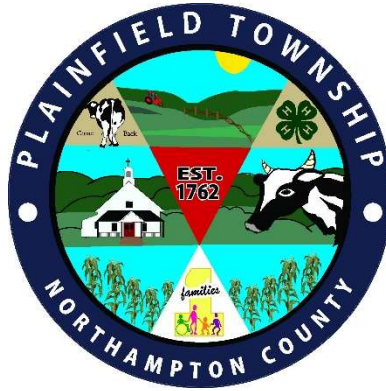


# **PLAINFIELD TOWNSHIP REORGANIZATION MEETING** **MINUTES**



**JANUARY 7, 2019 – 5:30PM**

*Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064*

Presiding Chairman Randy Heard called the meeting to order at 5:30 P.M

The Pledge of Allegiance was performed.

## **ROLL CALL:**

The following Supervisors answered roll call: Randy Heard, Glenn Borger, Jane Mellert, Joyce Lambert, and Stephen Hurni.

Also present were Solicitor David Backenstoe, Esq., Treasurer Katelyn Kopach and Township Manager/Secretary Thomas Petrucci.

## **NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN**

**Solicitor Backenstoe proceeded with the Temporary Chairman's Agenda for the purpose of reorganization only.**

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

**ACTION:** Motion was made by Stephen Hurni and seconded by Joyce Lambert to select Randy Heard as the Chairman of the Board of Supervisors for 2019. *Prior to the vote, Solicitor David Backenstoe, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-0-1, with Mr. Heard abstaining.

***(THE 2019 CHAIRMAN, RANDY HEARD, WAS SEATED)***

**NOMINATION AND ELECTION OF VICE CHAIRMAN:**

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to nominate and elect Glenn Borger as the Vice Chairman of the Board of Supervisors for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-0-1, with Mr. Borger abstaining.

**TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):**

1. Appointment of Township Manager/Secretary –Thomas Petrucci

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to appoint Thomas Petrucci as the Township Manager/Secretary for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. Appointment of Township Treasurer – Katelyn Kopach

**ACTION:** Motion was made by Glenn Borger and seconded by Joyce Lambert to appoint Katelyn Kopach as the Township Treasurer for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-0-1, with Mr. Heard abstaining.\*

*\*This vote was corrected during the Wednesday, January 9, 2019 regular meeting.*

3. Appointment of Administrative Assistant – Paige Gerstenberg

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to appoint Paige Gerstenberg as the Township Administrative Assistant for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):**

1. Appointment of Solicitor and Fees – David M. Backenstoe, Esquire

**ACTION:** Motion was made by Stephen Hurni and seconded by Joyce Lambert to appoint David M. Backenstoe, Esquire, as the Township Solicitor for 2019 at the rate of \$130.00 per hour pursuant to the letter provided by Mr. Backenstoe dated December 7, 2018 and 2019 Fee Schedule. Third party submission (i.e. Subdivision or Land Development) review fees will be billed at the rate of \$190.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. Appointment of Labor Attorney and Fees – Neil Morris, Esquire

**ACTION:** Motion was made by Joyce Lambert and seconded by Glenn Borger to appoint Neil Morris, Esquire, as the Township Labor Attorney for 2019 at the rate of \$345.00 per hour pursuant to the letter provided by Mr. Morris dated December 7, 2018. Where feasible, the associate of Attorney Morris, Attorney Gabriel Celii, will conduct the work at \$305.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. Appointment of Environmental Legal Counsel and Fees

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint John Embick, Esquire as Township Environmental Legal Counsel for 2019 at the rate of \$130.00 per hour pursuant to the letter provided by Mr. Embick dated December 8, 2018. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**TOWNSHIP ENGINEER (APPOINTED ANNUALLY):**

1. Appointment of Township Engineer and Fees – Ott Consulting Inc. (Michael Kukles, P.E.)

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Ott Consulting, Inc. (Michael Kukles, P.E. representing) as the Township Engineer for 2019 pursuant to the 2019 Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. Appointment of Alternate Township Engineer and Fees for Janson Woods Subdivision – Keystone Consulting Engineers, Inc. (Kevin Harwick, P.L.S.)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to appoint Keystone Consulting, Inc. (Kevin Harwick, P.L.S representing), as the Alternate Township Engineer for 2019 for the Janson Woods Subdivision pursuant to the 2019 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. Appointment of Alternate Township Engineer and Fees for Synagro Technologies, Inc. – Hanover Engineering Associates, Inc. (Farley Fry, P.E. and Robert Lynn, P.E.)

**ACTION:** Motion was made by Joyce Lambert and seconded by Glenn Borger to appoint Hanover Engineering Associates, Inc. (Farley Fry, P.E. and Robert Lynn, P.E. representing), as the Alternate Township Engineer for 2019 for the Synagro Technologies, Inc./Waste Management/Grand Central Sanitary Landfill, Inc. Slate Belt Heat Recovery Land Development/Major Subdivision application pursuant to the 2019 Municipal Professional Fee Schedule, as provided, and a letter from Hanover Engineering Associates dated December 7, 2018. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-0-1, with Mr. Hurni abstaining.

**SPECIAL ENVIRONMENTAL ENGINEERING CONSULTANT (APPOINTED ANNUALLY):**

1. Appointment of Special Environmental Engineering Consultant- Michael Brunamonti, P.E.,- BCM Engineers

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint Michael Brunamonti, P.E., (BCM Engineers) as the Township Special Environmental Engineering Consultant for 2019 at the rate of \$97.00 per hour, plus expenses, pursuant to the letter provided by Mr. Brunamonti dated December 17, 2018. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

The motion was approved. Vote 4-0-1, with Mr. Hurni abstaining.

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

1. Primary – Christopher Taylor (Hanover Engineering Associates, Inc.)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to appoint Christopher Taylor (Hanover Engineering Associates, Inc.), as the Primary Landfill Inspector for 2019 pursuant to the 2019 Fee Schedule, as provided, and a letter from Hanover Engineering Associates dated December 7, 2018. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. Alternate – Jacob Schray (Hanover Engineering Associates, Inc.)  
Rates set pursuant to 2019 Fee Schedule, as provided

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint Jacob Schray (Hanover Engineering Associates, Inc.), as the Alternate Landfill Inspector for 2019 pursuant to the 2019 Fee Schedule, as provided. *Prior to*

*the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

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

1. Wetlands/Environmental Consultant – Hanover Engineering Associates, Inc. – Jason E. Smith, P.W.S.

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint Jason E, Smith, P.W.S. (Hanover Engineering Associates, Inc.), as the Wetlands/Environmental Consultant for 2019 pursuant to the 2019 Fee Schedule, as provided, and a letter provided by Mr. Smith dated December 6, 2018. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

**ZONING HEARING BOARD (FIVE YEAR TERM):**

1. Appointment of Zoning Hearing Board Member (Full Term)

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Mr. Eric James “E.J.” Kleintop to a five (5) year term as a member of the Zoning Hearing Board. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

2. Appointment of Alternate Zoning Hearing Board Member (Term Expiring 1/1/2020)

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint Mr. John Hatton as an Alternate member of the Zoning Hearing Board that expires 1/1/2020. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

**ZONING OFFICER (APPOINTED ANNUALLY):**

1. Appointment of Zoning Officer – John Lezoche (KeyCodes Inspection Agency)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to appoint John Lezoche as the Zoning Officer for 2019 pursuant to the 2019 Fee Schedule as follows: \$51.00 per hour for normal working hours between 7:00AM and 5:00PM; \$71.50 per hour after 5:00PM for attendance at Planning Commission meetings and Zoning Hearings. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

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

1. Appointment of Alternate Zoning Officer – Thomas Petrucci

**ACTION:** Motion was made by Glenn Borger and seconded by Jane Mellert to appoint Thomas Petrucci as the Alternate Zoning Office for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. Appointment of Building Code Official/Inspector/Plan Reviewer – KeyCodes Inspection Agency (Rates pursuant to 2019 Fee Schedule, which includes the 5% administrative charges as set forth within the Fee Schedule)

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to appoint KeyCodes Inspection Agency as the Building Code Official/Inspector/Plan Reviewer for 2019 pursuant to the 2019 Fee Schedule, which includes the 5% administrative charges as set forth within the Fee Schedule, as provided. Richard Pietkiewicz Jr. is shown in the Commonwealth system as the Building Code Official; David Shields is the principal representative for KeyCodes Inspection Agency. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

The motion was approved. Vote 5-0.

**ZONING HEARING BOARD SOLICITOR RATE:**

1. Zoning Hearing Board Solicitor and Fees – James Zulick, Esquire

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to set the rate of the Zoning Hearing Board Solicitor for 2019 at \$120.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. There were no appointments to be made to the Planning Commission.

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

1. Appointment of Planning Commission Secretary

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to appoint Administrative Assistant Paige Gerstenberg as the Planning Commission Secretary for 2019. All work of the Planning Commission Secretary shall be the

same rate as that set for the Administrative Assistant. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**PLANNING COMMISSION SECRETARY RATE:**

1. Planning Commission Secretary Rate- Paige Gerstenberg

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to set the rate of the Planning Commission Secretary for 2019 at the current Administrative Assistant (Paige Gerstenberg) hourly rate. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

The motion was approved. Vote 5-0.

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

1. Appointment of Recreation Board Member(s)

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to appoint Mr. Alex Borger to a five (5) year term as a member of the Recreation Board. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 4-0-1, with Mr. Borger abstaining.

It was noted that there is one Vacant term remaining on the Recreation Board; said term expires January 1, 2021.

**RECREATION BOARD SECRETARY:**

1. Appointment of Recreation Board Secretary

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to appoint Township Manager Petrucci to serve as the Recreation Board Secretary for 2019. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.

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

1. This position remains vacant.

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to continue seeking applications to appoint a resident to the vacant position on the Vacancy Board. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**PSATS STATE CONVENTION/COUNTY CONVENTION:**

1. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2019 PSATS' Annual Education Conference April 14-17, 2019 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 Stephen Hurni and seconded by Randy Heard to authorize the Board of Supervisors (up to 5) and the Township Manager to attend the 2019 PSATS' Annual Education Conference April 14-17, 2019 State Convention; to authorize 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, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.**

2. Appointment of Voting Delegate to the 2019 PSATS' Annual Education Conference April 14-17, 2019 State Convention

**ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Jane Mellert as the Voting Delegate representing Plainfield Township at the 2019 PSATS' Annual Education Conference April 14-17, 2019 State Convention. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.**

3. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2019 County Convention (date TBD); authorizing the reimbursement of expenses of those officials attending the County Convention

**ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to authorize the Board of Supervisors (up to 5) and Township Manager to attend the 2019 County Convention; to authorize the reimbursement of expenses of those officials attending the County Convention. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.**

4. Authorization for the Township Manager to attend the 2019 Association for Pennsylvania Municipal Management (APMM) Annual Conference (May 14-16, 2019); authorizing the reimbursement of expenses of Township Manager attending the APMM Annual Conference (2019 Budget Line Item 401.46)

**ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to authorize the Township Manager to attend the 2019 Association for Pennsylvania Municipal Management (APMM) Annual Conference (May 14-16, 2019); authorizing the reimbursement of expenses of Township Manager attending the APMM Annual Conference (2019 Budget Line Item 401.46). *Prior to the vote,***



***Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.***

5. Authorization for the Township Manager to attend the 2019 Public Employer Relations Advisory Service (PELRAS) Annual Conference (**March 20-22, 2019**); authorizing the reimbursement of expenses of Township Manager attending the PELRAS Annual Conference (2019 Budget Line Item 401.46)

**ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to authorize the Township Manager to attend the 2019 Public Employer Relations Advisory Service (PELRAS) Annual Conference (March 20-22, 2019); authorizing the reimbursement of expenses of Township Manager attending the PELRAS Annual Conference (2019 Budget Line Item 401.46). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.***

**TAX COLLECTOR:**

1. EIT TAX COLLECTOR (PURSUANT TO ACT 32) – Keystone Collections Group – Contracted by the Northampton County Tax Collection Committee
2. Northampton County Tax Collection Committee Delegate and Alternate
3. Local Service Tax Collector – Keystone Collections Group (Contracted by the Board of Supervisors)
4. Act 511 Per Capita Tax Collector – annual at will – Susan Lieberman
5. Realty Transfer Tax Collector – annual at will – Recorder of Deeds Office of Northampton County
6. Delinquent Per Capita Tax and Local Services Tax Collector – annual at will – H.A. Berkheimer, Inc.
7. Waste Disposal Business Privilege Tax Collector – annual at will – (Treasurer)

**ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Thomas Petrucci at the Delegate for 2019 to the Northampton County Tax Collection Committee and Katelyn Kopach as the Alternate. The motion also affirmed/approved all Tax Collectors as listed above (agenda items 1-7). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.***

**ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE YEAR TERM):**

1. Appointment of Environmental Advisory Council Members (3 Full Terms)

**ACTION:** Motion was made by Randy Heard and seconded by Joyce Lambert to appoint Robert Cornman, Jr., Robert Simpson, and Don Moore to three year terms as members of the Environmental Advisory Council. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY):**

1. Appointment of Environmental Advisory Council Secretary – Jane Mellert

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to appoint Jane Mellert as the Environmental Advisory Council Secretary for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-0-1, with Ms. Mellert abstaining.

**EAC SECRETARY’S RATE:**

1. The EAC Secretary’s rate will be set by the Elected Auditors during their reorganization meeting scheduled for January 8, 2019 at 8:00 A.M.

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

The following members of the Fire Police were in attendance at the meeting and were sworn in as Fire Police for 2019 by the Board Chairman, who administered the Oath of Office for each member of the Fire Police:

- Matthew Waldmiller
- Richard Johnson

**INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2019 CALENDAR FISCAL YEAR):**

1. Approval of 2019 IT Services Provider Contract- Valley Networks

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to approve the 2019 IT Services Provider Contract with Valley Networks for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2019 CALENDAR/FISCAL YEAR):**

1. