

**PLAINFIELD TOWNSHIP
Northampton County, Pennsylvania**

RESOLUTION NO. 2023-01

A RESOLUTION TO ADOPT THE 2023 SCHEDULE OF FEES

WHEREAS, the Board of Supervisors of Plainfield Township have the authority to set fees pursuant to the Second Class Township Code, as amended, and the Municipalities Planning Code, reenacted and amended December 21, 1988 and the Plainfield Township Zoning and Subdivision Ordinances, as amended and codified into the Code of Ordinances of Plainfield Township; and

WHEREAS, the Board of Supervisors of Plainfield Township have determined that it is necessary and appropriate to establish a policy whereby fees and charges for municipal services will be partially or fully reimbursed to the Township for the associated services rendered where applicable; and

WHEREAS, the Board of Supervisors of Plainfield Township, pursuant and under the authority granted it by the Pennsylvania Sewage Facilities Act (Act 537), hereby establish the following fee schedule for the Sewage Enforcement Officer's services.

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Supervisors of Plainfield Township as follows:

1. All "WHEREAS" clauses are incorporated herein as though more fully set forth at length.
2. The fees charged for municipal services rendered during the **2023** fiscal and calendar year, unless any further amendments are adopted by way of Resolution of the Plainfield Township Board of Supervisors, shall be according to the following schedule:

2023 Plainfield Township Schedule of Fees

PLEASE NOTE:

These fees are subject to change. Please contact the Township Municipal Office to verify you have the most recent Schedule of Fees prior to conducting business with the Township.

Plainfield Township **requires** the following:

- **Contractor's Licenses** in accordance with Chapter 13 of the Code of Ordinances (adopted via Ordinance No. 389). The application fee for a Contractor License is \$25.00. To issue a Contractor's License, the Township requires a Certificate of Insurance (COI) for workers' compensation naming Plainfield Township as a certificate holder to be issued along with the completed application.

Plainfield Township **does not** require the following:

- **Business Licenses**, however all businesses must register with the Plainfield Township Earned Income Tax (EIT) Collector, Keystone Collections Group, (888) 328-0565.

All payments referenced in the Schedule of Fees must be made in **CASH** or **CHECK**, payable to Plainfield Township. Payment in rolled or loose coin in excess of \$0.99 will not be accepted.

Payment is required at the time of application.

SECTION I – PLANNING

PROFESSIONAL SERVICES ESCROW ACCOUNTS

- Fees for professional consultants shall be charged to all applicants at the same approved hourly rates that the consultants charge Plainfield Township (unless specified otherwise herein). The Township receives invoices from its professional consultants with respect to planning review costs, and the actual costs relative to those invoices are passed on to all applicants.
- The professional services escrow account must be replenished to its original amount as required for the applicable application type within **fifteen (15) days** from receipt of written notice by the Township when it is depleted to **fifty percent (50%)** of the original amount and further costs are expected to be incurred by the Township. Submission of revised Final Plans shall require the replenishment of the escrow amount to one-hundred percent (100%) of its original amount as required for the applicable application type upon resubmission. Failure to replenish the escrow account as required will result in a stop

work order being placed on all further legal and engineering services to be incurred by the Township.

- Two (2) separate checks are required at the time of application- one (1) for the Application Fee and one (1) for funding the Professional Escrow Account as required.
- The maximum **initial** escrow deposit is capped at **\$10,000.00**.
- Any unused funds remaining in the Professional Escrow Account balance will be refunded to the applicant upon written request after the final hearing and only when all incurred expenses have been settled.

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE (SALDO) FEES (in accordance with Chapter 22 of the Code of Ordinances of Plainfield Township)

Categories: Residential and Non-Residential

- *A Minor Subdivision contains three (3) or less lots with no new street or easement (all lots shall have frontage on an existing street).*
- *All Commercial Subdivision Plans are considered Major Subdivisions.*
- *All Planning/SALDO fees apply to any type of submission for the same project.*

Plan Submission Type	Application Fee	Professional Services Escrow
Site Plan Submission (All Site Plan Submissions Included- Planning and Zoning as required)	\$125.00	\$3,000.00

Sketch Plan Submissions

Plan Submission Type	Application Fee	Professional Services Escrow
Minor Subdivision	\$125.00	\$2,000.00 plus \$50.00 per lot
Major Subdivision	\$125.00	\$3,250.00
Land Development Plan	\$350.00	\$3,500.00

