

**Plainfield Township
Board of Supervisors Reorganization Meeting
January 2, 2024**

The reorganization meeting of the Plainfield Township Board of Supervisors was held on January 2, 2024, at the Plainfield Township Municipal Building located at 6292 Sullivan Trail, Nazareth, Pa 18064 beginning at 5:00 pm

The meeting was called to order by Attorney David Backenstoe. He stated that a temporary chair should be selected. Motion was made by Don Moore, second by Ken Field to appoint Glenn Borger as the temporary chair. Approved 5-0 The pledge of allegiance was performed.

Roll call was taken by Township Manager Jeff Bartlett. The following Board members were present: Glenn Borger, Donald Moore, Kenneth Field, Nolan Kemmerer

Discussion took place regarding the two positions Mr. Field was elected to. Mr. Field stated that he was selecting the 6-year term he was elected to. Discussion took place regarding the procedure to appoint a new Board member. Mr. Moore was concerned that people did not know which position would be available and there may be people that would be interested. The 2-year term that was also won by Mr. Field is vacant. Mr. Field stated he wanted to move ahead with appointing a Board member without waiting. He also stated the Twp policy for making appointments applies to citizen advisory Boards and Commissions, not Board of Supervisors.

A motion was made by Ken Field to appoint Ken Fairchild to the two-year vacant position. Second by Glenn Borger. Motion approved 4-0-1 Mr. Moore abstained.

Ken Fairchild was then sworn in and took his position with the Board.
Glenn Borger asked for nominations for Board of Supervisors Chairperson.

A Motion was made by Nolan Kemmerer to appoint Ken Field as Board Chairperson. Second by Ken Fairchild. Call for comments from the Board and Public. Motion approved 4-1

Mr. Field took over control of the meeting.

A Motion by Don Moore to nominate Glenn Borger as Vice Chairperson. Second by Ken Fields . Call for comments from the Board and public. Motion approved 5-0

TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):

1. Appointment of Township Manager / Assistant Secretary Jeff Bartlett

Motion by Ken Field, Second by Ken Fairchild. No Comments from the Board or Public. Approved 5-0

2. Appointment of Zoning Officer/Code Enforcement Officer – Barry Isett Associates. **Motion by Ken Field, Second by Ken Fairchild Call for comment from the Board or Public. Approved 5-0**
3. Appointment of Township Treasurer – Amy Riger **Motion by Don Moore, Second by Ken Fairchild. Call for Comments from the Board or Public approved 5-0**
4. Appointment of Administrative Assistant – No action taken

TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):

Action: Motion by Don Moore, second by Ken Field to appoint David M. Backenstoe, Esquire as Township Solicitor with the approved rate schedule. Call for comments from the Board and Public. Motion approved 5-0
Attorney Backenstoe thanked the Board for their support.

TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):

Motion by Glenn Borger to appoint Neil Morris, Esquire as labor attorney at the approved rate schedule. Second by Don Moore. Call for comments from the Board and public. Motion Approved 5-0

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

Motion by Don Moore to appoint John Embick, Esquire, as Environmental Legal Counsel at the approved rate schedule. Second by Glenn Borger. Call for comments from the Board and public. Motion approved 5-0.

TOWNSHIP SPEIAL LEGAL COUNSEL (APPOINTED ANNUALLY)

Motion by Don Moore to Appoint Scott Edwards as Special Legal Counsel for special project at the approved rate schedule. Second by Ken Fairchild. Call for comments from the Board and Public. Approved 5-0

TOWNSHIP ENGINEER (APPOINTED ANNUALLY):

Motion made by Ken Field to appoint Keystone Consulting Engineers with rates as specified in the 2024 rate schedule. Second by Ken Fairchild. Call for comments from the Board. Jane Mellert questioned who met and discussed this with Keystone. It was stated that Field and Kemmerer had met with them. Motion Approved 4-1 with Don Moore voting against.

