

**PLAINFIELD TOWNSHIP  
BOARD OF SUPERVISORS MEETING  
JANUARY 6, 2025**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Monday, January 6, 2025 at the Plainfield Township Municipal Building, located at 6292 Sullivan Trail, Nazareth, PA 18064.

Chairman, Ken Field, called the meeting to order at 5:00 P. M.

The Pledge of Allegiance was performed.

**ROLL CALL:**

The following Supervisors answered roll call: Chairman, Ken Field, Vice Chairman, Glenn Borger, Supervisor, Nolan Kemmerer, and Supervisor Jonathan Iterly. Kenneth Fairchild was absent.

Also present were Township Interim Manager, Nicole Beckett, Township Solicitor, David Backenstoe, Township Representative for Keystone Consulting Engineers, Dave Crowther, Administrative Assistant, Amy Kahler, and Director of Finance, Amy Riger

**NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN:**

Solicitor Dave Backenstoe was selected by the Board of Supervisors to serve as the Temporary Chairman.

**TEMPORARY CHAIRMAN'S AGENDA- NOMINATION AND ELECTION OF CHAIRMAN:**

1. Nomination and Election of Chairman of the Board of Supervisors for 2025 and Assumption of Chair.

**ACTOIN: Nolan Kemmerer nominated Ken Field for the Chair of the Board of Supervisors. Nolan Kemmerer moved to close nomination for Chair, seconded by Jonathan Iterly to nominate and elected Ken Field for Chairman of Board of Supervisors for 2025. Motion approved. Vote 4-0.**

*(2025 CHAIRMAN IS SEATED)*

**NOMINATION AND ELECTION OF VICE CHAIRMAN:**

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

**ACTION: Nolan Kemmerer nominated Glenn Borger for the position of Vice-Chairman. Nolan Kemmerer moved to close nominations for Vice Chair, seconded by Jonathan Iterly to nominate Glenn Borger for Vice Chairman. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

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

1. Appointment of Township Manager – Paige Stefanelli-

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Paige Stefanelli as Township Manager. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

2. Appointment of Interim Township Manager – Nicole Beckett

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Nicole Beckett as Interim Township Manager. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

3. Appointment of Secretary – Amy Kahler

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Amy Kahler as Secretary. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

4. Appointment of Zoning Officer/Code Enforcement Officer – Doreen Curtin

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Doreen Curtin as Zoning Officer/Code Enforcement Officer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

5. Appointment of Township Finance Director – Amy Riger

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Amy Riger as Township Finance Director. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

6. Appointment of Administrative Assistant – Amy Kahler

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Amy Kahler as Administrative Assistant. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

**TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):**

1. Appointment of Solicitor and Fees – David M. Backenstoe, Esquire  
**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint David Backenstoe, Esquire to Solicitor. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

Solicitor Backenstoe thanked the Board of Supervisors for his reappointment and indicated that he will remain at the same rate as 2024.

#### **TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):**

1. Appointment of Labor Attorney and Fees – John Harrison, Esquire

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint John Harrison, Esquire to Labor Attorney. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

#### **TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):**

1. Appointment of Environmental Legal Counsel and Fees- John Embick, Esquire

**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint John Embick, Esquire as the Environmental Legal Counsel. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

#### **TOWNSHIP ENGINEER (APPOINTED ANNUALLY):**

1. Appointment of Township Engineer and Fees – Keystone Consulting Engineers, Inc.- Rates set pursuant to 2025 Fee Schedule, as provided

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Keystone Consulting Engineers, Inc pursuant to the 2025 Fee Schedule supplied. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

#### **TOWNSHIP ENGINEER (ALTERNATE APPOINTED ANNUALLY):**

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

**ACTION: Motion was made by Glenn Borger and seconded by Ken Field to appoint Alternate Township Engineer as Hanover Engineering Associates, Inc. pursuant to the 2025 Municipal Professional Fee Schedule, as provided. Prior to the vote, Chairman, Ken**

*Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

2. Appointment of Township Engineer and Fees – Ott Consulting Inc.- Rates set pursuant to 2025 Fee Schedule, as provided

**ACTION: Motion was made by Glenn Borger and seconded by Ken Field to appoint Alternate Township Engineer as Ott Consulting Inc. pursuant to the 2025 Fee Schedule, as provided. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.**

*Supervisor, Nolan Kemmerer, is requesting that Hanover Engineering be our 1<sup>st</sup> alternate and the Board of Supervisor's agreed.*

**Motion approved. Vote 4-0.**

#### **LANDFILL INSPECTOR AND FEES (APPOINTED ANNUALLY):**

1. Primary – Christopher Taylor (Hanover Engineering Associates, Inc.)
2. Alternate – Jacob Schray (Hanover Engineering Associates, Inc.)  
Rates set pursuant to 2025 Municipal Professional Fee Schedule, as provided

**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint Christopher Taylor as Primary and Jacob Schray as Alternate Landfill Inspectors pursuant to the 2025 Municipal Professional Fees, as provided. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

#### **WETLANDS/ENVIRONMENTAL CONSULTANT (APPOINTED ANNUALLY):**

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

**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint Hanover Engineering Associates, Inc. as our Wetland/Environmental Consultant. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.**

*Interim Manager, Nicole Beckett, advised that we will just be appointing Hanover Engineering Associates, Inc. not a particular consultant as Jason Smith, P.W.S. is no longer with the company.*

**Motion approved. Vote 4-0.**

#### **ZONING HEARING BOARD:**

1. Appointment of 2 Zoning Hearing Board Alternate Member(s) (**APPOINTED ANNUALLY**)  
Positions are currently vacant and no letters of interest have been received

**ACTION:** Motion was made by Nolan Kemmerer and seconded by Ken Field to table appointing 2 Zoning Hearing Board Alternate Members, as no letters of interest have been received. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

*Solicitor Backenstoe indicated that if no letters of interest of have been received, we can advertise for the 2 alternate positions.*

**Motion approved. Vote 4-0.**

**ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):**

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

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager, Paige Stefanelli, as Alternate Zoning Officer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**BUILDING CODE OFFICIAL (APPOINTED ANNUALLY):**

1. Appointment of Building Code Official – Doreen Curtin

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint Doreen Curtin as Building Code Official. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**BUILDING CODE OFFICIAL (APPOINTED ANNUALLY):**

1. Appointment of Alternate Building Code Official – Paige Stefanelli

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint Paige Stefanelli as Alternate Building Code Official. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**BUILDING CODE INSPECTOR AND PLAN REVIEWER (APPOINTED ANNUALLY):**

1. Appointment of Building Code Inspector and Plan Reviewer – KeyCodes Inspection Agency – Sherwin Miller (Inspector); Dan Lichtenwalner and Mike Metzger (Plan Reviewers)

Rates pursuant to 2025 Fee Schedule

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Building Code Inspector and Plan Review to KeyCodes Inspection Agency, Sherwin Miller (Inspector) and Dan Lichtenwalner and Mike Metzger as Plan Reviewers pursuant to the 2025 Fee Schedule, as provided. *Prior to the vote,*

*Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

**ZONING HEARING BOARD SOLICITOR (APPOINTED ANNUALLY):**

1. Zoning Hearing Board Solicitor Fees – Lisa A. Pereira, Esquire

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to appoint Lisa A. Pereira, Esquire as Zoning Hearing Board Solicitor pursuant to the 2025 Fee Schedule, as provided. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

**PLANNING COMMISSION (FOUR-YEAR TERM):**

1. Appointment of Planning Commission Member (Full Term -Expiring 1/2025)

A. Consider reappointment of Glenn Geissinger

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to reappoint Glenn Geissinger as Planning Commission Member. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

**PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):**

1. Appointment of Planning Commission Secretary – Amy Kahler

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Amy Kahler as Planning Commission Secretary. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

**PLANNING COMMISSION SECRETARY RATE:**

1. The Planning Commission Secretary’s hourly rate will be the same as the Permit Coordinator hourly rate when the Permit Coordinator is serving as the Planning Commission Secretary

**ACTION:** Motion was made by Nolan Kemmerer and seconded by Glenn Borger to approve the Planning Commission Secretary hourly rate at the hourly rate of the Permit Coordinator. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

**RECREATION BOARD (FIVE-YEAR TERM)**

1. Review of Current Appointments and Update on the Terms of Appointments

Consider vacancy declaration for Cory Kutzler due to non-attendance

**ACTION: Motion was made by Jonathan Itterly and seconded by Glenn Borger to approve the vacancy of Cory Kutzler, due to non-attendance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

2. Appointment of Recreation Board Members (3 Full Term Positions -Terms expiring 2028, 2029, 2030)

Consider reappointment of Ira Hiberman

Consider reappointment of Roy Bellis (if letter of interest is received)

Consider appointment of Brianne Kemmerer

Consider appointment of Ryan Stull

Consider appointment of Dean Parsons

Vice Chairman, Glenn Borger motion to reappoint Ira Hiberman and Roy Bellis, to the Recreation Board. No further motion was made. Motion died for the lac of a second.

