



PLAINFIELD TOWNSHIP BOARD OF SUPERVISORS

AGENDA

REORGANIZATION MEETING

January 6, 2025 5:00 PM

- I. CALL TO ORDER – SOLICITOR, DAVID BACKENSTOE
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL – NICOLE BECKETT, INTERIM TOWNSHIP MANAGER

Ken Field, Chairman	Nicole Beckett, Interim Township Manager
Glenn Borger, Vice Chairman	David Backenstoe, Esq., Solicitor
Nolan Kemmerer, Supervisor	Amy Riger, Finance Director
Jonathan Itterly, Supervisor	Amy Kahler, Administrative Assistant
Kenneth Fairchild, Supervisor	

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 2025 and Assumption of Chair
(2025 CHAIRMAN IS SEATED)

NOMINATION AND ELECTION OF VICE CHAIRMAN:

- 1. Nomination and Election of Vice Chairman of the Board of Supervisors for 2025

**TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY,
COMPENSATION/SALARY SET FOR APPROVALS IN RESOLUTION 2025-08):**

1. Appointment of Township Manager – Paige Stefanelli
2. Appointment of Interim Township Manager – Nicole Beckett
3. Appointment of Secretary – Amy Kahler
4. Appointment of Zoning Officer/Code Enforcement Officer – Doreen Curtin
5. Appointment of Township Finance Director – Amy Riger
6. Appointment of Administrative Assistant – Amy Kahler

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 – Keystone Consulting Engineers, Inc.- Rates set pursuant to 2025 Fee Schedule, as provided

TOWNSHIP ENGINEER (ALTERNATE APPOINTED ANNUALLY):

1. Appointment of Alternate Township Engineer and Fees– Hanover Engineering Associates, Inc.- Rates set pursuant to 2025 Municipal Professional Fee Schedule, as provided
2. Appointment of Township Engineer and Fees – Ott Consulting Inc.- Rates set pursuant to 2025 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 2025 Municipal Professional Fee Schedule, as provided

WETLANDS/ENVIRONMENTAL CONSULTANT (APPOINTED ANNUALLY):

1. Wetlands/Environmental Consultant – Hanover Engineering Associates, Inc. – Jason E. Smith, P.W.S.
Rates set pursuant to 2025 Municipal Professional Fee Schedule, as provided

ZONING HEARING BOARD:

1. Appointment of 2 Zoning Hearing Board Alternate Member(s) (**APPOINTED ANNUALLY**)

Positions are currently vacant and no letters of interest have been received

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

1. Appointment of Alternate Zoning Officer – Township Manager, Paige Stefanelli

BUILDING CODE OFFICIAL (APPOINTED ANNUALLY):

1. Appointment of Building Code Official – Doreen Curtin

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 – Sherwin Miller (Inspector); Dan Lichtenwalner and Mike Metzger (Plan Reviewers)

Rates pursuant to 2025 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 Planning Commission Member (Full Term -Expiring 1/2025)

A. Consider reappointment of Glenn Geissinger

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 Permit Coordinator hourly rate when the Permit Coordinator is serving as the Planning Commission Secretary

RECREATION BOARD (FIVE-YEAR TERM)

1. Review of Current Appointments and Update on the Terms of Appointments
Consider vacancy declaration for Cory Kutzler due to non-attendance

2. Appointment of Recreation Board Members (3 Full Term Positions -Terms expiring 2028, 2029, 2030)
 - Consider reappointment of Ira Hiberman
 - Consider reappointment of Roy Bellis (if letter of interest is received)
 - Consider appointment of Brianne Kemmerer
 - Consider appointment of Ryan Stull
 - Consider appointment of Dean Parsons

VACANCY BOARD CHAIRMAN: (ONE-YEAR TERM):

1. Appointment of Vacancy Board Chairperson
 - Consider reappointment of Joe Depue (if letter of interest is received)

PSATS STATE CONVENTION/COUNTY CONVENTION/APMM ANNUAL CONFERENCE/PELRAS ANNUAL CONFERENCE:

1. Authorization for the Board of Supervisors (up to 5) and Permit Coordinator to attend the 2025 PSATS' Annual Education Conference May 4-7, 2025 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 2025 PSATS' Annual Education Conference May 4-7, 2025 State Convention- Amy Kahler
3. Authorization for the Board of Supervisors (up to 5) to attend the 2025 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. Northampton County Tax Collection Committee Delegate and 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 – annual at will – 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 (2025 CALENDAR/FISCAL YEAR):

1. Approval of 2025 IT Services Provider Contract – Keystone Technologies, Inc.

JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2021 CALENDAR/FISCAL YEAR)