Attorney Backenstoe commented that there were numerous projects that Ott Engineering were in the middle of, and it would be appropriate for them to finish out those projects. **Motion by Don Moore to appoint Ott Engineering as alternate Township Engineer to complete ongoing projects, at the approved 2024 rate schedule. Second by Ken Field. Call for comments from the Board and Public. Approved 5-0**

TOWNSHIP ENGINEER (ALTERNATE) (APPOINTED ANNUALLY):

Motion by Ken Field to appoint Hanover Engineering Associates Inc. as Alternate Township Engineer with rates as specified in the 2024 fee schedule. Second by Nolan Kemmerer. Call for comments from the Board and public. Motion approved 5-0

LANDFILL INSPECTOR AND FEES (APPOINTED ANNUALLY):

Motion by Don Moore to appoint Christopher Taylor and Jacob Schray from Hanover Engineering Inc. as Primary and Alternate Landfill Inspectors with rates as specified in the 2024 fee schedule. Second by Nolan Kemmerer. Call for comments from the Board and public. Motion approved 5-0

WETLANDS/ENVIRONMENTAL CONSULTANT (APPOINTED ANNUALLY):

Motion by Don Moore to appoint Hanover Engineering Inc., Jason E. Smith, P. W. S. as Wetlands/Environmental Consultant with rates as specified in the 2024 fee schedule. Second by Ken Field. Call for comments from the Board and public. Motion approved 5-0

TRAFFIC PLANNING PROFESSIONAL (APPOINTED ANNUALLY):

Motion by Don Moore to appoint Benchmark Civil Engineering Service, Inc. Peter Terry, P.E. PTOE, PMP, RSP2I as Traffic Planning Professional. Second by Ken Field. Call for comments from the Board and public. Motion Approved 5-0

ZONING HEARING BOARD (FIVE-YEAR TERM):

Motion by Don Moore to appoint E. J. Kleintop to serve as a Zoning Hearing Board member. Second by Nolan Kemmerer. Call for comments from the Board and public. Approved 5-0. Motion by Don Moore to table appointment of ZHB member. Second by Glenn Borger. Call for comments from the Board and Public. Approved 5-0 Motion by Ken Field to table two alternate ZHB member positions. Second by Nolan Kemmerer. Approved 5-0

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

Action: Motion by Don Moore to appoint Township Manager Jeff Bartlett as Alternate Zoning Officer. Second by Nolan Kemmerer. Call for comments from the Board and public. Motion approved 5-0

BUILDING CODE OFFICIAL (APPOINTED ANNUALLY)

Action: Motion by Don Moore to appoint Key Codes, Sherwin Miller as the Building Code Official. Second by Nolan Kemmerer. Call for comments from the Board and public. Motion approved 5-0

BUILDING CODE INSPECTOR AND PLAN REVIEWER (APPOINTED ANNUALLY):

Motion by Don Moore to appoint Building Code Inspector and Plan Reviewers – Keycodes Inspection Agency – Sherwin Miller, (Inspector) and Dan Lichtenwalner and Mike Metzger Plan Reviewers with rates as specified in the 2024 fee schedule. Second by Ken Field. Call for comments from the Board and public. Motion approved 5-0

ZONING HEARING BOARD SOLICITOR APPOINTMENT

Motion by Don Moore to appoint Lisa Pereira, Esquire, as the solicitor for the ZHB at the approved fee schedule. Second by Ken Field. Call for comments from the Board and Public. Approved 5-0

PLANNING COMMISSION APPOINTMENT 4 YEAR TERM

Motion by Don Moore to appoint Robin Dingle to a 4-year term on the Planning Commission. Second by Glenn Borger. Call for comments from the Board and Public. Approved 5-0

Motion by Ken Field to appoint Mr. Schaeffer to position on the Planning Commission. Second by Nolan Kemmerer. Call for comments from the Board and Public. Don Moore commented that he also applied. Glenn Borger questioned Mr. Schaeffer on his attendance record at the Wind Gap Municipal authority. Approved 4-1 Mr. Borger opposed.

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

Motion by Don Moore to table appointment of Planning Commission Secretary. Second by Ken Fairchild. Call for comments from the Board and public. Motion approved 5-0

PLANNING COMMISSION SECRETARY RATE:

No action taken as the position is currently vacant.