Supervisor, Jonathan Itterly motioned to appoint Dean Unger, Ryan Stull and Brianne Kemmerer.

**ACTION: Motion was made by Jonathan Itterly and seconded by Ken Field to approve the appointing of Brianne Kemmerer, Dean Unger and Ryan Stull as members of the Recreation Board. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.**

*Vice Chairman, Glenn Borger, asked why you would remove good, dedicated members that have done a lot?*

*Supervisor, Jonathan Itterly indicated that a change might be good with new fresh members.*

*Candidate, Brianne Kemmerer, spoke in regards to new ideas, ways to bring the community together in all areas just not on the fields.*

*Resident, Jane Mellert, indicated that you had some dedicated members. There was a resident survey that was completed in the 2000's, this was completed on-line and was included in the newsletter.*

**Motion approved. Vote 3-1. Glenn Borger was opposed.**

#### **VACANCY BOARD CHAIRMAN: (ONE-YEAR TERM):**

1. Appointment of Vacancy Board Chairperson

Consider reappointment of Joe Depue (if letter of interest is received)

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to approve the reappointment of Joe Depue as chairperson of the vacancy board. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

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

1. Authorization for the Board of Supervisors (up to 5) and Permit Coordinator to attend the 2025 PSATS' Annual Education Conference May 4-7, 2025 State Convention; authorizing the reimbursement of expenses in accordance with Section 1401 of the Second Class Township Code of those officials attending the State Convention

**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to authorize for the Board of Supervisors (up to 5) and Permit Coordinator to attend the 2025 PSATS' Annual Education Conference May 4-7, 2025; authorizing the reimbursement of expenses in accordance with Section 1401 of the Second Class Township Code of those officials attending the State Convention. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

2. Appointment of Voting Delegate to the 2025 PSATS' Annual Education Conference May 4-7, 2025 State Convention- Amy Kahler

**ACTION: Motion was made by Jonathan Itterly and seconded by Ken Field to approve appointing voting delegate Amy Kahler to the 2025 PSATS' Annual Education Conference May 4-7, 2025, State Convention. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

3. Authorization for the Board of Supervisors (up to 5) to attend the 2025 County Convention (date TBD); authorizing the reimbursement of expenses of those officials attending the County Convention

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to authorize the Board of Supervisors (up to 5) to attend the 2025 County Convention (date TBD); authorizing the reimbursement of expenses of those officials attending the County Convention. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

**TAX COLLECTOR:**

1. EIT TAX COLLECTOR (PURSUANT TO ACT 32) – Keystone Collections Group – Contracted by the Northampton County Tax Collection Committee

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint EIT Tax Collector (Pursuant to Act 32) as Keystone Collection Group whom is contracted by the Northampton County Tax Collection Committee. *Prior to the vote,***



*Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.*

2. Northampton County Tax Collection Committee Delegate and Alternate

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint Township Manager, Paige Stefanelli as Northampton County Tax Collection Committee Delegate, and Finance Director, Amy Riger as alternate. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

2. Local Service Tax Collector – Keystone Collections Group (Contracted by the Board of Supervisors)

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint Local Service Tax Collector as Keystone Collection Group whom is contracted by the Board of Supervisors. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

4. Realty Transfer Tax Collector – annual at will – Recorder of Deeds Office of Northampton County

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint Realty Transfer Tax Collector- annual at will- Recorder of Deeds Office of Northampton County. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

5. Delinquent Per Capita Tax and Local Services Tax Collector – annual at will – H.A. Berkheimer, Inc.

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint H.A. Berkeimer, Inc. as our Delinquent Per Capita Tax and Local Services Tax Collector. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

6. Waste Disposal Business Privilege Tax Collector – annual at will – Finance Director

**ACTION: Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to appoint Amy Riger, Finance Director, as Waste Disposal Business Privilege Tax Collector- annual at will. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

