



PLAINFIELD TOWNSHIP

6292 Sullivan Trail, Nazareth, Pennsylvania 18064

BOARD OF SUPERVISORS

Phone: 610-759-6944

Fax: 484-298-2041

www.plainfieldtownship.org

MEETING AGENDA:

DATE: Monday, January 5, 2026 at 5:00 P.M.

LOCATION: Plainfield Township Municipal Building

ADDRESS: 6292 Sullivan Trail, Nazareth, PA, 18064

- I. CALL TO ORDER – CHAIRMAN, KEN FIELD
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL – PAIGE STEFANELLI, TOWNSHIP MANAGER

Ken Field	Paige Stefanelli, Township Manager
Glenn Berger	David Backenstoe, Esq., Solicitor
Nolan Kemmerer	Engineer*
Paul Levits	Amy Kahler, Secretary
Jane Mellert	Nicholas Steiner, Finance Director

NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN:

TEMPORARY CHAIRMAN'S AGENDA- NOMINATION AND ELECTION OF CHAIRMAN:

1. Nomination and Election of Chairman of the Board of Supervisors for 2026 and Assumption of Chair *(2026 Chairman is seated)*

NOMINATION AND ELECTION OF VICE CHAIRMAN:

1. Nomination and Election of Vice Chairman of the Board of Supervisors for 2026

TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY,

COMPENSATION/SALARY SET FOR APPROVALS IN RESOLUTION 2026-08):

1. Appointment of Township Manager – Paige Stefanelli
2. Appointment of Secretary – Amy Kahler
3. Appointment of Zoning Officer/Code Enforcement Officer – Liz Amato
4. Appointment of Township Finance Director/Treasurer – Nicholas Steiner

TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):

1. Appointment of Solicitor and Fees – David M. Backenstoe, Esquire

TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):

1. Appointment of Labor Attorney and Fees – John Harrison, Esquire

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

1. Appointment of Environmental Legal Counsel and Fees- John Embick, Esquire

TOWNSHIP ENGINEER (APPOINTED ANNUALLY):

1. Appointment of Township Engineer and Fees – Rates set pursuant to 2026 Fee Schedule, as provided

TOWNSHIP ENGINEER (ALTERNATE APPOINTED ANNUALLY):

1. Appointment of Alternate Township Engineer and Fees— Rates set pursuant to 2026 Fee Schedule, as provided

LANDFILL INSPECTOR AND FEES (APPOINTED ANNUALLY):

1. Primary – Christopher Taylor (Hanover Engineering Associates, Inc.)
2. Alternate – Jacob Schray (Hanover Engineering Associates, Inc.)
*Rates set pursuant to 2026 Fee Schedule, as provided

WETLANDS/ENVIRONMENTAL CONSULTANT (APPOINTED ANNUALLY):

1. Wetlands/Environmental Consultant – Hanover Engineering Associates, Inc. – Pam Kemecsy- Rates set pursuant to 2026 Fee Schedule, as provided

ZONING HEARING BOARD:

1. Appointment of 2 Zoning Hearing Board Alternate Member(s) (*Appointed Annually*)
 - a. Consideration of Appointment- Ron DeCesare- Reappointment Request
 - b. Consideration of Appointment- Michael Schmidt- Application Received
 - c. Consideration of Appointment- Matthew Glennon, Jr.- Application Received

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

1. Appointment of Alternate Zoning Officer – Paige Stefanelli

BUILDING CODE OFFICIAL (APPOINTED ANNUALLY):

1. Appointment of Building Code Official – Liz Amato

BUILDING CODE OFFICIAL (APPOINTED ANNUALLY):

1. Appointment of Alternate Building Code Official – Paige Stefanelli

BUILDING CODE INSPECTOR AND PLAN REVIEWER (APPOINTED ANNUALLY):

1. Appointment of Building Code Inspector and Plan Reviewer – Keycodes Inspection Agency- Rates pursuant to 2026 Fee Schedule

ZONING HEARING BOARD SOLICITOR (APPOINTED ANNUALLY):

1. Zoning Hearing Board Solicitor Fees – Lisa A. Pereira, Esquire

PLANNING COMMISSION (FOUR-YEAR TERM):

