Resolutions:

1. Consideration of Adoption of Resolution No. 2025-13- 2025 Plainfield Township Fee Schedule- Amendments:

The Board reviewed proposed amendments to the 2025 Plainfield Township Fee Schedule, which included updates to the Open Records Policy and associated fees.

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to adopt Resolution No. 2025-13 amending the 2025 Plainfield Township Fee Schedule. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Consideration of Adoption of Resolution No. 2025-14- Sewage Facilities Planning Module- 910 W. Pennsylvania Avenue:

ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to adopt Resolution No. 2025-14 regarding Sewage Facilities Planning Module for 910 W. Pennsylvania Avenue. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

3. Consideration of Adoption of Resolution No. 2025-15 Updating the Plainfield Township Personnel Manual:

The Board reviewed the proposed updates to the Plainfield Township Personnel Manual as presented in Resolution No. 2025-15.

ACTION: Motion was made by Glenn Borger and seconded by Kenneth Fairchild to adopt Resolution No. 2025-15 updating the Plainfield Township Personnel Manual. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

B. Personnel:

1. Executive Session Announcement regarding Hiring Personnel, which was held on April 25, 2025 from 3:00PM-4:45PM:

An Executive Session was held on April 25, 2025 from 3:00 PM to 4:45 PM to discuss hiring personnel matters.

2. Recommendation to Appoint Nicholas Steiner as Finance Director Per Conditional Offer:

ACTION: Motion was made by Ken Field and seconded by Kenneth Fairchild to appoint Nicholas Steiner as Finance Director per the conditional offer letter with a salary of \$100,000.00 per year. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Recommendation to Appoint Elizabeth Amato as Zoning Officer/Building Code Official Per Conditional Offer and to authorize notification of this appointment to the Pennsylvania Department of Labor and Industry:

ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint Elizabeth Amato as Zoning Officer/Building Code Official per the conditional offer letter with a salary of \$83,000.00 and to authorize notification of this appointment to the Pennsylvania Department of Labor and Industry. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

4. Consideration on the Appointment of Michael Schmidt for Zoning Hearing Board Alternate:

ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to table appointing Michael Schmidt as Zoning Hearing Board Alternate. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

C. New Business:

1. Consideration on Request for Letter of Credit Reduction #1 for PC-2020-009- Posh Properties/Starbucks located at 6669 Sullivan Trail:

The Board reviewed a request for a Letter of Credit Reduction in the amount of \$159,000 for the Posh Properties/Starbucks project.

ACTION: Motion was made by Nolan Kemmerer and seconded by Jonathan Itterly to approve the Letter of Credit Reduction #1 for PC-2020-009- Posh Properties/Starbucks located at 6669 Sullivan Trail in the amount of \$159,000. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Discussion on Right-Of-Way Dedication for Estates of Shady Lane- PC-2024-008:

Solicitor Backenstoe provided information about the Right-Of-Way Dedication for Estates of Shady Lane and recommended the Board of Supervisors accept the Right of Way Dedication due to if any improvements need to be done in the future to the roadway. This will provide the Township legal access to those areas.

ACTION: Motion was made by Kenneth Fairchild and seconded by Glenn Borger to proceed with the Right-Of-Way Dedication for Estates of Shady Lane. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Discussion and Approval of Johnson Controls Proposal and Service Agreement:

ACTION: Motion was made by Kenneth Fairchild and seconded by Jonathan Itterly to approve the Johnson Controls Proposal and Service Agreement in the amount of \$3,981.47. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

1. Planning and Zoning Report:

This report is in the process of being updated and will follow at a future meeting.

2. Road Department Report:

This report is in the process of being updated and will follow at a future meeting.

3. Fire Company and Ambulance Report- April 2025:

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to accept the April 2025 Fire Company and Ambulance Report. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

4. Recreation Board Report- Breanne Kemmerer, Chair:

a. Disc Golf Layout Proposal for Kessler'sville Road Municipal Complex:

The Recreation Board Chair provided information about the layout proposal for disc golf at the Kessler'sville Road Municipal Complex. Discussion included reviewing the proposal at the next meeting, with Glenn Borger mentioning permit requirements for the park through NPDES.

ACTION: Motion was made by Jonathan Itterly and seconded by Ken Field to approve the Disc Golf Layout Proposal on the condition that a NPDES does not

have to be completed. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

VII. SLATE BELT REGIONAL POLICE DEPARTMENT REPORT:

1. Slate Belt Regional Police Department Monthly Report- April and May 2025:

ACTION: Motion was made by Nolan Kemmerer and seconded by Kenneth Fairchild to accept the Slate Belt Regional Police Department Monthly Reports for April and May 2025. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

VIII. CITIZEN'S AGENDA/NON-AGENDA (*Only persons who have signed the Sign-In Sheet by 6:15 PM will be allowed to speak. There is a 5-minute time limit for speakers*):

- **Millie Beahn**

Ms. Beahn spoke regarding concerns about Township departments adopting reporting formats. Finance Director, Nicholas Steiner, responded that the Township is working through the reports to create standardized formats per best practices, and everything is under review under the current administration.