Preliminary Plans (Major Subdivisions/Land Developments)

Plan Submission Type	Application Fee	Professional Services Escrow
Major Subdivision	\$400.00 plus \$10.00 per lot	\$5,500.00
Land Development Plan	\$400.00 plus \$0.01 per square feet of impervious area, including parking and building area	\$5,500.00 base up to 15,000 square feet; \$5,500.00 plus \$0.20 per square feet over 15,000 square feet

- *As per the provisions of the Plainfield Township SALDO, a Preliminary Plan need not be submitted for a Minor Subdivision.*

Final Plans (Major Subdivisions/Land Developments)

Plan Submission Type	Application Fee	Professional Services Escrow
Major Subdivision	\$400.00 plus \$10.00 per lot	\$5,000.00
Land Development Plan	\$400.00 plus \$0.01 per square feet of impervious area, including parking and building area	\$5,500.00 base up to 15,000 square feet; \$5,500.00 plus \$0.20 per square feet over 15,000 square feet

- *Major Subdivision or Land Development Plan submissions approved to be submitted as Preliminary/Final by the Plainfield Township Planning Commission shall follow the same fee schedule as set forth for Final Plan applications as if the submission were a Final Plan application only (i.e. the applicant will not be charged for both the Preliminary Plan submission and the Final Plan submission- only one Preliminary/Final application fee).*

Preliminary/Final Plans (Minor Subdivisions/Re-subdivisions)

Minor Subdivision/Re-subdivision	\$150.00 plus \$10.00 per lot	\$2,000.00 per lot
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Revised Final Plans Policy

As per the provisions of the Plainfield Township SALDO, no submission fee shall be charged for any revised plan; provided, that the revised plan submission generally follows the scheme and layout of the original submission, or the revised plan is being submitted in order to comply with conditions and recommendations suggested or imposed by the Township reviewing body.

Any revised plan (and any subsequent revised plan) which is significantly different as determined by the Planning Commission upon advice by the Township Engineer from the original plan submission with respect to, among other things, lot layouts, street layouts, etc., and which revised plan is not being submitted in order to comply with conditions and recommendations suggested or imposed by the Township reviewing body, shall be considered a new plan submission requiring the payment of a new submission fee.

**SECTION II – ZONING APPEALS, PERMITS AND APPLICATIONS;
MISCELLANEOUS PERMITS FEES AND LICENSES**

ZONING APPEALS, PERMITS AND APPLICATIONS

- All permit fees are non-refundable and are cumulative if multiple permit fees apply.

Appeals

Type of Appeal	Appeal Fee	Additional Fees and/or Required Professional Services Escrow
Zoning Appeal- Residential (Interpretation, Special Exception, or Variance)	\$500.00 plus \$75.00 per continuance	N/A
Zoning Appeal- Non-Residential (Interpretation, Special Exception, or Variance)	\$500.00 plus \$75.00 per continuance	N/A
Floodplain Construction (Special Permit or Variance)	\$500.00	\$2,000.00 Professional Escrow Account Required
Curative Amendment Zoning Appeal	\$5,000.00	N/A
Additional Curative Amendment Hearings	\$300.00 per hearing	Actual cost of transcripts
Conditional Use Zoning Appeal	\$1,000.00 up to one (1) hearing and \$300.00 for each hearing thereafter	Actual cost of transcripts
Petition to Amend Zoning Ordinance	\$1,000.00	\$2,000.00 Professional Escrow Account Required

MISCELLANEOUS PERMITS, FEES AND LICENSES

Type of Application	Application Fee
Alarm Permit (required annually as per § 13-304 of the Code of Ordinances)	\$50.00- initial permit \$10.00- annual permit renewal
Contractor’s License Permit (required pursuant to § 13-402 of the Code of Ordinances)	\$25.00
Driveway Permit (Township Roads) (§ 21-203 and § 21-212 of the Code of Ordinances)	\$50.00 plus actual cost of Township Engineer review in accordance with the Township’s Schedule of Rates for Professional Engineering Services