RECREATION BOARD (FIVE-YEAR TERM): Motion by Nolan Kemmerer to appoint Torry Kutcher to the Recreation Board. Second by Ken Field. Comments from the Board and Public. Millie Beahn commented on a student appointment being made. Approved 4-1 Don Moore voted against.

VACANCY BOARD CHAIRMAN: (ONE-YEAR TERM):

Motion by Nolan Kemmerer to appoint Joseph DePue as the Vacancy Board Chairperson for 2024. Second by Ken Fairchild. Call for comments from the Board and public. Attorney Backenstoe commented on the role of the vacancy Board position. Approved 3-2 Glenn Borger and Don Moore voting against.

PSATS STATE CONVENTION/COUNTY CONVENTION/APMM ANNUAL CONFERENCE:

Action: Motion by Ken Field to authorize the Board of Supervisors, Township Manager, and one other administrative employee to attend the 2024 Annual PSATS Annual Education Conference and State Convention April 14-17, 2024, authorizing the reimbursement of expenses in accordance with section 1401 of the Second-Class Township Code for those attending the State Convention. Second by Nolan Kemmerer. Call for comments from the Board and public. Approved. 5-0

Motion by Ken Field to table appointing the Voting Delegate to the 2024 PSATS Annual Education and State Convention, April 14-17, 2024. Second by Nolan Kemmerer. Call for comments from the Board and public. Motion approved 5-0

Motion by Ken Field to authorize the Board of Supervisors and Township Manager to attend the September 2024 County Convention and authorize the reimbursement for expenses to attend. Second by Ken Fairchild. Call for comments from the Board and public. Motion approved 5-0

Motion by Don Moore to authorize the Township Manager to attend the 2024 Public Employer Relations Advisors Service (PELRAS) annual conference, March 13-15 2024; authorizing the reimbursement of expenses of Township Manager attending the PELRAS conference. Second by Ken Field. Call for comments from the Board and Public. Approved 5-0

TAX COLLECTOR:

Motion by Glenn Berger to approve the EIT tax collector Keystone Collections Group, Local Services Tax Collector Keystone Collection Group, Realty Transfer Tax Collector, recorder of deeds, Delinquent Per Capita Tax and Local Services Tax Collector, H. A. Berkheimer, Waste disposal Business Privilege Tax Collector, Township Treasurer. And to appoint Jeff Bartlett as the delegate to the Northampton County Tax Collection Committee. Second by Ken Field. Call for comments from the Board and Public. Approved 5-0

Motion by Ken Field to appoint Ken Fairchild as the alternate to the Tax collection committee. Second by Glenn Borger. Call for comments from the Board and Public. Approved 5-0

ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE-YEAR TERM):

Motion by Don Moore to appoint Jeff Bevan and Jane Mellert to full terms on the EAC. Second by Glenn Borger. Call for comments from the Board and Public. Motion denied. 2-3 Opposed were Ken Field, Nolan Kemmerer, and Ken Fairchild. Motion by Ken Field to appoint Jeff Bevan to EAC position. Second by Don Moore. Call for comments from the Board and Public. Approved 5-0

ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY)

Motion by Ken Field to table this item. Second by Nolan Kemmerer. Call for comments from the Board and Public. Approved. 4-1 Don Moore opposed.

APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:

There were no appointments made.

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

Motion by Ken Field to table appointment of Animal Control Officer. Second by Nolan Kemmerer. Call for comments from the Board and Public. Approved 5-0

Motion by Ken Field to appoint Jeff Bartlett as the Subdivision Administrator. Second by Nolan Kemmerer. Call for comments from the Board and the public. Approved 5-0

Motion by Nolan Kemmerer to appoint Amy Riger as the Refuse Fee Collector. Second by Ken Field. Call for comments from the Board and Public. Approved 5-0

Motion by Ken Fairchild to appoint Manager Jeff Bartlett as the Right to Know / Open Records Officer. Second by Ken Field. Call for comments from the Board and the public. Approved 5-0

