

**PLAINFIELD TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA**

RESOLUTION 2024-19

**A RESOLUTION OF THE TOWNSHIP OF PLAINFIELD, COUNTY OF
NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA ("PLAINFIELD
TOWNSHIP"), APPROVING THE BUDGET FOR THE 2025 FISCAL YEAR BEGINNING
ON THE FIRST DAY OF JANUARY, 2025 AND ENDING ON THE LAST DAY OF
DECEMBER, 2025**

WHEREAS, the Township Manager prepared a draft 2025 Plainfield Township Proposed Budget and submitted said Proposed Budget to the Plainfield Township Board of Supervisors in accordance with §1-714 (Budgeting) of the Code of Ordinances of Plainfield Township; and

WHEREAS, the Plainfield Township Board of Supervisors held a Meeting on November 13, 2024 and November 21, 2024 and reviewed the Township Manager's 2025 Plainfield Township Proposed Budget figures; and

WHEREAS, on November 13, 2024, the Plainfield Township Board of Supervisors approved advertising the 2025 Plainfield Township Proposed Budget for public review and inspection; on November 21, 2024, the Plainfield Township Board of Supervisors approved advertising the amended 2025 Plainfield Township Proposed Budget for public review and inspection; and

WHEREAS, the 2025 Proposed Budget has been advertised and available for public review for a period of twenty (20) days in accordance with the requirements of the Second-Class Township Code. Proposed amendments to the 2025 Proposed Budget after the initial advertisement have been advertised and available for public review for a period of ten (10) days in accordance with the requirements of the Second-Class Township Code.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Plainfield Township Board of Supervisors, as follows:

1. All "Whereas" clauses are incorporated herein and made a part of as though the same were more fully set forth at length.
2. The Plainfield Township Board of Supervisors hereby estimates the revenues and appropriated expenditures from the fund equities, revenues, and other financing sources available for the 2025 for the purposes set forth in the 2025 Proposed Budget.
3. Whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by the Second Class Township Code.

4. That the 2025 Plainfield Township Proposed Budget as submitted and summarized by fund is hereby is approved and adopted as the Budget of Plainfield Township for the 2025 fiscal year, which begins on the first day of January, 2025 and ends on the last day of December, 2025.

DULY ADOPTED the 18th day of December, 2024 by the Plainfield Township Board of Supervisors in lawful session.

ATTEST:


Paige Stefanelli, Township Manager

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS**

By: 
Ken Field, Chairman

By: 
Glenn Borger, Vice Chairman

By: 
Nolan Kemmerer


By: 
Jonathan Itterly

By: 
Kenneth Fairchild

CERTIFICATE

I, Thomas R. Petrucci, duly qualified Secretary of the Township of Plainfield, Northampton County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Plainfield Township Board of Supervisors at a regular meeting held on December 18, 2024 and that said Resolution has been recorded in the Minutes of the Township of Plainfield and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Township of Plainfield, this 18th day of December, 2024.


Amy Kahler, Secretary



2025 PLAINFIELD TOWNSHIP BUDGET

INITIALLY PRESENTED TO
THE BOARD OF
SUPERVISORS:
NOVEMBER 13, 2024

ADVERTISEMENT DATE:
NOVEMBER 22, 2024

ADOPTED: **DECEMBER 18,
2024**

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Elected and Appointed Officials

Elected Officials

Board of Supervisors

Kenneth Field, Chairman
Glenn Borger, Vice Chairman
Nolan Kemmerer, Supervisor
Jonathan Itterly, Supervisor
Kenneth Fairchild, Supervisor

Tax Collector

Susan Lieberman

Appointed Officials

Executive Staff

Paige Stefanelli, Township Manager
Jonathon Hoadley, Chief of Police, Slate Belt Regional Police Department

Administrative Staff

Doreen Curtin, Zoning Officer
Amy Riger, Finance Director
Amy Kahler, Administrative Assistant/Secretary

Professional Consultants

Keystone Consulting Engineers, Inc.
Dave Crowther, Township Engineer Representative, KCE
Ian Stout, Sewage Enforcement Officer, KCE

David Backenstoe, Esquire, Solicitor
Lisa A. Pereira, Zoning Hearing Board Solicitor
John Embick, Esquire, Environmental Special Counsel
John Harrison, Esquire, Labor Special Counsel
James Preston, Esquire, Zoning/Planning Special Counsel
Hanover Engineering Associates, Inc. (Alternate Township Engineer)
Ott Consulting, Inc. (Alternate Township Engineer)

Budget Purpose

The purpose of a budget is for the Township Board of Supervisors to establish financial goals and plans for the coming year. It is also the legal authorization for a Township government to spend money during a fiscal year for specific purposes. The budget is a financial, operations, communications, and policy guide which reflects the allocation of limited resources among competing uses and community needs.

Budget Adoption Process:

The Commonwealth of Pennsylvania requires Townships of the Second Class to advertise budgets for a minimum of twenty (20) days prior to adopting them to allow for a sufficient period of public comment and feedback. All budgets are required to be approved by December 31st. In budget years following the election of Township Supervisors, the Board of Supervisors may make budget amendments by majority vote, which must be approved no later than February 15th.

Following the adoption of the budget, the Board of Supervisors may by resolution make supplemental appropriations for any purpose from any funds on hand or estimated to be received within the fiscal year and not otherwise appropriated, including the proceeds of any borrowing authorized by law. Supplemental appropriations may be made whether or not an appropriation for that purpose was included in the original budget as adopted.

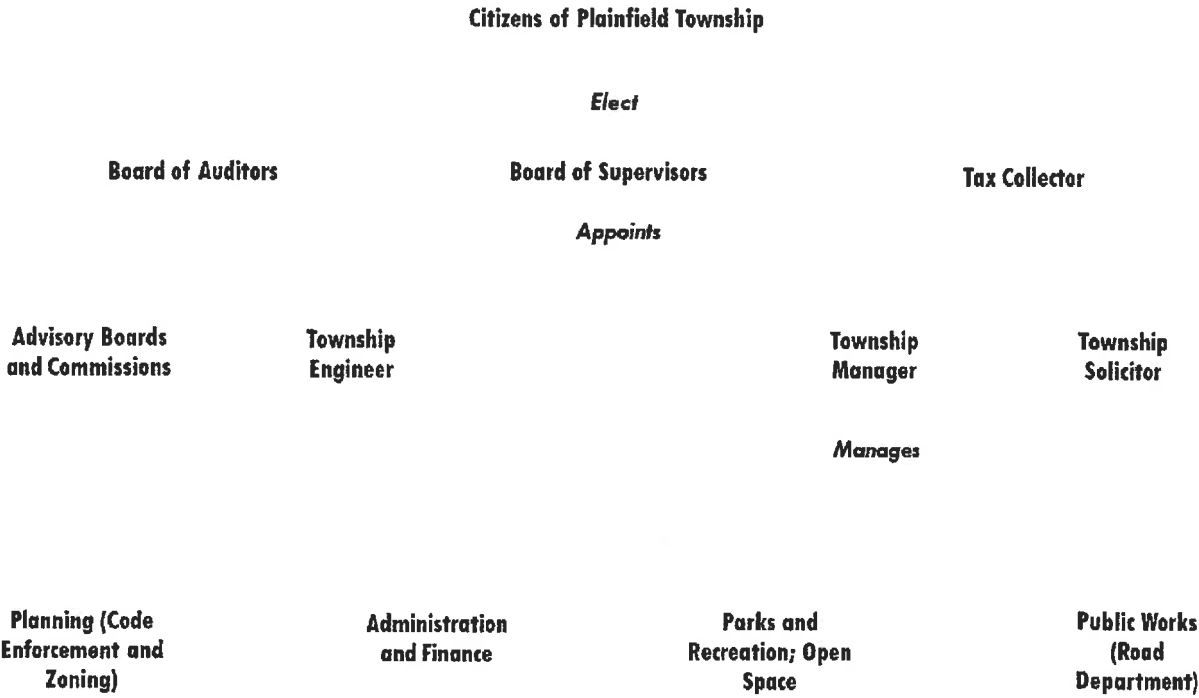
The Board of Supervisors may also, by Resolution, transfer unencumbered moneys from one Township account to another, but no moneys may be transferred from the fund allocated for the payment of debts or from any fund raised by a special tax levy or assessment for a particular purpose. Transfers shall not be made during the first three months of the fiscal year.