Junk Yard License (required annually) § 13-205 and § 13-206 of Code of Ordinances of Plainfield Township	\$250.00
Moving Permit (§ 13-501, § 13-502, and § 13-503 of the Code of Ordinances)	\$2.00
Right-of-Way Occupancy Annual Registration Fee (Ordinance No. 378) (For Non-Exempt Organizations Only)	\$270.00 annual fee for each facility (including wireless facilities)
Street Opening Permit (§ 21- Part 1)	PennDOT Schedule of Fees for Highway Occupancy Permits, as amended and in effect
Timber Harvest Permit (§ 27-518 of the Code of Ordinances)	\$50.00
Transient Retail Business License (Peddler's License) (§ 13-102, § 13-104 and § 13-105 of the Code of Ordinances)	\$25.00
Wireless Communication Facilities (WCF) Review- Tower-Based (§ 27-905, Subsection 26 of the Code of Ordinances)	\$500 for up to the first five (5) applications and \$100 for every one (1) after five (5)
Wireless Communication Facilities (WCF) Review- Non-Tower {§ 27-908, Subsection 2 (C) of Code of Ordinances; § 27-908, Subsection 3 (E) of Code of Ordinances}	\$500 for up to the first five (5) applications and \$100 for every one (1) after five (5)
Yard Sale Permit (Ordinance No. 138)	\$1.00
Zoning Permit Application (Chapter 27 of the Code of Ordinances)	\$50.00

SECTION III- BUILDING PERMITS

Pursuant to § 5-106 of the Code of Ordinances of Plainfield Township, fees assessable by the Township for the administration and enforcement undertaken pursuant to the Uniform Construction Code and the Code of Ordinances of Plainfield Township shall be established by the Board of Supervisors by resolution from time to time.

Please reference the separate Miscellaneous Fee Services (Exhibit 1), Residential Permit Fee Schedule (Exhibit 2), and Non-Residential/Commercial Permit Fee Schedule (Exhibit 3) of the appointed Uniform Construction Code (UCC) third party enforcement/inspection agency of the Township, as applicable.

Non-Refundable Building Permit Plan Review Required Deposit Fees also apply for all building permit applications in accordance with the following schedule:

Building Permit Plan Review Required Deposit Fees (Non-Refundable):

Plan Review Fee Deposit (Residential)	\$65.00 (non-refundable)
Plan Review Fee Deposit (Non-Residential)	\$150.00 for alterations or single discipline; \$500.00 for new construction and additions (non-refundable)

Building Code Official Fees Assessed Directly by Plainfield Township:

Plainfield Township has designated an internal employee as Building Code Official. Accordingly, the following fees will be assessed directly by Plainfield Township and not by the designated Plan Reviewer/Inspector agency, which is KeyCodes Inspection agency:

Cost to Issue Building Permit (Residential)	\$25.00
Cost to Issue Building Permit (Non-Residential)	\$25.00
Cost to Issue Certificate of Occupancy (Residential)	\$25.00
Cost to Issue Certificate of Occupancy (Non-Residential)	\$25.00
Commonwealth of Pennsylvania Department of Labor and Industry Fee (Collected for Commonwealth)	\$4.50

ALL BUILDING PERMIT FEES SHALL BE PAYABLE TO PLAINFIELD TOWNSHIP.

SECTION IV- SEWAGE ENFORCEMENT SERVICES

The below Fee Schedule for Sewage Enforcement Services are the amounts that the appointed Sewage Enforcement Officer (SEO), Ott Consulting, Inc., have indicated that will be charged for the 2022 fiscal year. Fees for the services of the SEO shall be charged to the applicant at the same approved hourly rates that the consultants charge the Township. All Sewage Enforcement Services paid to the SEO are made payable to Plainfield Township.

As per a general directive received from the legal counsel of the Commonwealth of Pennsylvania Department of Environmental Protection that was addressed to all local municipal agencies, the costs of any complaint investigations shall be borne directly by the Township.

