

**TOWNSHIP OF PLAINFIELD  
NORTHAMPTON COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 430**

**AN ORDINANCE OF THE TOWNSHIP OF PLAINFIELD, NORTHAMPTON  
COUNTY, PENNSYLVANIA, AMENDING THE “PLAINFIELD TOWNSHIP  
MANAGER ORDINANCE”, ORDINANCE NO. 275, AS AMENDED FROM TIME TO  
TIME, TO PROVIDE FOR THE REVISED ESTABLISHMENT AND REPEALING ALL  
ORDINANCES INCONSISTENT HERewith**

**Article 7**

**TOWNSHIP MANAGER**

**§ 1-701 Creation of the Office.** The office of Township Manager is hereby created by the Board of Supervisors of Plainfield Township of Northampton County, subject to the right of the Township to abolish, by ordinance, the office.

**§ 1-702 Appointment and Removal.** The Board of Supervisors shall appoint one person to fulfill the office of Township Manager. The Township Manager shall be employed by the Township for an indefinite term and may be removed at any time by a majority vote of the Board of Supervisors. At least 30 days before such removal is to be effective, the Board of Supervisors shall furnish the Township Manager with a written statement setting forth its intention to so remove him/her. Upon termination for any reason other than for cause, the Township Manager shall be entitled to a twelve (12) week severance package including continued health and prescription benefits as provided through the Township during the severance period.

**§ 1-703 Conditions, Duties and Responsibilities.** Employment conditions may be created by motion or resolution of the Board of Supervisors and may include specific requirements contained within a written job description approved by the Board of Supervisors.

**§ 1-704 Qualifications.** The Township Manager shall be chosen on the basis of their executive, administrative and leadership qualities. The Township Manager need not reside in Plainfield Township, but must reside within close proximity as to be available to the Township for the performance of duties.

**§ 1-705 Bond.** The Township Manager must provide a bond with an acceptable bonding company as surety in such sum as is set by Board resolution, conditioned for the faithful performance of their duties. The premium for said bond shall be paid by the Township.

**§ 1-706 Compensation.** The Township Manager shall receive such compensation and benefits as shall be fixed from time to time by resolution by the Board of Supervisors.

**§ 1-707 General Duties.** The Township Manager shall be the chief administrative officer of the Township, responsible for efficient municipal operations and professional administration of all

Township affairs. The Township Manager shall have and exercise all powers and duties assigned by the Board of Supervisors and in accordance with applicable law.

#### **§ 1-708 Employees.**

1. **Administrative Authority:** The Township Manager shall be responsible for the activities of all employees except those specifically designated by statute or Board resolution to report directly to the Board of Supervisors.
2. **Personnel Management:** The Township Manager shall have authority to hire, discipline, and terminate employees under their supervision, with the exception of department heads. For department head positions, the Manager shall make recommendations to the Board.
3. **Chain of Command:** All Township employees shall report to and receive direction from the Township Manager or their designated supervisory staff. Individual Board members shall not direct Township employees in the performance of their duties.
4. **Information Requests:** Requests for information from Township staff shall be directed through the Township Manager.

**§ 1-709 Planning.** The Township Manager shall be responsible for planning, supervising, and documenting all projects and activities of Township departments. The Township Manager shall maintain priorities in accordance with Board requirements and ensure activities are accomplished in a timely and cost effective manner.

**§ 1-710 Contracts.** The Township Manager shall examine all contracts and may execute routine service contracts within approved budget parameters. The Township Manager shall ensure all contract terms are fully performed by all parties.

#### **§ 1-711 Purchases.**

1. **General Authority:** The Township Manager shall serve as purchasing officer with authority to procure supplies, equipment, and services within approved budget allocations up to \$5,000 per transaction.
2. **Emergency Expenditures:** Emergency expenditures up to \$10,000 may be authorized by the Manager with reporting to the Board at the next meeting.
3. **Budget Compliance:** All purchases must be budgeted unless an unbudgeted emergency expenditure is required. Purchases exceeding \$5,000 require Board approval.

**§ 1-712 Appropriation and Levies.** The Township Manager shall ensure all money owed the Township is promptly collected and proper proceedings are taken for collection of Township claims. The Township Manager shall have authority to engage with third party agencies, governmental entities, contractors, consultants, and service providers concerning all public services, current or prospective Township projects, inter-governmental coordination, regulatory compliance, and any other matters related to Township operations and administration.

**§ 1-713 Accounts.** The Township Manager shall maintain current accounts showing fiscal conditions of the Township, including expenses, appropriations, cash on hand, and anticipated revenues of all municipal funds. The Township Manager shall have authority to make interfund

and intrafund transfers within approved budget parameters and in accordance with applicable law, with notification to the Board of Supervisors at the next regularly scheduled meeting.

**§ 1-714 Budgeting.** The Township Manager shall prepare the preliminary budget for review and approval by the Board of Supervisors.

**§ 1-715 Inventories and Property.** The Township Manager shall maintain current inventory of all Township real and personal property and be responsible for care and custody of equipment, buildings, parks and other Township property.

**§ 1-716 Reports and Publications.** The Township Manager shall oversee publication of all notices, ordinances and documents required by law and prepare required reports. The Township Manager shall be responsible for periodic publication of Township newsletters.

**§ 1-717 Records and Certificates.** The Township Manager shall maintain custody of municipal records required by law and provide clerical assistance to other officers for record preparation as required. Records shall be stored electronically where possible and properly secured.

**§ 1-718 Maps/Plats.** The Township Manager shall maintain complete maps and plats showing locations of Township utilities, properties, streets, and subdivided land.

**§ 1-719 Offices.** The Township Manager shall maintain an office in the Township municipal building.

**§ 1-720 Absence from the Township.** When the Township Manager is absent or incapacitated, the Board of Supervisors shall appoint an acting manager.

**§ 1-721 Board of Supervisors' Power and Duties.** The Board of Supervisors may delegate additional powers and duties to the Township Manager in writing, subject to recall by written notification.

**§ 1-722 Compatibility with Secretary/Treasurer Statutory Offices.** The Township Manager may also serve as Township Secretary and/or Treasurer with Board approval.

**§ 1-723 Associations.** The Township Manager shall maintain professional development through participation in municipal management associations, continuing education programs, and industry best practice research. The Township Manager may join associations related to professional municipal management, including the International City/County Management Association (ICMA) and the Association of Pennsylvania Municipal Management (APMM). Dues and expenses for membership shall be paid by the Township.

**§ 1-724 Conflict of Interest.** The Township Manager shall have no personal interest, direct or indirect, in any Township contracts.

**§ 1-725 Emergency Management.** The Township Manager may declare local emergency situations and take necessary immediate actions to protect public health, safety, and welfare,

subject to Board ratification within seventy-two hours. The Manager shall coordinate with regional emergency services and may redirect personnel and resources during emergencies.

**§ 1-726 Technology and Digital Infrastructure.** The Township Manager shall oversee technology infrastructure, cybersecurity protocols, and digital service delivery systems. This includes planning technology improvements, ensuring data security, and managing digital resident services.

**§ 1-727 Strategic Planning Authority.** The Township Manager shall coordinate long-range planning initiatives for the Township, including comprehensive plan updates, capital improvement program development, and community development initiative leadership. The Manager shall research and recommend strategic initiatives that support Township growth and development goals as established by the Board of Supervisors. The Manager may delegate specific planning responsibilities to department heads when appropriate to ensure efficient implementation and coordination.

**§ 1-728 Grant Applications and Management.** The Township Manager shall have full authority to research, apply for, accept, and manage grants from federal, state, regional, or private sources for any Township projects, programs, or initiatives that align with Board-approved policies, budgets, or strategic plans. The Manager shall coordinate grant compliance, reporting requirements, and implementation activities. The Manager shall notify the Board of Supervisors of grant applications and awards at the next regularly scheduled meeting.

### **Repealer**

All provisions of Township ordinances and resolutions or parts thereof that are in conflict with the provisions of this Ordinance, are hereby repealed.

**ENACTED AND ORDAINED** into an Ordinance this \_\_\_\_ day of \_\_\_\_\_ 2025.

**ATTEST:**

\_\_\_\_\_  
Paige Stefanelli, Township Manager

**PLAINFIELD TOWNSHIP  
BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Ken Field, Chairman

By: \_\_\_\_\_  
Glenn Borger, Vice Chairman

By: \_\_\_\_\_  
Kenneth Fairchild

By: \_\_\_\_\_  
Nolan Kemmerer

By: \_\_\_\_\_  
Jonathan Itterly

**CERTIFICATION**

I, **Amy Kahler**, duly qualified Secretary of the Township of Plainfield, Northampton County, PA, hereby certify that the forgoing is a true and correct copy of an Ordinance duly adopted by a majority vote of the Plainfield Township Board of Supervisors at a regular meeting held on this \_\_\_\_ day of \_\_\_\_\_ 2025 and that said Ordinance 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 \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Amy Kahler, Township Secretary