Basis of Accounting and Budgeting:

The Township utilizes Modified Accrual Basis accounting. Modified Accrual Basis Accounting recognizes an economic transaction or event as revenue in the operating period when the revenues are both measurable and available. Available means that it is collectible within the current period, or soon enough after the end of the current period to pay liabilities of the current period. Expenditures are generally recorded when a liability is incurred.

Depreciation and amortization, which are considered expenses on the modified accrual basis of account, are not factored into the budget process as these items do not require an expenditure of funds.

Organization Chart:





Budget Message of Township Manager

2025 Plainfield Township Budget Synopsis:

The Administration of Plainfield Township is pleased to present the 2025 Plainfield Township Proposed Budget to the Board of Supervisors and Plainfield Township residents. The proposed 2025 Plainfield Township budget includes a 2 mill increase due to the impending closure of the Grand Central Sanitary Landfill.

Plainfield Township provides a high-quality level of public services to the community. Local tax revenue funds a wide range of programs and services offered by the Township that include the following:

- Public works services that include road repair/reconstruction and snow removal of 52.15 miles of local Township roads, street lighting, traffic signal maintenance, and stormwater management.
- 24-hour and 7 days a week police protection provided by the Slate Belt Regional Police Department.
- Commercial and residential building code inspections for building permits, code enforcement, accessibility, and fire safety.
- Commercial and residential zoning code inspections for zoning permits, code enforcement, and all regulated matters within the Township Zoning Ordinance and Subdivision and Land Development Ordinance (SALDO).
- Professional engineering and planning consultant services that include addressing environmental concerns, meeting infrastructure design and permitting requirements.
- Open space acquisition and the protection and conservation of natural resources.
- Boards and Commissions that receive, review, and provide opinions and recommendations for community planning and development.
- Parks and recreation services include both passive and active recreation areas that are developed, managed and maintained across the Township.
- Administration and community services to address resident concerns, seek grant funding where appropriate, and oversee the day-to-day operations of Plainfield Township.

Budget Presentation:

In accordance with Second Class Township Code requirements, a balanced budget is provided to the Board of Supervisors for all funds, including the **General Fund, Payroll Fund, Open Space Fund, Host Retro Fund Capital Reserve Fund, Environmental Fund, Liquid Fuels Fund,**

and Recreation Fund. The Township has healthy fund balances across all the funds. An overview of these funds is provided as follows:

Office of the Township Manager:

The Township Manager is the chief executive officer of the Township, appointed by the Board of Supervisors. The Township Manager is responsible for overseeing the day-to-day operations of the Township, including building/zoning/planning, administration/finance, parks and recreation/open space, emergency management, and public works.

Specific responsibilities include, but are not limited to, implementing the ordinances and policies adopted by the Board of Supervisors, supervising and ensuring the effective and efficient administration of all departments and boards, and preparing and submitting the annual budget and capital improvement programs for the consideration of the Board of Supervisors. The Township Manager is the responsible official for implementing and enforcing legal and internal human resource policies within the Plainfield Township Personnel Manual.

The Township Manager also renegotiates the Collective Bargaining Agreement (CBA) with the Plainfield Township Road Department Union (Teamster Local Union #773 of Allentown, PA) and administers the mutually-agreed upon terms and conditions.

In the 2024 fiscal year, the Board of Supervisors hired a new Township Manager to execute and facilitate daily operations.

2024 Major Accomplishments:

- Executed the policies and programs as directed by the Board of Supervisors.
- Closed out many open Grant projects set to expire in 2024.
- Oversaw and coordinated various construction projects within the Township.
- Began proceedings for the creation of the Plainfield Township Comprehensive Plan.
- Initiated a single year extension of the single-hauler trash and recycling contract with JP Mascaro, which was set to expire June 30, 2024, with a new one (1) year contract commencing on July 1, 2024 through June 30, 2025.
- Revised and Updated the Personnel Manual.
- Renegotiated the Collective Bargaining Agreement for the Plainfield Township Road Department.
- Hired three (3) new Full-Time Employees to assist in everyday operations of the Township.
- Successfully submitted all required yearly reporting from 2022 and 2023.
- Gained access to Liquid Fuel Funds in excess of \$600,000.00.
- Implemented a new Township Website for ease of access for residents, etc.

2025 Major Goals:

- Continue to successfully implement the policies and programs as directed by the Board of Supervisors.
- Continue to seek out new technological advancements and services to provide more efficient and effective delivery of public services.
- Continue to work with the Wildlands Conservancy, PA DEP, and DCNR on various projects that are required as a part of the Township's MS4 Pollutant Reduction Plan.
- Implement changes, as required, to the Township Website and Township Applications offered to the Public.
- Continue implementing the *Little Bushkill Creek Watershed Management Plan – 2021 Proposed Action Plan*.
- Recreate and distribute the Plainfield Township Newsletter

Proposed Expenditures for Township Manager:

1. Proposal includes the purchase of an additional 4-drawer lateral filing cabinet from Offix Systems in the amount of **\$2,073.50**. This vendor is an approved vendor through COSTARS.

Department Descriptions, Accomplishments and Goals

Planning (Code Enforcement and Zoning)

The Planning (Code Enforcement and Zoning) Department is responsible for administering and enforcing the Township's zoning, stormwater, and subdivision and land development ordinances. The Planning Department is also responsible for processing both Zoning Hearing Board and Planning Commission applications. By way of the enforcement and administration of the Commonwealth of Pennsylvania Uniform Construction Code, the Planning Department also oversees the issuance of all building permits and enforces violations of local Plainfield Township ordinances pertaining to minimum housing and zoning standards. The Plainfield Township Administrative Assistant/Planning Commission Secretary/Permit Coordinator is responsible for the day-to-day administrative tasks associated with this Department- including, but not necessarily limited to, the advertisement of legal notices, filing, permit application acceptance and processing upon approval, distributing meeting materials to members of the Planning Commission and Zoning Hearing Board, and the coordination of permit/applications review materials as issued by the Township Engineer and the Zoning Officer.