SOILS TESTING FEES

SEO Task Description	Fee
<i>Soil Probe Evaluation Costs- New Proposed/Subdivided Lot* Option 1</i>	

New Lot (Primary/Secondary Drainfield Required)- 3 Soil Probes	\$300.00
New Lot Additional Soil Probe Evaluation as needed (per each soil probe)	\$100.00
Conduct Percolation Test per Lot (prepare and conduct test for two drainfields)	\$1,200.00 (applicant provides water for testing at the site); \$1,400.00 (SEO provides water for testing)
Observe Percolation Test (Applicant/Consultant prepares and conducts test)	New Lot (Primary/Secondary Drainfields): \$380.00
<i>Soil Probe Evaluation Costs- Existing Lot of Record or Replacement for Failed System/Cesspool* Option 2</i>	
Existing Lot or Replacement Drainfield- 2 Soil Probes	\$200.00
Existing Lot Additional Soil Probe Evaluation as needed (per each soil probe)	\$100.00
Conduct Percolation Test per each Drainfield, 6 hole site (prepare and conduct test)	\$600.00 (applicant provides water for testing at site); \$700.00 (SEO provides water for testing)
Observe Percolation Test (Applicant/Consultant prepares and conducts test)	Existing Lot or Replacement Drainfield (Single Drainfield): \$255.00

SEWAGE PERMIT FEES

SEO Task Description	Fee
New or Repair System Application, Review, Inspections (up to 3 inspections)	\$615.00
Additional Design Review per review**	\$125.00
Additional Construction Inspections per inspection**	\$125.00
Minor Component Repair Application, Review, Inspection (1 inspection) (i.e. baffle, tank lid, pipe repair, cleanout)	\$180.00
Major Component Repair Application, Review, Inspection (2 inspections) (i.e. absorption area expansion, tank/sand/stone/chamber replacement/manifold/lateral repair)	\$425.00
Verification of Prior Testing per each test site	\$180.00
Permit Renewal	\$180.00

PLANNING MODULES

SEO Task Description	Fee
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Planning Exemption form per review	\$155.00
Component 1 per review	\$235.00
Component 2, 3, and 4 per review	\$315.00

HOURLY RATE FOR OTHER SERVICES

SEO Task Description	Fee
Investigations, Inspections, Other services requested by the Township per hour	\$86.00

*Applicant is responsible to arrange for excavation/location of soil probes.

**In addition to required inspections listed on permit.

Alternate Sewage Enforcement Officer- Hanover Engineering Associates, Inc.

In the event that it is determined by the Board of Supervisors, (or their appointed designee), that the services of the appointed Alternate Sewage Enforcement Officer (other than Ott Consulting, Inc.) are required, the Fee Schedule shall be as set forth within Exhibit 4 (Hanover Engineering Associates 2022 Municipal Professional Fee Schedule with the applicable fees for the Sewage Enforcement Officer), and the actual costs charged to Plainfield Township by Hanover Engineering Associates shall be passed on to the applicant.

SECTION V- SCHEDULE OF RATES FOR PROFESSIONAL ENGINEERING SERVICES

Please reference the separate 2023 Plainfield Township Rate Schedule (Exhibit 5) of the appointed Township Engineer (Ott Consulting, Inc.), the 2023 Professional Fee Schedules of the appointed Alternate Township Engineer (Hanover Engineering Associates, Inc.- Exhibit 6), and the appointed Wetlands/Environmental Consultant (Jason Smith, P.W.S., of Hanover Engineering Associates- Exhibit 7), as applicable. The hourly rate of the Wetlands/Environmental Consultant is billed under the "Senior Scientist" category.

As noted above, fees for professional engineering consultants shall be charged to all applicants at the same approved hourly rates that the consultants charge the Township.

SECTION VI- SCHEDULE OF RATES FOR PROFESSIONAL LEGAL SERVICES

Please reference the separate Legal Fee Schedule (Exhibit 8) of the appointed Township Solicitor, as applicable. Please note that the hourly rate charged by the Solicitor for the review of third party submissions (ex. the review of a Land Development application submitted by a third party) differs from the approved hourly rate of the Solicitor.

The hourly rate of the appointed Environmental Legal Counsel Attorney for Plainfield Township shall be \$135.00 per hour for the 2023 fiscal year. Where applicable, the fees for the professional legal services rendered by the Environmental Legal Counsel Attorney for Plainfield Township shall be charged to all applicants at the same approved hourly rate in the amount of \$135.00 that is charged to Plainfield Township.

SECTION VII- IMPACT FEES

RESIDENTIAL RECREATION FEES

Developments of less than 10 Dwelling Units: Residential Recreation Fees, in the amount of \$2,500.00 per dwelling unit, are required to be paid for every new dwelling unit for which a building permit is applied for, to be paid prior to a Building Permit being issued (§ 22-1008 of the Code of Ordinances).