#### **APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:**

1. Appointment and Swearing in of Special Fire Police- Chairman, Board of Supervisors

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to table of the appointment and swearing in of Special Fire Police, no candidates appeared. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2025 CALENDAR/FISCAL YEAR):**

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

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve Keystone Technologies Inc. as our 2025 IT Services Provider Contract . *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

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

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

**ACTION:** Motion was made by Glenn Borger and seconded by Ken Field to appoint JANPro Cleaning Services as our 2025 Janitorial Service provider. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):**

1. Animal Control Officer – Christine Mammi

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Christine Mammi as the Animal Control Officer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

2. Subdivision Administrator – Paige Stefanelli

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Paige Stefanelli as Subdivision Administrator. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

3. Refuse Fee Collector – Amy Riger

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Amy Riger as the Refuse Fee Collector. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

4. Right-to-Know/Open Records Officer- Paige Stefanelli, Nicole Beckett (Interim Manager) and Amy Kahler (Alternate)  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Paige Stefanelli, Nicole Beckett, Interim Manager as Right-to-Know/ Open Records Officer and Amy Kahler as an alternate. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
5. Driveway Administrators – Township Engineer, Township Manager and Doreen Curtin, Zoning Officer  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Doreen Curtin, Zoning Officer, Paige Stefanelli, Township Manager, and Keystone Engineering as the Driveway Administrators. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
6. Junkyard Administrator – Doreen Curtin, Zoning Officer  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Doreen Curtin, Zoning Officer as the Junkyard Administrator. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
7. Floodplain Administrator- Doreen Curtin, Zoning Officer  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Doreen Curtin, Zoning Officer as the Floodplain Administrator. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
8. Code Enforcement Officers
  - a) Plainfield Township Unsafe Structure Ordinance- Township Manager and Zoning Officer;  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint the Township Manager and Zoning Officer as Code Enforcement Officers of Plainfield Township Unsafe Structure Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
  - 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;  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint 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 as Code Enforcement Officers of the Plainfield Township Burning Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

- c) Plainfield Township Noxious Weed Ordinance- Township Manager and Zoning Officer;  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager and Zoning Officer as Code Enforcement Officers of the Plainfield Township Noxious Weed Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
- d) Grass, Weeds, and Other Vegetation Control Ordinance- Township Manager and Zoning Officer  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager and Zoning Officer as Code Enforcement Officers of the Grass, Weeds, and Other Vegetation Control Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
- e) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Township Manager and Zoning Officer;  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager and Zoning Officer as Code Enforcement Officers of the Municipal Solid Waste and Recycling Ordinance of Plainfield Township. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
- f) Uniform Construction Code- Appointed Building Code Official  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager and Zoning Officer as Code Enforcement Officers of the Uniform Construction Code. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**
  
- g) Quality of Life Ordinance- Township Manager, Zoning Officer, and any officer of the Slate Belt Regional Police Department  
**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Township Manager and Zoning Officer and any officer of the Slate Belt Regional Police Department as Code Enforcement Officers of the Quality of Life Ordinance. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

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

**ACTION: Motion was made by Glenn Borger and seconded by Jonathan Itterly to appoint Lawrence Sapone, Jr. as Road Foreman, pursuant to the Collective Bargaining Agreement. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

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

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to approve James Ackerman, Jr. as Assistant Road Department Foreman. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**BONDS:**

1. Establishing the amount of the Township Treasurer’s Bond (\$2,000,000.00)
2. Establishing the amount of the Township Manager’s Bond (\$1,000,000.00)

**ACTION:** Motion was made by Glenn Borger and seconded by Ken Field to approve the Establishment of the Township Treasurer’s Bond in the amount of \$2,000,000.00 and establishment of the Township Manager’s Bond in the amount of \$1,000,000.00. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

*Supervisor, Nolan Kemmerer asked if the Township Manager’s bond was increased? Supervisor, Jonathan Itterly, indicated they usually do, if recommended by the Insurance Company.*

**Motion approved. Vote 4-0.**

**ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):**

1. Slate Belt Council of Governments – Delegate & Alternate

**ACTION:** Motion was made by Kenneth Field and seconded by Jonathan Itterly to appoint Slate Belt Council of Governments as Glenn Borger as delegate and Kenneth Fairchild as an alternate. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**AUDITORS: (ELECTED POSITIONS)**

1. Marilyn Lieberman- 01/01/2028
2. Randy Lieberman- 01/01/2028

Solicitor Backenstoe indicated that we need to have 3 elected auditors. Discussion occurred on the requirements of Second Class Township Code and the 2024 appointment of Alan Gumeny. Supervisor, Nolan Kemmerer, will appoint Alan Gumeny, as the 3<sup>rd</sup> elected Auditor. Administrative Assistant, Amy Kahler, indicated that Mr. Gumeny has shown interest and will contact Mr. Gumeny. If Mr. Gumeny shows interest, Ms. Kahler to assist with having him complete the Oath of Office and attend the Elected Auditors meeting, understanding that he is unable to vote until the Oath of Office has been completed.