2024 Major Accomplishments:

- Successfully hired a full-time Zoning Officer.
- Issued Building and Zoning Permits within a timely manner, assisting residents with the permitting process.
- Successfully migrated the Building Code Official position to utilize a Township employee as opposed to an outsourced third party.
- Streamlined the permitting process by implementing new permitting/code enforcement software, SmartGov. Such use of permitting software ceased operation with the turnover of staff from 2022-2024.

2025 Major Goals:

- Creation of the Plainfield Township Comprehensive Plan which will include Open Space preservation, Infrastructure maintenance and improvements, Build Out reporting to 2040, and goals and objectives of Community and Economic Development.
- Updates to the Plainfield Township Future Land Use Map
- Facilitating a steering committee, Public Engagement sessions, and Presentation to the PC and BOS for the proposed Plainfield Township Comprehensive Plan.
- Land Assumptions Map, which will help facilitate consideration of a Traffic Impact Fee analysis, which could be done in conjunction with the Comp Plan. If anticipated development for Plainfield Township justifies required traffic improvements, the creation and implementation of a Traffic Improvement Plan (TIP) shall take place. Such plan would be utilized to collect traffic improvement fees to fund future traffic improvements for the entirety of the Township.
- Restructure and amend both the Plainfield Township Zoning Ordinance and the Plainfield Township Subdivision and Land Development Ordinance (SALDO).

Proposed Expenditures for Planning and Zoning:

1. The Township will be utilizing funds in order to create and adopt a new Comprehensive Plan. As directed by the Township Engineer, Keystone Consulting Engineers (KCE), the Township will be employing Strategic Solutions in conjunction with KCE to complete this task. Allocated budget funds are set for **\$101,000.00** for 2025.
2. The Township will be updating both the Subdivision and Land Development Ordinance (SALDO) and Zoning Ordinance through KCE. Amendments to both codes will be made in a lump sum, as necessary, per the requirements of the Municipalities Planning Code (MPC) and Second Class Township Code. Total cost allocation for this expenditure will be approximately **\$9,500.00**.
3. The Zoning Office will receive much-needed equipment upgrades/replacements with respect to the computer system and monitor. Services will be provided through Keystone Technologies, LLC. which is the Township's IT company. Equipment will be provided through Dell. Equipment upgrade cost estimates came in at **\$3,500.00** for 2025.
4. The Township will be purchasing one (1) iPad for the internal staff to utilize for the updated GIS system. This will also be used in conjunction with SmartGov, which is the Township's permitting software. This iPad will be used for all inspections of the Township for both software programs. Cost allocation for the new iPad through FirstNet came in at \$438.98. A **\$450.00** cost allocation has been placed in the 2025 budget for this line item.

Administration and Finance

The Department of Administration and Finance is responsible for the effective and efficient management of the Township's financial resources. The Department staff, which is the Director of Finance, is responsible for the daily operations of accounting, accounts payable and receivable, payroll, and benefits administration. The Director of Finance also works directly with the Township's appointed CPA auditing firm in preparing the comprehensive annual financial report and works directly with the Township Manager on financial matters and policies related to the investment of Township funds and the development of the annual budget. The Director of Finance prepares and provides monthly expense and revenue reports to the Board of Supervisors.

2024 Major Accomplishments:

Implemented GFOA-recommended best practices for budget presentation and financial reporting.

- Implemented recommendations of Certified Public Accountant (CPA) auditor.

2025 Major Goals:

Maintain and improve Standard Operating Procedures for financial record-keeping.

Proposed Expenditures for Administration:

1. The Township is looking to hire a Full-Time Administrative Assistant/Grants Coordinator at the rate of \$25.00 per hour beginning in May 2025. Beginning January of 2025, the current Administrative Assistant will be renamed as "Permit

Coordinator/Secretary” with an associated list of added duties and responsibilities. Total cost allocation for this new Township Position is **\$51,670.64**.

2. The Township Building will receive security upgrades through our Security experts, TWG Security. The building will have additional cameras installed throughout the Township side of the building in addition to recording capabilities both in the Township Lobby as well as the Township Meeting Room. Cost allocation for this project scope is slated for \$12,569.09 for 2025. An expenditure in the amount of **\$13,000.00** was placed in the 2025 budget.

Parks, Recreation and Open Space

The combined Parks and Recreation/Open Space Department is responsible for the conservation and preservation of open space and natural resources. The Department also oversees the use and maintenance of all Township recreational facilities, parks, and open space, in accordance with the recommendations set forth by the Recreation Board and Environmental Advisory Council and the policies approved by the Plainfield Township Board of Supervisors.

Public facilities owned and managed by the Township include the Plainfield Township Recreation Trail, Plainfield Township Community Park, Plainfield Township Municipal Park, Plainfield Township West Bangor Veteran’s Memorial and the Plainfield Township Farmer’s Grove.

2025 Major Goals:

- Resurface, expand and improve the Plainfield Township Knitters Hill Trail Head Parking Lot and associated amenities and utilizing Plainfield Township Road Department personnel and equipment to complete the project.
- Replace the Tennis Ball Court and install a two-in-one Pickleball Court and Tennis Ball Court.
- Inspect and Repair/Replace Township Owned Playgrounds

Proposed Expenditures for Parks, Recreation and Open Space:

1. With the impending need to repair/replace the dilapidated Tennis and Basketball Courts, the Township Board of Supervisors is looking to fully replace the existing tennis and basketball courts and replace the tennis courts with a combination of Pickleball and Tennis courts. The basketball court will remain. The Township has contacted an excess of three (3) vendors from said work and only received one interested party to date. The total approximate cost for this project is **\$100,000.00**.
2. The Township will also replace the Playground Equipment located at the Farmers Grove. Much of the playground equipment was repaired for the 2024 Plainfield Township Farmers Fair. For the upcoming Farmers’ Fair, the Board wishes to replace all equipment for the safety of its users. The approximate cost for replacement will be **\$75,000.00**.
3. Plainfield Township will implement Phase II of the Knitters Hill Trailhead Reconfiguration Plan in 2025. The project cost to finish out the proposal and complete Phase II came to approximately **\$50,000.00**. There is a current C2P2 grant open for this scope of work.

Public Works (Plainfield Township Road Department)

The Plainfield Township Road Department is responsible for maintaining 52.15 miles of local Township roads, all Township-owned buildings and structures, 9 miles of trails/walking paths, and approximately 80 acres of parks. Seasonal employees assist full-time employees by conducting operations such as mowing in the spring and summer and snow plowing in the winter.

2025 Major Goals:

- Continue the use of local personnel and multi-municipal paving equipment that is shared between Wind Gap Borough and Plainfield Township pursuant to an Intergovernmental Agreement.
- Install a new stormwater culvert on Heitzman Road with the use of Township and Grant Funds.
- Install a new stormwater culvert on Lefevre Road with the use of Township and Grant Funds.
- Purchase a new 2024 F-350 Chassis 4x4 Crew Cab (Gasoline) Road Department Truck for the use of Township employees which will replace the currently owned 2002 Ford Ranger.
- Pave Woodland Estates (which includes Shady Lane, Awesome Drive, Fence Row Drive, Pine Tree Drive, Oak Tree Lane, & Maple Tree Lane) and repair Hahn Road.