1. Approval of 2025 Janitorial Services Provider Contract- JANPro Cleaning Services

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Christine Mammi
2. Subdivision Administrator – Paige Stefanelli
3. Refuse Fee Collector – Amy Riger
4. Right-to-Know/Open Records Officer- Paige Stefanelli, Nicole Beckett (Interim Manager) and Amy Kahler (Alternate)
5. Driveway Administrators – Township Engineer, Township Manager and Doreen Curtin, Zoning Officer
6. Junkyard Administrator – Doreen Curtin, Zoning Officer
7. Floodplain Administrator- Doreen Curtin, Zoning Officer
8. Code Enforcement Officers
 - a) Plainfield Township Unsafe Structure Ordinance- Township Manager and Zoning Officer;
 - b) Plainfield Township Burning Ordinance- The Fire Chief of the Plainfield Township Volunteer Fire Company, any member of the Slate Belt Regional Police Department, the Plainfield Township Manager, Plainfield Township Zoning Officer;
 - c) Plainfield Township Noxious Weed Ordinance- Township Manager and Zoning Officer;
 - d) Grass, Weeds, and Other Vegetation Control Ordinance- Township Manager and Zoning Officer
 - e) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Township Manager and Zoning Officer;
 - f) Uniform Construction Code- Appointed Building Code Official

g) Quality of Life Ordinance- Township Manager, Zoning Officer, and any officer of the Slate Belt Regional Police Department

9. Road Foreman – Lawrence Sapone, Jr. – pursuant to Collective Bargaining Agreement

10. Assistant Road Department Foreman – James Ackerman, Jr.

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

TAXES:

1. Real Estate Tax – 9.5 Mills (**Adopted in Resolution 2024-20**)
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- Morgan Stanley Trust Fund
7. Quarterly Host Fee- \$1.00 per ton-General Fund: Fidelity Bank
8. Host Agreement- \$1.65 per ton- Uninvest Bank & Trust

MEETING SCHEDULES:

1. Board of Supervisor’s Meetings to be held on the second Wednesday and the fourth Thursday at 6:00pm at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.
2. Required Advertisement of Board of Supervisors Meetings and Scheduled Meetings of Appointed Boards/Committees/Commissions for 2025(scheduled for advertisement in the **Thursday, December 5, 2024** issue of the *Express-Times*)

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. 2025 Community Wide Yard Sale- July 11th, 12th, and 13th (Rain or Shine)
2. 2025 Trick or Treat Night- Friday, October 31st (6:00pm- 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, 2025
- Martin Luther King Day- January 20, 2025
- Good Friday- April 18, 2025
- Memorial Day- May 26, 2025
- Independence Day- July 4, 2025
- Labor Day- September 1, 2025
- Columbus Day- October 13, 2025
- Veterans Day- November 11, 2025
- Election Day- November 4, 2025
- Thanksgiving Day- November 27, 2025
- Day After Thanksgiving- November 28, 2025
- Christmas Eve- December 24, 2025 (Observed)
- Christmas Day- December 25, 2025
- 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(s)
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 #2025-01** – Adopting and Setting the 2025 Schedule of Fees for Plainfield Township
2. **Resolution #2025-02** – Establishing Participant Contribution Rates for Non-Uniform Pension Plan
3. **Resolution #2025-03** – Appointing the Finance Director as the Chief Administrative Officer for Plainfield Township Non-Uniform Pension Plan
4. **Resolution #2025-04** – Designating Depositories for Township Funds
5. **Resolution #2025-05** – Establishing the Compensation of the Township Manager for 2025
6. **Resolution #2025-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees:

Primary Sewage Enforcement Officer and Fee Schedule – Ian Stout, Keystone Consulting, Inc. (SEO #04104)

Alternate Sewage Enforcement Officers and Fee Schedule – Dan Mantz, Ott Consulting Inc. (SEO #03919); Steve Sell, Ott Consulting Inc. (SEO #03842); Zachary A. Karasek (SEO #03997)

Christopher Taylor, Hanover Engineering, Inc., (SEO #03138); Jacob A. Schray, Hanover Engineering, Inc. (SEO # 03134); Scott J. Brown, Hanover Engineering, Inc. (SEO # 01716)
7. **Resolution #2025-07** – Establishing the Commission Paid to the Elected Tax Collector for 2025
8. **Resolution #2025-08** – Establishing Compensation of all Non-Union Personnel, Elected and Appointed Officials, and Mileage Reimbursement Rate for 2025
9. **Resolution #2025-09** – Appointing Zelenkofske Axelrod, LLC to Audit the 2024 Township Funds
10. **Resolution #2025-10** – 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)

BANK ACCOUNTS:

1. General Checking, Payroll Checking & Real Estate Taxes- Fidelity Bank
2. Capital Reserve Fund- Fidelity Bank

3. Environmental Fund- Fidelity Bank
4. Highway Aid Fund (Liquid Fuel)- Fidelity Bank
5. Recreation Fund- Fidelity Bank
6. Estate of Colony Park- Fidelity Bank
7. Open Space- Univest Bank and Trust Company
8. Host Retro Agreement Fund- Univest Bank and Trust Company
9. Police Pension- Ameriprise
10. Employee Pension- Girard Pension Services, Nationwide (custodian bank) & Ameriprise
11. 2014 DEP Growing Greener Grant- Fidelity Bank
12. 2021 DEP Growing Greener Grant- Fidelity Bank
13. Municipal Trust Fund- Morgan Stanley
14. Escrow Accounts- For PC, ZHB, Developers Agreements & Holding Tanks- Fidelity Bank

IV. 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 5-minute time limit for speakers)

V. BOARD OF SUPERVISORS REPORTS:

1. Ken Field
2. Glenn Borger
3. Nolan Kemmerer
4. Jonathan Itterly
5. Kenneth Fairchild

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

1. None

VII. ADJOURNMENT