- **Michael Stettler**

Mr. Stettler indicated that Waste Management also affects areas such as Monroe County, it is not just Plainfield Township.

- **Jeff Stoudt**

Mr. Stoudt spoke about incomplete meeting minutes for the Planning Commission. He questioned asking what it would take to get them complete and if there was a guide for accomplishing this. Staff indicated they are completed but Planning Commissioners have requested amendments.

Supervisor, Johnathan Itterly, responded and indicated that he had to complete a Right to Know to review for some of the information from the Planning Commission minutes due to minutes not being completed.

- **Jane Mellert**

Mrs. Mellert stated the culvert on Franklin and Verona should be looked at as it is caving in.

IX. BOARD OF SUPERVISORS REPORTS:

- **Ken Field**

Nothing to report.

- **Glenn Borger**

Nothing to report.

- **Nolan Kemmerer**

Supervisor, Nolan Kemmerer, indicated that the Planning Commission wanted to establish an Economic Committee. Mr. Kemmerer would like to move forward in requesting an informal discussion to speak to representatives of Green Knight Economic Development Corporation to see their thoughts on joining and assisting Plainfield Township. Supervisor, Glenn Borger advised that Green Knight Economic Development Corporation does not represent Plainfield Township, and the public would also need to attend their meetings.

That is not an economic committee that represents us. Then the meetings are not public and they would need to be so public can attend their meetings and then they would need to be public.

Solicitor, David Backenstoe, advised that you could establish a separate committee, and have a member of the Green Knight Economic Development Corporation on the committee, you can do that. You can ask for their Economic Review of Plainfield Township, if a member of Green Knight Economical Corporation agrees to do so and provide the Plainfield Township Board of Supervisors with the report.

ACTION: Motion was made by Nolan Kemmerer and seconded by Jonathan Itterly to amend the agenda to add the request for an informal discussion with members of the Green Knight Economic Development Corporation. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-1 with Supervisor, Glenn Borger, opposed.

ACTION: Motion was made by Nolan Kemmerer and seconded by Jonathan Itterly to approve an informal discussion with Green Knight Economic Development Corporation and for Supervisor, Nolan Kemmerer, to report back to Board of Supervisors. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

Resident, Jane Mellert, questioned how can this be discussed as it was not an agenda item. Also, Green Knight Economic Development Corporation brought Synagro, Waste Management Landfill etc.

Motion approved. Vote 4-1 with Supervisor, Glenn Borger opposed.

- **Jonathan Itterly**

Nothing to report.

- **Kenneth Fairchild**

Mr. Fairchild reported that a building at the fairgrounds is in need of exterior work. He provided one quote to the Board of Supervisors for their consideration.

Supervisor, Kenneth Fairchild, indicated that a study has been conducted and reviewed on the Slatebelt Regional Police Department. They are at the point of having open discussions/meetings to ascertain the specifics of a possible new headquarters. These meetings will be public. Slate Belt Regional Police Department, Chief Hoadley was present and reviewed some of the information and indicated that the dates will be discussed at the monthly meetings for those meetings.

X. SOLICITOR'S REPORT -- (DAVID BACKENSTOE, ESQ.)

1. Consideration and Approval of the Technical Assistance Agreement from Erik Kiviat, Executive Director of Hudsonia for the Hower Farms Biosolids Application:

ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to approve the Technical Assistance Agreement from Erik Kiviat, Executive Director of Hudsonia for the Hower Farms Biosolids Application with a retainer of \$2,500 and hourly rate of \$250.00. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Approval of Two Rivers Trail Gap 9A Intergovernmental Agreement for Construction:

Solicitor Backenstoe noted that this is a good idea and that the Township Administration had a discussion with the Road Department, and they could complete the work for the trail. Chairman, Ken Field, noted they are capable but would agree on the condition that they do not exceed the Northampton County Agreement payment of \$100,000.00.

ACTION: Motion was made by Kenneth Fairchild and seconded by Nolan Kemmerer to approve the Two Rivers Trail Gap 9A Intergovernmental Agreement for Construction and to not exceed the agreement amount of \$100,000.00. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

3. Approval to Advertise Ordinance No. XXX regarding Speed Limit Reduction for Mud Run Road:

Solicitor Backenstoe provided an update on the speed limit reduction for Mud Run Road, noting that the correct speed limit is 25 mph for Barger Road to Miller Road.

ACTION: Motion was made by Nolan Kemmerer and seconded by Ken Field to approve the advertisement of Ordinance No. XXX regarding Speed Limit Reduction for Mud Run Road. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Solicitor Backenstoe wanted to provide an update on the status that Nazareth Borough Council, that they have challenged the ordinance in court. This was very well done/completed with Commonwealth, the Court Attorney will not challenge adoption of the ordinance.

XI. ADJOURNMENT:

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

The meeting adjourned at 7:32 P.M.

Respectfully submitted,



Amy Kahler
Secretary/Permit Coordinator
Plainfield Township