Proposed Expenditures for Public Works/ Road Department:

1. The Road Department plans to replace the 2002 Ford Ranger. The replacement truck, a 2024 F-350 Chassis 4x4 Crew Cab (Gasoline). Total cost allocation for the new 2024 Truck will come in at **\$83,000.00** which includes COSTAR pricing.
2. Keystone Technologies, the Township's IT company, will be installing a wireless bridge at the Road Department Building to provide internet/Wi-Fi services to the building. Those services are not currently provided at the Road Department building and create many issues as a result with both the use of Township software programs as well as the security system through Johnson Controls. Total cost for this upgrade is approximately **\$5,000.00**.
3. The Township will be purchasing one (1) iPad for the Road Department to utilize for the updated GIS system. This will assist the Road Department with updating our GIS on repairs/replacements/etc. on all Township roadways, outfalls, bridges, culverts, etc. Cost allocation for the new iPad through FirstNet came in at \$438.98. **\$450.00** cost allocation has been placed in the 2025 budget for this line item.
4. The Township will be creating and utilizing a 5-year Road Maintenance Plan with KCE. This will be a two-phase project where implementation will begin in 2025 and be completed in 2026. To begin the first phase of this project, the cost is slated to be approximately **\$7,500.00**.

Plainfield Township Projected 2025 Tax Rates

I. Real Estate Tax- 9.5 mills, which was last increased in 2022 to 7.5 mills. The rate from 2020 through 2022 was 7 mills.

II. Earned Income Tax (EIT) *- 1.60% (.85% Pen Argyl Area School District, .50% Plainfield Township, .25% Plainfield Township Open Space) for residents and 1.00% for non-residents. Act 230 of 2008 mandates that Keystone Collections Group collect and distribute EIT for Plainfield Township.

III. Local Services Tax (LST) *- \$52.00 per person per year as long as the following requirements are met: 1). Income exceeds \$12,000.00 annually 2). The person has reached his/her 18th birthday by January 1st of the year in which the tax is to be assessed.

IV. Realty Transfer Tax*- Pennsylvania realty transfer tax is imposed at a rate of 1% on the value of real estate (including contracted-for improvements to property) transferred by deed, instrument, long-term lease or other writing. Both grantor and grantee are held jointly and severally liable for payment of the tax.

General Fund

General Fund – The General Fund serves as the main operating fund of the Township. The General Fund is used to account for and report all financial resources not accounted for and reported in another fund, either by law or Generally Accepted Accounting Principles (GAAP). All real estate and local tax revenues are deposited into the General Fund as they are received, and all general operating expenditures, including employee benefits, salaries and materials/supplies, are expended out of the General Fund. The primary source of revenue for the General Fund is real estate tax; the assessed value of all taxable Plainfield Township real estate is \$201,108,300.00. One mill of real estate is estimated to return approximately \$200,000.00 in revenue to the Plainfield Township General Fund.

General Fund	Amount (\$)
Forecasted Beginning Balance for 2025	\$4,751,687.45
Forecasted Revenues for 2025	\$4,108,651.27
Forecasted Expenditures for 2025	\$4,089,537.41
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$4,770,801.31

PROPOSED INCOME	
REAL ESTATE TAXES	
301.100 · Current Millage (7.5)	\$1,478,146.00
301.400 · Delinquent- County	\$20,000.00
2 MILLAGE INCREASE (to 9.5)	\$394,172.27
LOCAL TAX ENABLING ACT (ACT 511 Taxes)	
310.030 · Per Capita- Delinquent	\$300.00
310.100 · Real Estate Transfer- County	\$75,000.00
310.200 · Earned Income Tax	
310.210 · EIT- Keystone Current	\$1,020,000.00
310.500 · Local Services Tax	\$80,000.00
BUSINESS LICENSES & PERMITS	
321.320 · Junk Yard Licenses	\$1,000.00
321.350 · Mobile Home Park Licenses	\$250.00
321.900 · Cell Tower Registration Fee	\$200.00
321.600 · Contractors Licenses	\$1,080.00
321.800 · Cable TV Franchise Fees	\$51,000.00
NON-BUSINESS LICENSES & PERMITS	
322.100 · Moving Permit	\$250.00
322.300 · Driveway Permit Fees	\$900.00

FINES	
331.110 · Motor Vehicle Code Violations	\$5,500.00
331.120 · Violation of Local Ordinance	\$2,200.00
331.125 · Quality of Life Violations	\$500.00
331.131 · Northampton Co. Criminal Fines	\$2,000.00
INTEREST EARNINGS	
341.010 · Interest on Checking	\$200,000.00
RENTS & ROYALTIES	
342.200 · Rent- SBRPD	\$48,958.00
STATE GRANTS	
354.010 · LSA Grant #C000074091	\$68,040.00
354.150 · Recycling Act 101	\$15,000.00
STATE ENTITLEMENTS	
355.010 · PURTA	\$2,800.00
355.040 · Liquor Licenses	\$600.00
355.050 · Pension Distribution	\$45,000.00
355.070 · Firemen's Relief Insurance	\$48,000.00
235.000 · L&I Fee-Due to Other Govt	\$540.00
STATE PAYMENTS IN LIEU OF TAXES	
356.020 · State Game Lands	\$340.00
GENERAL GOVERNMENT	
361.331 · Zoning Hearing Board Apps	\$3,450.00
361.332 · Planning Commission Apps	\$3,500.00
361.333 · Zoning Permit	\$8,800.00
361.801 · Processing Fee- Res Bldg Permit	\$10,500.00
361.802 · Processing Fee- Comm Bldg Permits	\$2,600.00
361.803 · Processing Fee- Sewage Permits	\$300.00
PUBLIC SAFETY	
362.411 · Building Permits- Residential	\$30,000.00
362.412 · Building Permits- Commercial	\$40,000.00
362.440 · Sewage Permits	\$15,000.00
362.450 · Cert of Occupancy	\$4,000.00
362.470 · Road Occupancy Permit	\$325.00
SANITATION	