Developments of 10 Dwelling Units or Greater: Fees-in-Lieu of Land. If the Board of Supervisors does not wish to accept a dedication of land for developments with 10 dwelling units or greater, Residential Recreation Fees shall be required to be paid to the Township in the amount of \$2,500.00 per dwelling unit (§ 22-1008 of the Code of Ordinances).

NON-RESIDENTIAL RECREATION FEES

Fees in Lieu of Land Dedication: Non-Residential Recreation Fees may be accepted in lieu of the dedication of land or open space, if both the developer and the Board of Supervisors agree. Whenever fees are accepted in lieu of land, fees are required to be paid prior to the recording of the plan (§ 22-1008 of the Code of Ordinances).

Non-Residential Recreation Fees accepted in lieu of land are based on the size of the proposed building and additional hardscape area. There is an initial base fee requirement of \$1,250.00, with the cumulative additional fees as per the below table:

	Gross Floor Area (GFA) (sq. ft.)	Fee	Subtotal
Base fee for each land development		\$1,250.00	\$1,250.00
0-50,000 sq. ft. of GFA		X 0.15	\$
Over 50,000 sq. ft. of GFA		X 0.10	\$
Other additional hardscape		X 0.05	\$
		Total	\$

SECTION VIII- PUBLICATIONS

Publication	Fee
Code of Ordinances of the Township of Plainfield, PA	\$100.00
Plainfield Township SALDO	\$40.00
Plainfield Township Zoning Ordinance with Zoning Map	\$40.00
Code of Ordinances, SALDO and Zoning Ordinance Publications Available on eCode360	Free
Plainfield Township Zoning Map	\$5.00
Comprehensive Plan	Actual Cost
Open Space Plan	Actual Cost

SECTION IX- DUPLICATION/OPEN RECORDS REQUESTS

Open Records Policy

A fee will be charged for all photocopies requested. The fee will be set annually by Resolution. The fee for 2022 shall be \$0.25 per page. If mailing is requested, the cost of postage will be charged. If a disk is requested, it will be provided by the Township at the cost of \$1.00 per disk. A new disk will be necessary each time records are provided. Fax copies will be available at the cost of \$0.50 per page. If "True and Correct Certification" is requested, an additional charge of \$2.00 will be added. The Township will require prepayment if the total fees are estimated to exceed \$100.00.

There shall be no charge to reproduce digital copies of records, where applicable and possible.

Duplication	Fee
Photocopies	\$0.25 per page
Facsimile copies	\$0.50 per page
Specialized Documents (including but not limited to blueprints and non-standard size documents, etc.)	Actual cost
Electronic Documents	No Charge

SECTION X- MUNICIPAL WASTE (REFUSE) AND RECYCLING COLLECTION FEES

Pursuant to the requirements of the Refuse Fee Ordinance – Chapter 20 (Solid Waste), Part 2 (Refuse Fees) (§ 20-201 to (§ 20-204 of the Code of Ordinances, as amended)

That the Board of Supervisors of Plainfield Township, Northampton County establish the following service fees for the collection of municipal waste, recyclables, bulk waste and yard waste by the exclusive Contractor:

- a. Charges are hereby imposed as follows: An annual service fee of Three-Hundred Fifty-Seven Dollars and Twelve Cents (\$364.08) is imposed on the owner of each billing unit, with an effective date of July 1, 2022. The annual service fee of Three-Hundred Sixty Four Dollars and Eight Cents (\$364.08) shall be in effect from July 1, 2022 until June 30, 2023. Payment may be made to the exclusive Contractor in four (4) equal installments of Ninety-one Dollars and Two Cents (\$91.02). The service for which this charge is made is the removal from the premises, once weekly, of municipal solid waste, recyclables, bulk waste, and yard waste.
- b. Payment shall be remitted directly to the exclusive Contractor as authorized by the provisions of the Municipal Solid Waste and Recycling Ordinance of Plainfield Township and a Municipal Solid Waste Collection and Recycling Contract between Plainfield Township and Contractor dated April 21, 2021. The Contract shall be in effect for an initial three (3) year term with the Township having the sole option to renew the Contract for two (2) successive one (1) year terms.
- c. The annual service charge shall be the base service charge only; there shall be no discounts or penalties.
- d. The Contractor shall submit a bill for services directly to the owners of each billing unit in accordance with the provisions of the Contract within ten (10) days following the end of each billing quarter during which refuse, recyclables, bulk waste and yard waste as herein defined are collected.
- e. The charge for collecting municipal solid waste, recyclables, bulk waste and yard waste from a multi-unit premises with a single owner shall be Three-Hundred Sixty-Four Dollars and Eight Cents (\$364.08) annually, multiplied by the number of units unless the equities of a particular situation require an adjustment to be made effective by special regulation.