**ACTION:** Motion was made by Nolan Kemmerer and seconded by Jonathan Itterly to appoint Alan Gumeny as the 3<sup>rd</sup> Elected Auditor. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

**TAXES:**

1. Real Estate Tax – 9.5 Mills (**Adopted in Resolution 2024-20**)
2. Act 511 Taxes- remain unchanged
3. Local Services Tax- \$52.00

4. Earned Income Tax- 1.60% (Resident)
5. Earned Income Tax- 1.00% (Non-Resident)
6. Business Privilege Tax- \$0.45 per ton- Morgan Stanley Trust Fund
7. Quarterly Host Fee- \$1.00 per ton-General Fund: Fidelity Bank
8. Host Agreement- \$1.65 per ton- Univest Bank & Trust

**ACTION:** Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve Real Estate Tax of 9.5 mills, unchanged Act 511 Taxes, place Local Services Tax at \$52.00, Earned Income Tax to 1.60% (Resident), Earned Income Tax to 1.00% (Non-Resident), Business Privilege Tax to \$.45 per ton, Morgan Stanley Trust Fund, Quarterly Host Fee of \$1.00 per ton- General Fund; Fidelity Bank, and Host Agreement to \$1.65 per ton, Univest Bank & Trust. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

### MEETING SCHEDULES:

1. Board of Supervisor's Meetings to be held on the second Wednesday and the fourth Thursday at 6:00pm at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to approve Board of Supervisor's Meetings to be held on the second Wednesday and the fourth Thursday at 6:00pm at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

2. Required Advertisement of Board of Supervisors Meetings and Scheduled Meetings of Appointed Boards/Committees/Commissions for 2025(scheduled for advertisement in the **Thursday, December 5, 2024** issue of the *Express-Times*)

**ACTION:** Motion was made by Glenn Borger and seconded by Jonathan Itterly to approve the required advertisement of Board of Supervisors Meetings and scheduled meetings of Appointed Boards/Committees/Commissions for 2025 (scheduled for advertisement in the **Thursday, December 5, 2024** issue of the *Express-Times*). *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*

*Resident Brianne Kemmerer, asked if the Recreation Board Ordinance had to be updated/changed due to it reading that they only needed to have a meeting every other month, but they have been having a meeting every month.*

*Solicitor, Backenstoe, indicated that it is up to the Recreation Board if they wish to have a meeting every month, the requirement by Ordinance is every other month.*

**Motion approved. Vote 4-0.**

### DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. 2025 Community Wide Yard Sale- July 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> (Rain or Shine)

**ACTION:** Motion was made by Jonathan Itterly and seconded by Nolan Kemmerer to approve the 2025 Community Wide Yard Sale for July 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> (Rain or Shine). *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.

2. 2025 Trick or Treat Night- Friday, October 31<sup>st</sup> (6:00pm- 8:00pm) (Rain or Shine) **Discussion was taking place on if Trick or Treat should take place with surrounding boroughs, or if we should not schedule Trick or Treat and have a Trunk or Treat as previously discussed.**  
*Resident, Jane Mellert, indicated that previously it was discussed and agreed upon to have Trick or Treat from 5pm-7pm, because a lot of the developments do not have adequate lighting.*  
*Resident, Brianne Kemmerer, indicated that the majority of Plainfield Township goes to another Development, so we should have with other surrounding areas.*  
**Supervisor Ken Field, indicated that the reason it was being discussed to join in the same time with the surrounding municipalities, etc.**

**ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to table 2025 Trick or Treat Night, Friday, October 31<sup>st</sup>, (6:00pm-8:00pm). Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

**3. CONFIRMATION OF PAID HOLIDAYS (NON-UNION PERSONNEL) AS PER THE ADOPTED PERSONNEL MANUAL:**

- New Year's Day- January 1, 2025
- Martin Luther King Day- January 20, 2025
- Good Friday- April 18, 2025
- Memorial Day- May 26, 2025
- Independence Day- July 4, 2025
- Labor Day- September 1, 2025
- Columbus Day- October 13, 2025
- Veterans Day- November 11, 2025
- Election Day- November 4, 2025
- Thanksgiving Day- November 27, 2025
- Day After Thanksgiving- November 28, 2025
- Christmas Eve- December 24, 2025 (Observed)
- Christmas Day- December 25, 2025
- Employee's Birthday

**Road Department paid holidays are set pursuant to the Collective Bargaining Agreement (CBA)**

**ACTION: Motion was made by Ken Field and seconded by Nolan Kemmerer to approve the confirmation of paid holidays (Non-Union Personnel) as per the adopted Personnel Manual and Road Department paid holidays are set pursuant to the Collective Bargaining Agreement (CBA). Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

**APPOINTMENT OF SUPERVISOR LIAISONS:**

1. Slate Belt Regional Police Commissioners (Delegate and Alternate- 2 YEAR TERM)  
Delagate-

**ACTION: Motion was made by Glenn Borger and seconded by Ken Field to appoint Slate Belt Regional Police Commissioners, Delegate as Kenneth Fairchild and Alternate as Nolan Kemmerer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

2. Road Department Liaison(s)

**ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to appoint Road Department Liaisons as, Glenn Borger and Nolan Kemmerer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

3. Office Liaison(s)

**ACTION: Motion was made by Jonathan Itterly and seconded by Glenn Borger to appoint Office Liaisons as Ken Field and Nolan Kemmerer. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

4. Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority

**ACTION: Motion was made by Ken Field and seconded by Glenn Borger to appoint Nolan Kemmerer as Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

5. Wind Gap Municipal Authority Ad HOC Committee

**ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to appoint Nolan Kemmerer as Wind Gap Municipal Authority Ad HOC Committee liaison. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

6. Farmer's Association Advisory Committee

**ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to appoint Kenneth Fairchild and Nolan Kemmerer as liaisons for the Farmer's Association Advisory Committee. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

7. Emergency Services Liaison

**ACTION: Motion was made by Ken Field and seconded by Jonathan Itterly to appoint Kenneth Fairchild as Emergency Services Liaison. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

8. Northampton County Association of Township Officials (Delegate and Alternate)

**ACTION: Motion was made by Ken Field and seconded by Glenn Borger to appoint Delegate, Township Manager, Paige Stefanelli and Alternate, Jonathan Itterly, for**



Northampton County Association of Township Officials. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.*  
**Motion approved. Vote 4-0.**

*Resident, Jane Mellert, indicated that sometimes it would be the Manager.*

**RESOLUTIONS: Chairman, Ken Field asked if all parties were in agreement to group the following Resolutions together and make 1 vote. All Board members were in agreement.**

**ACTION: Motion was made by Jonathan Itterly and seconded by Glenn Borger to approve the following Resolutions 2025-01 through 2025-10, except 2025-06. *Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0.**

1. **Resolution #2025-01** – Adopting and Setting the 2025 Schedule of Fees for Plainfield Township
2. **Resolution #2025-02** – Establishing Participant Contribution Rates for Non-Uniform Pension Plan
3. **Resolution #2025-03** – Appointing the Finance Director as the Chief Administrative Officer for Plainfield Township Non-Uniform Pension Plan
4. **Resolution #2025-04** – Designating Depositories for Township Funds
5. **Resolution #2025-05** – Establishing the Compensation of the Township Manager for 2025
6. **Resolution #2025-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees:  
Primary Sewage Enforcement Officer and Fee Schedule – Ian Stout, Keystone Consulting, Inc. (SEO #04104)  
  
Alternate Sewage Enforcement Officers and Fee Schedule – Dan Mantz, Ott Consulting Inc. (SEO #03919); Steve Sell, Ott Consulting Inc. (SEO #03842); Zachary A. Karasek (SEO #03997)  
  
Christopher Taylor, Hanover Engineering, Inc., (SEO #03138); Jacob A. Schray, Hanover Engineering, Inc. (SEO # 03134); Scott J. Brown, Hanover Engineering, Inc. (SEO # 01716)