364.600 · Waste Mgmt Host Fees	\$425,000.00
364.620 · Trash Certification	\$300.00
CULTURE & RECREATION	
367.300 · Rental of Parks	\$3,100.00
PROPOSED EXPENSES	
LEGISLATIVE GOVERNING BODY	
400.105 · BOS Quarterly Wages	(\$12,500.00)
400.460 · Training & Conferences	(\$1,500.00)
TOWNSHIP MANAGER	
401.120 · Mgr Wages	(\$113,519.30)
401.157 · Mgr Health Insurance Opt-Out	(\$12,826.95)
401.198 · Mgr Disability & Life Insurance	(\$924.00)
401.240 · Mgr Tools & Supplies	(\$2,075.00)
401.320 · Mgr Cell Phone- Communication	(\$522.00)
401.330 · Mgr Mileage Reimbursement	(\$200.00)
401.350 · Mgr Bonding Insurance	(\$750.00)
401.460 · Mgr Training & Conferences	(\$1,000.00)
FINANCIAL SERVICES	
402.120 · Finance Dir Wages	(\$72,010.00)
402.157 · Finance Dir Health Insur OptOut	(\$12,000.00)
402.180 · Finance Dir Overtime	(\$2,000.00)
402.198 · Finance Disabi & Life Insurance	(\$1,018.00)
402.311 · Accounting & Auditing Services	(\$12,000.00)
402.330 · Finance Dir Mileage Reimb	(\$50.00)
402.350 · Finance Dir Bonding Insurance	(\$1,250.00)
TAX COLLECTION	
403.105 · Tax Collector Wages	(\$14,750.00)
403.215 · Tax Collector Postage	(\$2,000.00)
403.240 · Tax Collector Supplies	(\$1,500.00)
403.350 · Tax Collector Bonding Insurance	(\$1,300.00)
403.460 · Tax Collector Training	(\$80.00)
SOLICITOR/ LEGAL SERVICES	
404.310 · Legal Services- General	(\$35,000.00)
404.311 · Legal Services- Planning	(\$7,500.00)
404.314 · Labor Attorney	(\$10,000.00)

ADMIN/ GRANTS COORDINATOR	
405.122 · Admin/ Permit Coord Wages	(\$34,666.67)
405.196 · Admin/ Permit Coord Health Insurance	(\$15,719.30)
405.198 · Admin/ Permit Coord Disabil & Life Insurance	(\$518.00)
405.330 · Admin/ Permit Coord Mileage Reimbursement	(\$100.00)
405.460 · Admin/ Permit Coord Training & Conferences	(\$666.67)
PERMIT COORDINATOR/ SECRETARY	
405.120 · Permit Coordinator Wages	(\$62,400.00)
405.180 · Admin/ Permit Coord Overtime	(\$3,195.00)
405.196 · Admin/ Permit Coord Health Insurance	(\$37,726.32)
405.198 · Admin/ Permit Coord Disabil & Life Insurance	(\$777.00)
405.240 · Admin/ Permit Coord Tools & Supplies	(\$2,500.00)
405.320 · Admin/ Permit Coord Cell Phone- Communication	(\$350.00)
405.330 · Admin/ Permit Coord Mileage Reimbursement	(\$150.00)
405.460 · Admin/ Permit Coord Training & Conferences	(\$1,000.00)
GENERAL GOV ADMINISTRATION	
406.001 · Petty Cash	(\$600.00)
406.215 · Postage	(\$2,000.00)
406.239 · Hiring Expenses	(\$1,000.00)
406.240 · Office Supplies	(\$25,500.00)
406.300 · Copy Machine	(\$7,500.00)
406.310 · Codification	(\$10,000.00)
406.314 · Notary Services	(\$100.00)
406.317 · Payroll Services	(\$2,500.00)
406.318 · Confidential Shredding Service	(\$1,500.00)
406.320 · Phone & Internet	(\$5,036.00)
406.326 · UPS Shipping	(\$1,000.00)
406.340 · Advertising	(\$10,000.00)
406.390 · Bank Fees	(\$300.00)
406.420 · Subscriptions & Memberships	(\$6,500.00)
406.490 · County Recordings	(\$500.00)
INFORMATION TECHNOLOGY	
407.280 · Network Repairs	(\$12,000.00)
407.290 · Licenses	(\$5,355.00)
407.301 · IT License Renewal/Cloud Backup	(\$3,600.00)
407.305 · GIS License/Renewal	\$0.00
407.313 · Improvements	(\$6,080.00)
407.370 · I.T. Support	(\$8,400.00)
407.453 · Website	(\$500.00)

ENGINEERING	
408.310 · Services	(\$121,500.00)
408.315 · MS4	(\$10,000.00)
408.451 · SEO Wages (Permits)	(\$15,000.00)
GENERAL GOVERNMENT BUILDINGS	
409.230 · Bldg Heating Fuel	(\$6,000.00)
409.236 · Building Supplies	(\$5,000.00)
409.250 · Repair & Maint Supplies	(\$25,000.00)
409.255 · AED Maint & Materials	(\$1,000.00)
409.256 · Municipal- HVAC System	(\$10,000.00)
409.311 · Municipal Bldg- Cleaning	(\$4,500.00)
409.329 · Alarm System	(\$5,000.00)
409.361 · Electric	(\$5,000.00)
409.364 · Sanitation - Septic	(\$800.00)
409.366 · Municipal Bldg- Water	(\$1,800.00)
409.700 · Capital Purchases	(\$62,600.00)
409.701 · Office Vehicle Repair & Maint	(\$500.00)
409.720 · Underground Storage Tanks	(\$300.00)
POLICE	
410.201 · SBRPD Contracted Services	(\$1,409,924.59)
FIRE	
411.350 · Insurance	(\$39,000.00)
411.370 · Fire Services- Repair & Maint	(\$8,000.00)
411.530 · Volunteer Firemans Relief Fund	(\$48,000.00)
411.540 · Donations	(\$100,000.00)
UCC & CODE ENFORCEMENT	
413.120 · Landfill Inspector	(\$5,000.00)
413.125 · Permit Software/ SmartGov	(\$13,000.00)
413.370 · Building Inspector 3rd Party	(\$70,000.00)
413.460 · BCO Training	(\$1,000.00)
PLANNING & ZONING	
414.110 · ZHB & PC Wages	(\$5,000.00)
414.120 · Zoning Officer Wages	(\$85,490.00)
414.196 · Zoning Officer Health Insurance	(\$12,000.00)
414.198 · Zoning Disabil & Life Insurance	(\$1,149.24)
414.215 · ZHB Postage	(\$500.00)
414.240 · Zoning Officer Tools & Supplies	(\$4,850.00)
414.300 · Misc Planning & Zoning Expenses	(\$200.00)