1. Appointment of 2 Planning Commission Members (Full-Term)
 - a. Consideration of Appointment- Robert Cornman, Jr.- Application Received
 - b. Consideration of Reappointment- Terry Kleintop- Reappointment Request
 - c. Consideration of Appointment- Joseph Colosi- Application Received

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Planning Commission Secretary – Amy Kahler

PLANNING COMMISSION SECRETARY RATE:

1. The Planning Commission Secretary's hourly rate will be the same as the **Administrative Coordinator's hourly rate** when the serving as the Planning Commission Secretary

RECREATION BOARD (FIVE-YEAR TERM):

1. Appointment of Recreation Board Members
 - a. Consideration of Reappointment- Tammy Slayton- Reappointment Request

VACANCY BOARD CHAIRMAN: (ONE-YEAR TERM):

1. Appointment of Vacancy Board Chairperson
 - a. **Consideration of Reappointment- Joseph Depue- Reappointment Request**

CONVENTIONS AND CONFERENCES:

1. Authorization for the Board of Supervisors (up to 5) and Administrative Staff (up to 2) to attend the 2026 PSATS' Annual Education Conference April 19-22, 2026 State Convention; authorizing the reimbursement of expenses in accordance with Section 1401 of the Second Class Township Code of those officials attending the State Convention
2. Appointment of Voting Delegate to the 2026 PSATS' Annual Education Conference April 19-22, 2026 State Convention
3. Authorization for the Board of Supervisors (up to 5) to attend the 2026 County Convention (date TBD); authorizing the reimbursement of expenses of those officials attending the County Convention

TAX COLLECTOR:

1. EIT Tax Collector (Pursuant to Act 32) – Keystone Collections Group – Contracted by the Northampton County Tax Collection Committee
2. Appointment of Northampton County Tax Collection Committee Delegate and Alternate – Finance Director (Delegate) and Township Manager (Alternate)
3. Local Service Tax Collector – Keystone Collections Group (Contracted by the Board of Supervisors)
4. Realty Transfer Tax Collector (annual at will) – Recorder of Deeds Office of Northampton County
5. Delinquent Per Capita Tax and Local Services Tax Collector (annual at will) – H.A. Berkheimer, Inc.
6. Waste Disposal Business Privilege Tax Collector – Finance Director

APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:

1. Appointment and Swearing in of Special Fire Police- Chairman, Board of Supervisors

INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2026 CALENDAR/FISCAL YEAR):

1. Approval of 2026 IT Services Provider Contract – Keystone Technologies, Inc.

JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2026 CALENDAR/FISCAL YEAR):

1. Approval of 2026 Janitorial Services Provider Contract- JANPro Cleaning Services

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Christine Mammi
2. Subdivision Administrator – Zoning Officer/Code Enforcement Officer
3. Delinquent Refuse Fee Collector (2014-15 and earlier) – Finance Director
4. Right-to-Know/Open Records Officer- Township Manager and Secretary (Alternate)
5. Driveway Administrator – Public Works Director, Interim Engineer
6. Junkyard Administrator – Zoning Officer/Code Enforcement Officer
7. Floodplain Administrator- Zoning Officer/Code Enforcement Officer
8. Code Enforcement Officers
 - a) Plainfield Township Unsafe Structure Ordinance- Zoning Officer/Code Enforcement Officer and Alternate Zoning Officer
 - b) Plainfield Township Burning Ordinance- The Fire Chief of the Plainfield Township Volunteer Fire Company and any member of the Slate Belt Regional Police Department
 - c) Plainfield Township Noxious Weed Ordinance- Zoning Officer/Code Enforcement Officer

- d) Grass, Weeds, and Other Vegetation Control Ordinance- Zoning Officer/Code Enforcement Officer
- e) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Zoning Officer/Code Enforcement Officer and Alternate Zoning Officer
- f) Uniform Construction Code- Appointed Building Code Official(s)- Building Code Official and Alternate Building Code Official
- g) Quality of Life Ordinance- Zoning Officer/Code Enforcement Officer, Alternate Zoning Officer, and any officer of the Slate Belt Regional Police Department

BONDS:

- 1. Establishing the amount of the Township Treasurer's Bond (\$2,000,000.00)
- 2. Establishing the amount of the Township Manager's Bond (\$1,000,000.00)

ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):

- 1. Slate Belt Council of Governments – Delegate & Alternate

AUDITORS: (ELECTED POSITIONS):

- 1. Marilyn Lieberman- 01/01/2028
- 2. Randy Lieberman- 01/01/2028
- 3. Alan Gumeny- 01/01/2032

TAXES:

- 1. Real Estate Tax – 5.5 Mills (**Adopted in Resolution 2025-32**)
- 2. Act 511 Taxes- remain unchanged
- 3. Local Services Tax- \$52.00
- 4. Earned Income Tax- 1.60% (Resident)
- 5. Earned Income Tax- 1.00% (Non-Resident)
- 6. Business Privilege Tax- \$0.45 per ton
- 7. Host Agreement- Currently \$4.15 per ton with staggered rate increases per Amended Host Agreement dated September 3, 2025

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

- 1. 2026 Community Wide Yard Sale- July 10th, 11th, and 12th (Rain or Shine)
- 2. 2026 Trick or Treat Night- Saturday, October 31st (5:00pm- 8:00pm; Rain or Shine)
- 3. **CONFIRMATION OF PAID HOLIDAYS (NON-UNION PERSONNEL) AS PER THE**

ADOPTED PERSONNEL MANUAL:

New Year's Day- January 1, 2026
 Martin Luther King Day- January 19, 2026
 Good Friday- April 3, 2026
 Memorial Day- May 25, 2026
 Independence Day- July 4, 2026 (observed July 3, 2026)
 Labor Day- September 7, 2026
 Columbus Day- October 12, 2026
 Veterans Day- November 11, 2026
 Election Day- November 3, 2026
 Thanksgiving Day- November 26, 2026
 Day After Thanksgiving- November 27, 2026
 Christmas Eve- December 24, 2026
 Christmas Day- December 25, 2026
 Employee's Birthday

**Road Department paid holidays are set pursuant to the Collective Bargaining Agreement (CBA)*

APPOINTMENT OF SUPERVISOR LIAISONS:

1. Slate Belt Regional Police Commissioners (Delegate and Alternate- 2 Year Term)
2. Road Department Liaison(s)
3. Office Liaison- ***Chairman of the Board of Supervisors***
4. Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority
5. Wind Gap Municipal Authority Ad HOC Committee
6. Farmer's Association Advisory Committee
7. Emergency Services Liaison
8. Northampton County Association of Township Officials (Delegate and Alternate)

RESOLUTIONS:

1. **Resolution No. 2026-01** – Adopting and Setting the 2026 Schedule of Fees
2. **Resolution No. 2026-02** – Establishing Participant Contribution Rates for Non-Uniform Pension Plan
3. **Resolution No. 2026-03** – Appointing the Chief Administrative Officer for Plainfield Township Non-Uniform Pension Plan
4. **Resolution No. 2026-04**–Designating Depositories for Township Funds
5. **Resolution No. 2026-05** – Establishing the Compensation of the Township Manager for 2026
6. **Resolution No. 2026-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township
7. **Resolution No. 2026-07** – Establishing the Commission Paid to the Elected Tax Collector for 2026
8. **Resolution No. 2026-08** – Establishing Compensation of all Non-Union Personnel, Elected and Appointed Officials, and Mileage Reimbursement Rate for 2026
9. **Resolution No. 2026-09** – Appointing Zelenkofske Axelrod, LLC to Audit the 2026 Township Funds
10. **Resolution No. 2026-10** – Authorizing the Disposition of Certain Public Records of the Tax Collector in Accordance with the Municipal Records Manual Approved By The Pennsylvania Historical And Museum Commission (PHMC)
11. **Resolution No. 2026-11** – Designating Officials for the Charles Schwab Pension Plan

IV. NEW BUSINESS:

1. Consideration of Township Manager Agreement Renewal- *Expires January 5, 2026*
2. Review and Approval of Accounts Payable- ***(\$84,261.08)***

V. CITIZEN'S AGENDA/NON-AGENDA:

(Only persons who have signed the Sign-In Sheet by 5:15 PM will be allowed to speak. There is a 3-minute time limit for speakers)

VI. BOARD OF SUPERVISORS REPORTS:

1. Ken Field
2. Glenn Borger
3. Nolan Kemmerer
4. Paul Levits
5. Jane Mellert

VII. SOLICITOR'S REPORT – (DAVID BACKENSTOE, ESQ.)

1. None

VIII. ADJOURNMENT