Motion by Ken Field to appoint Township Engineer and Jeff Bartlett as the Driveway Administrator. Second by Ken Fairchild. Call for comments from the Board and the public. Approved 5-0

Motion by Ken Field to appoint the Zoning Officer as the Junkyard Administrator and Floodplain Administrator. Second by Ken Fairchild, Call for comments from the Board and public. Approved 5-0

Motion by Nolan Kemmerer to appoint the listed individuals to these Code Enforcement Position. Second by Ken Fairchild. Call for comments from the Board and Public. Approved 5-0

Code Enforcement Officers

- a) Plainfield Township Unsafe Structure Ordinance- Township Manager and Zoning Officer.
- b) Plainfield Township Burning Ordinance- The Fire Chief of the Plainfield Township Volunteer Fire Company, any member of the Slate Belt Regional Police Department, the Plainfield Township Manager, Plainfield Township Zoning Officer.
- c) Plainfield Township Noxious Weed Ordinance- Township Manager and Zoning Officer.
- d) Grass, Weeds, and Other Vegetation Control Ordinance- Township Manager and Zoning Officer
- e) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Township Manager and Zoning Officer.
- f) Uniform Construction Code- Appointed Building Code Official
- g) Quality of Life Ordinance- Township Manager, Zoning Officer, and any officer of the Slate Belt Regional Police Department

BONDS:

Motion by Glenn Borger to establish Bond amounts for the Treasurers Bond at \$2,000,000. and the Manager's Bond at \$500,000. Second by Ken Fields. Call for comments from the Board and public. Approved 5-0

ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):

Motion by Ken Field to appoint Don Moore as the delegate and Ken Fairchild as the alternate as Plainfield Township Representatives on the Slate Belt Council of Governments. Second by Glenn Borger. Call for comments from the Board and public. Motion approved 5-0

MEETING SCHEDULES:

Motion by Nolan Kemmerer to approve Board of Supervisors Meetings to be held on the second Wednesday and the fourth Thursday at 7:00pm to 9:00pm (with the exception of Thursday, November 28, 2024, and December 26, 2024) at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth PA 18064. Second by Ken Field. Call for comments from the Board and the Public. Approved 5-0

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

Motion by Glenn Borger to establish special event dates as follows: Community Wide Yard Sale, July 12,13,14, 2024 rain or shine and Trick or Treat Night on Tuesday October 31, 2024, 5-7 pm Rain or shine. Second by Ken Fairchild. Call for comments from the Board and public. Motion approved 5-0

CONFIRMATION OF PAID HOLIDAYS (NON-UNION PERSONNEL) AS PER ADOPTED PERSONNEL MANUAL:

Motion by Ken Field to Confirm Township Holiday Schedule. Second by Glenn Berger. Call for comments from the Board and Public. Approved 5-0

Good Friday- Friday, March 29, 2024
Memorial Day- Monday, May 27, 2024
Independence Day- Thursday, July 4, 2024
Labor Day- Monday, September 2, 2024
Thanksgiving Day- Thursday, November 28, 2024
Day after Thanksgiving- Friday, November 29, 2024
Christmas Eve- Tuesday, December 24, 2024 (Observed)
Christmas Day- Wednesday, December 25, 2024
New Year's Day Monday, January 1, 2024

Road Department paid holidays are set by the Collective Bargaining Agreement (CBA) No action is required.

Salaries and Stipends

Motion by Glenn Berger to Table items 2, 3, and 4 , Manager Salary, Treasurer Salary and Administrative Assistant Salary. Second by Don Moore. Call for comments from the Board and Public. Approved 5-0

Motion by Don Moore to approve the following items: Zoning Officer wage rate and authorize attendance at ZHB , Planning Commission and EAC and BOS meetings as required; Millage rate to be established at the 2024 IRS rate at \$.67 per mile; Compensation for ZHB member meeting attendance at \$50.00 per meeting; compensation for Planning Commission members meeting attendance at \$50.00 per meeting; authorizing the Planning Commission Secretary to attend all Planning Commission meetings; and authorizing the Compensation of the Emergency Management Coordinator at \$2,500. Annually. Second by Nolan Kemmerer. Call for comments from the Board and Public. Approved 5-0

SUPERVISOR LIAISON POSITIONS:

Motion by Ken Field to appoint Ken Fairchild as the Delegate and Nolan Kemmerer as the alternate delegate to the Slate Belt Regional Police Commission.

Second by Glenn Borger. Call for comments from the Board and Public. Approved 5-0

Motion by Don Moore to appoint Glenn Borger as the Road Department Liaison. Second by Ken Field. Call for comments from the Board and public. Approved 5-0

Motion by Glenn Borger to appoint Don Moore as the Municipal Office Liaison. Second by Ken Fairchild. Call for comments from the Board and public. Approved 5-0

Motion by Ken Field to table appointment to the liaison to the Wind Gap Sewer Authority and the Pen Argyl Sewer Authority. Second by Nolan Kemmerer. Call for comments from the Board and public. Approved 5-0

Motion by Ken Field to appoint Ken Fairchild and Nolan Kemmerer to the Farm Association Advisory Committee. Second by Don Moore. Call for comments from the Board and public. Approved 5-0

Motion by Nolan Kemmerer to appoint Ken Fairchild as liaison for Emergency Services. Second by Ken Field. Call for comments from the Board and public. Approved. 5-0

Motion by Don Moore to appoint Nolan Kemmerer as the Delegate and Ken Fairchild as the alternate Delegate to the Northampton County Association of Township Officials. Second by Glenn Borger. Call for comments from the Board and public. Approved 5-0

Resolutions

The following resolutions were approved as presented to the Board. These resolutions are included and with the meeting minutes.

Motion Ken Field to approve resolutions number 2024-01, 2024-02, 2024-03, 2024-04, and 2024-07 Second by Nolan Kemmerer. Call for comments from the Board and Public. Jane Mellert questioned what banks were being used as depositories in resolution 2024-04 Millie Beahn commented about the bank rates. Approved 5-0

1. **Resolution #2024-01** – Resolution Adopting and Setting the 2024 Schedule of Fees for Plainfield Township
2. **Resolution #2024-02** – Non-Uniform Pension Plan Resolution
3. **Resolution #2024-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Manager)

4. **Resolution #2024-04**– Resolution Designating Depositories for Township Funds)
5. **Resolution #2024-05** – Township Manager Compensation Resolution. (required by Second Class Township Code)
6. **Resolution #2024-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees:

Primary Sewage Enforcement Officer and Fee Schedule – Daniel Mantz of Ott Consulting, Inc. (SEO #03919)

Alternate Sewage Enforcement Officer and Fee Schedule – Jeff Ott of Ott Consulting Inc. (SEO #03381), Steve Sell of Ott Consulting Inc. (SEO #03842), Nicholas Karasek of Ott Consulting, Inc. (SEO # 04099), and Zachary A. Karasek, of Ott Consulting, Inc. (SEO #03997), Christopher Taylor (SEO #03138) of Hanover Engineering, Inc., 252 Brodhead Road, Suite 100, Bethlehem, PA 18017, Jacob A. Schray of Hanover Engineering, Inc. (SEO # 03134), Scott J. Brown of Hanover Engineering, Inc. (SEO # 01716), Luke Eggert of Hanover Engineering, Inc. (SEO# 04090), and Justin P. Robbins (SEO #04079).

7. **Resolution #2024-07** – Appointment of Certified Public Accountant Firm to Conduct the 2023 Fiscal Year Audit of the Accounts of Plainfield Township and the Officers of Plainfield Township; Affixing the Compensation of Certified Public Accountant Firm (Legal Advertisement was published in the **December 1, 2023** issue of the *Express-Times*)

Motion by Don Moore to table Resolution #2024-05. Second by Ken Field. Call for comments from the Board and the public. Approved 5-0

Motion by Ken Field to table Resolution 2024-06. Second by Don Moore. Call for comments from the Board and Public. Approved 5-0

Motion by Don Moore, Second by Ken Field to adjoin the meeting. Approved. 5-0

Meeting adjourned 6:27pm