414.314 · Legal Services Zoning	(\$6,000.00)
414.317 · Stenographer	(\$2,400.00)
414.318 · Consulting Services 3rd Party	(\$2,000.00)
414.320 · Zoning Officer Cell Phone	(\$522.00)
414.340 · Advertising- Legal Notices	(\$10,000.00)
414.425 · Update of Regional Comp Plan	(\$111,300.00)
414.460 · Zoning Officer Training	(\$1,000.00)
EMERGENCY MANAGEMENT	
415.110 · EMC Wages	(\$2,400.00)
415.320 · EMC Cell Phone	(\$500.00)
ANIMAL CONTROL	
422.458 · Animal Control- Dogs (ACO)	(\$12,526.00)
422.459 · Animal Control- Cats (TNR Program)	(\$800.00)
ROAD DEPT- BLDG, CREW, TRUCKS	
430.120 · Road Dept Wages- Regular Time	(\$422,620.80)
430.180 · Road Dept- Overtime Wages (NON Winter)	(\$19,000.00)
430.196 · Road Dept- Health Insurance	(\$153,765.46)
430.198 · Road Disabil & Life Insurance	(\$6,000.00)
430.238 · Road Dept- Uniforms	(\$6,500.00)
430.320 · Cell Phones	(\$2,700.00)
430.330 · Road- Mileage	(\$100.00)
430.460 · Road Dept- Meals & Training	(\$11,000.00)
430.230 · Road Dept Bldg- Heating Fuel	(\$2,650.00)
430.236 · Road Dept- Supplies for Building	(\$100.00)
430.260 · Road Dept-Small Tool & Minor Equipment	(\$6,000.00)
430.310 · One Call Services	(\$200.00)
430.361 · Road Dept Bldg- Electric	(\$3,800.00)
430.366 · Road Dept Bldg- Water	(\$1,500.00)
430.710 · Vehicle Accessories	(\$1,500.00)
CLEANING OF STREETS & GUTTERS	
431.374 · Street Sweeper Services	(\$1,000.00)
431.384 · Machine Rentals	(\$1,000.00)
SNOW REMOVAL/ WINTER MAINT	
432.180 · Overtime Wages- Snow Removal	(\$15,000.00)
432.240 · Materials- Snow Removal	(\$49,700.00)
TRAFFIC CONTROL DEVICES & SIGNS	
433.240 · Signs & Supplies	(\$5,000.00)

433.361 · Electric- Traffic Control	(\$1,236.00)
433.374 · Maint Services- Traffic Control	(\$3,000.00)
433.750 · Traffic Control- Capital Equip	(\$9,580.11)
STREET LIGHTS	
434.361 · Street Lighting Electric	(\$50,000.00)
434.374 · Street Lighting Repair Services	(\$5,000.00)
STORM SEWERS & DRAINS	
436.240 · Materials- Storm Sewers & Drain	(\$15,000.00)
436.317 · Chap. 92A NPDES Permit Fee	(\$2,500.00)
REPAIR OF TOOLS & MACHINERY	
437.231 · Vehicle Fuel- Gasoline	(\$3,000.00)
437.232 · Vehicle Fuel- Diesel	(\$23,000.00)
437.240 · Supplies- Equipment Maintenance	(\$29,300.00)
437.250 · Shared w Wind Gap- Equip Maint (Paver)	(\$3,000.00)
437.260 · Tools	(\$5,000.00)
437.374 · Services - Equipment Maintenance	(\$25,000.00)
MAINT & REPAIR- ROADS & BRIDGES	
438.240 · Materials- M&R Road & Bridges	(\$70,000.00)
438.372 · Line Striping (Double Yellow)	(\$22,000.00)
438.384 · Rent of Equipment	(\$6,000.00)
WATER SYSTEM- HYDRANTS	
448.366 · Hydrants- Water	(\$20,000.00)
RECREATION ADMINISTRATION	
451.540 · Recreation Maintenance	(\$10,000.00)
453.540 · Spectator Recreation Donations	(\$250.00)
PARKS & TRAILS	
454.362 · Electric- Community Park	(\$384.00)
454.371 · Maint Expenses- Municipal Park	(\$3,500.00)
454.372 · Maint Expenses- Community Park	(\$6,000.00)
454.373 · Maint Expenses- Farmer's Grove	(\$1,500.00)
454.374 · Maint Expense- Recreation Trail	(\$7,000.00)
454.375 · Maint Expense- W Bangor Monument	(\$500.00)
LIBRARY	
456.540 · Blue Mountain Community Library	(\$10,000.00)

EMPLOYER PAID BENEFITS&WITHHOLD	
481.192 · Social Security -Employer Pd	(\$50,000.00)
481.193 · Medicare-Employer Pd	(\$12,500.00)
481.194 · UC -Employer Paid	(\$4,000.00)
483.197 · CB Pension- Twsp Contribution	(\$30,000.00)
483.300 · CB Pension- MMO	(\$62,534.00)
483.400 · CB Pension- GASB	(\$1,600.00)
484.000 · WORKERS COMPENSATION	(\$20,000.00)
INSURANCE	
486.100 · Insurance Commercial Pkg	(\$22,500.00)
486.200 · Insurance Property	(\$10,000.00)
486.300 · Insurance Auto	(\$16,000.00)
486.400 · Insurance Public Officials	(\$4,200.00)
486.800 · Insurance CyberSolutions	(\$200.00)
235.000 · L&I Fee-Due to Other Govt	(\$540.00)

Liquid Fuels Fund

Highway Aid (Liquid Fuels) Fund – The Highway Aid Fund is statutorily required by the Commonwealth of Pennsylvania State Liquid Fuels Program. Liquid Fuels funding comes from a tax levied upon each gallon of liquid fuels sold in the Commonwealth of Pennsylvania. Plainfield Township generally exclusively uses its Liquid Fuels in order to maintain, repair, resurface and reconstruct the 52.15 miles of local roads within the Township. ***The 2025 Liquid Fuels allocation for Plainfield Township is forecasted to be \$273,284.16.***

Highway Aid Fund	Amount (\$)
Forecasted Beginning Balance for 2025	\$678,446.81
Forecasted Revenues for 2025	\$338,284.16
Forecasted Expenditures for 2025	\$731,875.00
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$284,855.97
341.100 · Interest	\$65,000.00
355.020 · State Grant Liquid Fuels	\$273,284.16
408.310 · Engineering Services	(\$85,600.00)
438.240 · Materials- M&R Road & Bridges	(\$632,275.00)
431.384 · Machine Rentals	(\$14,000.00)

Proposed Expenditures for Liquid Fuels:

1. The Township will be conducting multiple road repairs and maintenance for 2025 as follows:
 - a. Culvert Replacements
 - i. Lefevre & Heitzman Roads Culvert Replacements- **\$395,375.00**
 - ii. KCE Administration Cost- **\$50,600.00**
 - iii. DEP Permitting Cost- **\$35,000.00**
 - b. Pave Entirety of Woodland Estates (½" and ¼" Double Seal Coat followed by a Polymer Modified Fog Seal) which includes Shady Lane, Awesome Drive, Fence Row Drive, Pine Tree Drive, Oak Tree Lane, and Maple Tree Lane- **\$210,000.00**
 - i. Storm Drain Concrete Curb Tops and Risers- **\$6,900.00**
 - c. Repair Hahn Road- **\$34,000.00**

Host Retro Agreement Fund

Host Retro Agreement Fund (Authorized by Ordinance #252) – Fees received by Plainfield Township pursuant to the *Host Community Agreement* dated April 27, 2005 between Plainfield Township and the Grand Central Sanitary Landfill, Inc. from the operation of the landfill facility include the following:

- Act 101 Host Municipality Fee (Host Retro): \$1.65 per ton
- Township Business Privilege Tax (Morgan Stanley): \$0.45 per ton
- Additional Amount to General Fund: \$1.00 per ton

Of the above fees, the Township Business Privilege Tax revenue at the rate of \$0.45 per ton is deposited directly into the Plainfield Township Municipal Trust Fund **and is not currently able to be utilized for operating and/or capital expenses of the Township, pursuant to the terms of an “Irrevocable Trust Agreement for Charitable Purposes” dated March 13th, 1997.** A copy of the agreement is available at the Plainfield Township Office upon request. The permitted investments, collateralization, and investment parameters of the Municipal Trust Fund are consistent with the provisions of Section 3204 (Investment of Township Funds) of the Pennsylvania Second Class Township Code, 53 P.S. § 68024.