SECTION XI- MISCELLANEOUS

FIRE LOSS ESCROW REQUIREMENTS

Please reference the requirements as set forth in Chapter 8 of the Code of Ordinances of Plainfield Township (Fire Insurance Proceeds Escrow).

GENERAL FEES

Fee Description	Fee Cost
Duplicate Real Estate Tax Bills (payable to Plainfield Township Tax Collector) (§ 1-421 of Code of Ordinances)	\$10.00
Refuse Certification	\$25.00
Real Estate Tax Certification (payable to Plainfield Township Tax Collector) (§ 1-421 of Code of Ordinances)	\$25.00
Returned Check Charge	\$25.00 plus the bank fee

PARKS AND RECREATION FEES

Facility	Rental Fee
Farmer's Grove Pavilion	\$50.00 per day for residents of Plainfield Township (proof of residency is required in the form of a valid PA driver's license or state identification card at the time of the application). \$75.00 for non-residents of Plainfield Township. A \$25.00 fee is assessed for failure to remove trash from the premises.
Municipal Park Pavilion*	\$50.00 per day for residents of Plainfield Township (proof of residency is required in the form of a valid PA driver's license or state identification card at the time of the application). \$75.00 for non-residents of Plainfield Township. A \$25.00 fee is assessed for failure to remove trash from the premises.
Field Rental of Community Park (includes Senior Baseball, Junior Baseball and Soccer) and Municipal Park (includes Baseball/Softball and Soccer)	<p>Base Fee (with associated field preparation activities not included): The base fee for external organizations is \$50.00 per month or \$25.00 per day. The seasonal bond is a \$50.00 bond for internal/external organizations. Daily usage is a \$25.00 bond for both internal and external organizations. The base fee for external organizations in the amount of \$50.00 per month or \$25.00 per day assumes the use of the field with no striping/field painting activities taking place or the use/placement of the soccer field goals (i.e. field is provided for use in "as is" condition.</p> <p>Alternate Fee (with associated field preparation activities included): The alternate fee for external organizations is</p>

	\$150.00 per month or \$50.00 per day. The seasonal bond is a \$50.00 bond for internal/external organizations. Daily usage is a \$25.00 bond for both internal and external organizations. The alternate fee for external organization in the amount of \$150.00 per month or \$50.00 per day assumes the use of the field with striping/field painting activities taking place by the Township and/or a designated representative and the use/placement of the soccer field goals.
Use of Farmer's Grove Complex	Shall only be approved by the Board of Supervisors, in their sole discretion, by way of a License Agreement between the applicant and Plainfield Township.
Use of Community Park Complex	Shall only be approved by the Board of Supervisors, in their sole discretion, by way of a License Agreement between the applicant and Plainfield Township.

**If the Municipal Park Pavilion is not rented by 12:00 PM Noon on the Friday preceding a weekend, the use of the Municipal Park Pavilion shall be guided by a "first-come-first-serve" basis.*

3. All prior Resolutions pertaining to fees and charges are hereby appealed and amended.

4. This Resolution shall become effective immediately upon adoption.

Adopted this 3rd day of January, 2023.

RESOLVED AND ADOPTED at a duly advertised public meeting on this 3rd day of **January, 2023** by the Plainfield Township Board of Supervisors.

ATTEST:

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS**

Jeff Bartlett, Interim Township Manager

By: _____
Glenn Borger

By: _____
Paul Levits

By: _____
Jane Mellert

By: _____
Kenneth Fairchild

By: _____
Donald Moore

CERTIFICATE

I, Jeff J. Bartlett duly qualified Assistant 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 the reorganization meeting held on **January 3, 2023** 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 3rd day of **January, 2023**.

Jeff J. Bartlett, Interim Township Manager/ Assistant Secretary