**ACTION: Motion was made by Jonathan Itterly and seconded by Glenn Borger to approve Resolution #2025-06- Appointing the Primary and Alternate Sewage Enforcement Officer for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees: to be Primary Sewage Enforcement Officer and Fee schedule, for Ian Stout, Keystone Consulting, Inc. (SEO#04104), fees as pursuant to fee schedule submitted. Alternate, Sewage Enforcement Officer for Plainfield Township to be**

**Christopher Taylor, Hanover Engineering, Inc. (SEO# 03138) pursuant to fee schedule submitted. 2<sup>nd</sup> Alternate Sewage Enforcement Officers and fees to Dan Mantz, Ott Consulting Inc. (SEO#03997) and Zachary Karasek (SEO# 03997) and pursuant to the fee schedule submitted. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public.**

*Supervisor, Nolan Kemmerer, indicated that he would like to change the motion to reflect Ott Consulting Inc., be placed as the 2<sup>nd</sup> Alternate.*

**Motion Approved. Vote 4-0.**

7. **Resolution #2025-07** – Establishing the Commission Paid to the Elected Tax Collector for 2025
8. **Resolution #2025-08** – Establishing Compensation of all Non-Union Personnel, Elected and Appointed Officials, and Mileage Reimbursement Rate for 2025
9. **Resolution #2025-09** – Appointing Zelenkofske Axelrod, LLC to Audit the 2024 Township Funds
10. **Resolution #2025-10** – Authorizing the Disposition of Certain Public Records of the Tax Collector in Accordance with the Municipal Records Manual Approved By The Pennsylvania Historical And Museum Commission (PHMC)

**BANK ACCOUNTS: Chairman, Ken Field asked if all parties were in agreement to group the following accounts together and make 1 vote. All Board members were in agreement.**

**ACTION: Motion was made by Glenn Borger and seconded by Nolan Kemmerer to approve the following accounts. Prior to the vote, Chairman, Ken Field, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.**

1. General Checking, Payroll Checking & Real Estate Taxes- Fidelity Bank
2. Capital Reserve Fund- Fidelity Bank
3. Environmental Fund- Fidelity Bank
4. Highway Aid Fund (Liquid Fuel)- Fidelity Bank
5. Recreation Fund- Fidelity Bank
6. Estate of Colony Park- Fidelity Bank
7. Open Space- Uninvest Bank and Trust Company
8. Host Retro Agreement Fund- Uninvest Bank and Trust Company
9. Police Pension- Ameriprise

10. Employee Pension- Girard Pension Services, Nationwide (custodian bank) & Ameriprise

11. 2014 DEP Growing Greener Grant- Fidelity Bank

*Resident, Jane Mellert, indicated that there was paperwork submitted that the 2014 Growing Greener Grant is closed and that money should have been moved.*

12. 2021 DEP Growing Greener Grant- Fidelity Bank

*Resident, Jane Mellert, indicated that there was paperwork submitted that the 2014 Growing Greener Grant is closed and that money should have been moved.*

13. Municipal Trust Fund- Morgan Stanley

14. Escrow Accounts- For PC, ZHB, Developers Agreements & Holding Tanks- Fidelity Bank

*Zoning Officer, Doreen Curtin, inquired about the Escrow for Zoning Hearing Board.*

**I. CITIZEN'S AGENDA/NON-AGENDA:**

(Only persons who have signed the Sign-In Sheet by 5:15 PM will be allowed to speak. There is a 5-minute time limit for speakers)

• **Jane Mellert**

*Resident, Ms. Mellert indicated that Treasure was not appointed, the bond was just appointed.*

• **Brianne Kemmerer**

*Resident, Brianne Kemmerer, just voiced appreciation to the Board and advised that she is appreciative of the opportunity in moving Plainfield forward with new and fresh ideas.*

**II. BOARD OF SUPERVISORS REPORTS:**

1. Ken Field

- Nothing to report.

2. Glenn Borger

- Nothing to report.

3. Nolan Kemmerer

- Nothing to report.

4. Jonathan Itterly

- Nothing to report.

5. Kenneth Fairchild

- Was not present.

**III. SOLICITOR’S REPORT – (DAVID BACKENSTOE, ESQ.)**

1. None

**IV. ADJOURNMENT**

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger and seconded by Nolan Kemmerer to adjourn the meeting. Motion approved. Vote 4-0.

The meeting adjourned at 6:02 P.M.

Respectfully submitted,

Amy Kahler  
Secretary  
Plainfield Township