Host Retro Agreement Fund	Amount (\$)
Forecasted Beginning Balance for 2025	\$6,354,570.77
Forecasted Revenues for 2025	\$985,000.00
Forecasted Expenditures for 2025	(\$350,000.00)
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$6,989,570.77

341.100 · Interest	\$292,000.00
364.600 · Host Retro Income monthly @\$1.65	\$693,000.00
492.402 · Transfer to Environmental	(\$350,000.00)

For reference, the total amount of the Quarterly and Monthly Host Municipality Fees received by the Township are summarized below for the 2008 to 2024 fiscal years.

Fiscal Year	Gen Fund Quarterly	Host Retro Monthly	Morgan Stanley Monthly	Total (\$)
2008	\$223,783.45	\$247,285.96	\$91,515.00	\$562,584.41
2009	\$320,745.85	\$617,685.31	\$168,768.00	\$1,107,199.16
2010	\$278,896.66	\$395,484.18	\$110,466.00	\$784,846.84
2011	\$302,832.77	\$485,548.02	\$146,891.00	\$935,271.79
2012	\$362,466.53	\$662,542.94	\$191,824.00	\$1,216,833.47
2013	\$462,188.25	\$709,458.50	\$182,429.00	\$1,354,075.75

2014	\$403,347.50	\$727,272.49	\$207,410.00	\$1,338,029.99
2015	\$639,511.51	\$1,007,600.30	\$309,890.00	\$1,957,001.81
2016	\$679,361.34	\$1,121,566.42	\$301,273.00	\$2,102,200.76
2017	\$647,626.51	\$1,089,169.09	\$294,370.00	\$2,031,165.60
2018	\$641,774.04	\$1,065,890.56	\$291,714.00	\$1,999,378.60
2019	\$631,140.04	\$1,051,899.02	\$286,882.00	\$1,969,921.06
2020	\$643,973.00	\$1,073,287.00	\$292,855.00	\$2,010,115.00
2021	\$710,520.00	\$1,186,199.00	\$322,963.00	\$2,219,682.00
2022	\$695,000.00	\$1,158,329.00	\$315,908.00	\$2,169,237.00
2023	\$700,198.00	\$1,166,973.00	\$318,265.00	\$2,185,436.00

The revenue Plainfield Township has received from the Waste Management Grand Central Sanitary Landfill since 2008 totals \$27,584,779.24.

The Township's only source of funding towards capital expenditures is currently the Monthly Host Municipality Fees received from the operation of the Grand Central Sanitary Landfill. The Monthly Host Municipality Fee revenue is then used as matching grant funds to be used towards offsetting the total costs of capital projects, whenever feasible.

Upon a review of the historical data pertaining to the use of landfill funds, it is clear that the receipt of Host Municipality Fees likely peaked in 2016. The revenue, as previously predicted, has begun to decline for the forecasted 2025 fiscal year with the impending closure of the Grand Central Sanitary Landfill. **The Host Retro Fund total income forecasted for 2025 based on a 40% decrease in tonnage due to the impending closure will be approximately \$660,000.00 which is a decrease of \$510,000.00. For this reason, we will also expect a decrease of revenue in the Plainfield Township General Fund (\$280,000 decrease) and the Plainfield Township Morgan Stanley Account (\$126,000 decrease).** Unless other sources of revenue are realized within the General Fund, the contractual obligations and operating costs of the Township will begin to significantly outpace the anticipated host community fees to be received in the coming years pending its closure.

This occurrence will force the Township to reduce and/or eliminate the amount spent on *all* expenditures in order to continue to meet the Township's operating expenses and all financial obligations.

Proposed Expenditures for Host Retro Agreement Fund:

1. The Township will be transferring **\$350,000.00** from the Host Retro Agreement Fund to the Environmental Fund to offset impending expenses in relation to Hower Farm.

Capital Reserve Agreement Fund

Capital Reserve Fund (Ordinance #'s 237, 238 and 344) – The Capital Reserve Fund is used to account for major capital expenditures for the Township. The expenditures are expenses that typically result in the acquisition of a permanent asset (i.e. buildings, community facilities or equipment); however, local ordinances do also provide for the Capital Reserve Fund to be used for operating expenditures, as required.

Capital Reserve Fund	Amount (\$)
Forecasted Beginning Balance for 2025 (including grant accounts)	\$1,309,075.24
Forecasted Revenues for 2025	\$54,000.00
Forecasted Expenditures for 2025	\$153,000.00
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$1,210,075.24
341.100 · Interest	\$54,000.00
430.700 · Road Dept- Capital Purchases	(\$153,000.00)

Proposed Expenditures for Capital Reserve:

1. The Township will be conducting multiple road repairs and maintenance for 2025 as follows:
 - a. Township Two-Bay Garage- **\$70,000.00**
 - i. \$57,000.00 allocated for building
 - ii. \$13,000.00 allocated for permitting and engineering fees
 - b. Purchase of a Township Road Truck with a Utility Body- **\$83,000.00**

Recreation Fund

Recreation Fund (Authorized by the SALDO) – The Recreation Fund accounts for all recreation/parks improvements and revenues received pursuant to recreation user fees as per the Subdivision and Land Development Ordinance (SALDO) of the Township, grants and interfund operating transfers approved by the Board of Supervisors.

Recreation Fund	Amount (\$)
Forecasted Beginning Balance for 2025	\$650,851.78
Forecasted Revenues for 2025	\$31,500.00
Forecasted Expenditures for 2025	\$175,000.00
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$507,351.78
341.100 · Interest	\$29,000.00
367.210 · Community Park Field Rental	\$2,500.00
454.373 · Maint Expenses- Farmer's Grove	(\$75,000.00)
454.371 · Maint Expenses- Municipal Park	(\$100,000.00)

Proposed Expenditures for Recreation Fund:

1. The Township will be conducting multiple recreational repairs for 2025 as follows:
 - a. Playground Replacement at Farmers Grove- **\$75,000.00**
 - b. Tennis Court/Basketball Court Replacement/Repairs at Municipal Complex- **\$100,000.00**

Environmental Fund

Environmental Fund (Ordinance #241)– The Environmental Fund was originally established by the Board of Supervisors in 1989 pursuant to a five-year financial plan adopted on June 29, 1989. The fund was established for the protection and preservation of the Plainfield Township environment for purposes that include the preservation and improvement of air quality, ground water quality, and tributaries. The intent of the fund is also to have necessary capital to respond to environmental needs, crisis and catastrophes that may arise within Plainfield Township. Examples include environmental studies and environmental audits. In recent years, this account has helped to fund environmental studies pursuant to the Little Bushkill Creek Watershed Management Plan.

Environmental Fund	Amount (\$)
Forecasted Beginning Balance for 2025 (including grant accounts)	\$83,150.32
Forecasted Revenues for 2025	\$358,000.00
Forecasted Expenditures for 2025	(\$196,000.00)
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$245,150.32
392.200 · Transfer from Host Retro	\$350,000.00
341.100 · Interest	\$8,000.00
404.312 · Legal Services- Litigation	(\$55,000.00)
408.314 · Environmental- Engineering Serv	(\$141,000.00)

Proposed Expenditures for Environmental Fund:

1. The Township will be transferring **\$350,000.00** from the Host Retro Agreement Fund to the Environmental Fund to offset impending expenses in relation to Hower Farm.

Open Space Fund

Open Space Fund (Ordinance #'s 304 and 321) – The Open Space Fund is a restricted fund pursuant to the Commonwealth's Open Space Acquisition and Preservation Law, as amended. The Township levies an Earned Income Tax at the rate of .25% to be used for financing the acquisition of open space; for the purpose of acquiring agricultural conservation easements; and for the purpose of acquiring property settlement rights. The Earned Income Tax funds collected are deposited into this fund. The Township is a member of the Northampton County Partnership Program, and regularly contributes matching funds to Northampton County in order to acquire the development rights for agricultural properties situated in the Township.

Open Space Fund	Amount (\$)
Forecasted Beginning Balance for 2025	\$6,665,387.04
Forecasted Revenues for 2025	\$768,000.00
Forecasted Expenditures for 2025	(\$63,075.00)
Unappropriated Balance at Conclusion of 2025 Fiscal Year (Projected)	\$7,370,312.04

341.100 · Interest	\$264,000.00
310.200 · Keystone Collec- EIT Open Space	\$504,000.00
454.374 · Maint Expense- Recreation Trail	(\$50,000.00)
407.305 · GIS License/Renewal	(\$13,075.00)

Proposed Expenditures for Open Space Fund:

1. Plainfield Township will be updating the current GIS system, as part of the future update of the Open Space Plan, which will be transferred to a cloud-based version through KCE. Total upgrade cost allocation came to approximately **\$13,075.00**.
2. Plainfield Township will implement Phase II of the Knitters Hill Trailhead Reconfiguration Plan in 2025. The project cost to finish out the proposal and complete Phase II came to approximately **\$50,000.00**. Land acquisition is proposed in result of the reconfiguration and expansion. There is a current C2P2 grant open for this scope of work. Land acquisition procedures are currently underway.

Non-Uniform Pension Plan Summary

The Commonwealth of Pennsylvania mandated Minimum Municipal Obligation (MMO) for 2025 was certified to the Board of Supervisors and approved in September 2024 as a combined total of **\$87,403.00** (\$60,454.00 for the defined benefit pension plan and \$26,949.00 for the defined contribution pension plan).

The amount of Commonwealth of Pennsylvania State Aid forecasted to be received by the Township during 2025 is **\$42,466.00**.

The Collective Bargaining Agreement (CBA) between the Teamster Local Union #773 of Allentown, Pennsylvania and Plainfield Township requires an increased Non-Uniform Pension Plan contribution from all full-time employees that are eligible participants in the Defined Contribution Pension Plan; the employee contribution remains at 4.0% for the 2025 fiscal year.

No additional allocations from the General Fund above and beyond the budgeted MMO amounts are recommended for the 2025 fiscal year.

Please note that the Slate Belt Regional Police Department Police Pension Plan MMO is paid directly by SBRPD funds, and the relative costs are factored into the budget of that separate organization.

Health Insurance Summary

Plainfield Township is a member of the Pennsylvania Municipal Health Insurance Cooperative (PHMIC) and provides health insurance (medical, dental and vision) coverage for all eligible full-time regular employees and their dependents. For the 2025 fiscal year, the following rates are in effect:

- The 2025 annual cost for an individual medical insurance plan is **\$12,675.00**. The 2025 annual cost for a family medical insurance plan is **\$37,726.32**.
- All full-time Plainfield Township Road Department employees who receive medical insurance contribute 6.0% towards the cost of the insurance premiums for the 2025 fiscal year, as per the terms of the current Collective Bargaining Agreement between Plainfield Township and the Teamsters Local Union 773 of Allentown, PA.
- All full-time Plainfield Township Administrative employees who receive medical insurance contribute 10% of the annual health insurance premium cost.

Slate Belt Regional Police Department Budget (Proposed)

The Plainfield Township Police Service Fee for 2025 as forwarded to the Board of Supervisors by the Slate Belt Regional Police Commission is a total of **\$1,409,924.59**, which is an increase of **\$99,162.67** from the amount paid by Plainfield Township in 2024.

The total budget amount of the Slate Belt Regional Police Department Budget for 2025 is \$3,863,991.74 when factoring in all municipal contributions, the revenue derived from the Pen Argyl Area School District for the School Resource Officer program, grants, and other miscellaneous revenues.

The municipal contributions total \$2,766,992.02, with Plainfield Township contributing \$1,409,924.59, Pen Argyl Borough contributing \$703,231.42, and Wind Gap Borough contributing \$653,836.01 for police services only. It is important to note that the Township will also allocate funds for Animal Control Officer services to assist Slate Belt Regional Police Department in the amount of \$12,526.00 for 2025.

The percentage breakdown of the formula cost allocation of the municipalities is provided as follows:

Total Municipal Costs- Police Services	Percent of Budget
Plainfield Township	0.5133904951
Pen Argyl Borough	0.2628083598
Wind Gap Borough	0.2238011451
	1.0000000000

The Charter Agreement of the Slate Belt Regional Police Department requires the proposed Budget of the Regional Police Department to be approved no later than November 1st of the preceding fiscal year.

The Slate Belt Regional Police Budget as currently proposed for 2025 utilizes the below cost allocation formula, identified as follows:

35% Assessed Value	30% Population	30% Weighted Incidents	5% Road Mileage
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**Please note that the definition of "Incident" within the Charter Agreement for the 2021 fiscal year will be modified as follows:*

Article V (entitled Cost Assessment) Section (B)(2)(c)(1) (entitled Definitions):

(1) Definition. The term "incident", as used in the formula, shall mean a matter or service that results in at least two (2) of the following:

- a. a police response;*
- b. a written report; or*
- c. the assignment of a case number;*

The Chief shall have the responsibility to track and tally incidents occurring in each Municipality and shall report the number of incidents on a monthly, quarterly, and yearly basis. The incident numbers shall be weighted and shall utilize the nationally accepted International Association of Chiefs of Police weighted calls for service scale, as amended.

Conclusion

The 2025 Proposed Plainfield Township Budget was developed with the intention of the document serving as an overall policy implementing tool that guides the decision-making factors of the Board of Supervisors and impacts the quality of life of Plainfield Township citizens and entire community. The 2025 Proposed Plainfield Township Budget is primarily outcome-based, with the highest priority given to infrastructure projects that are required due to state or federal statutes or based on the normal and long-term operation and maintenance of Township roadways, bridges, culverts, and the Township-wide stormwater system.

I am truly looking forward to continuing to serve the community of Plainfield Township in 2025 in order to continue to assist with carrying out the goals, visions, and policies of the Township.

Sincerely,

Paige Stefanelli
Township Manager
Plainfield Township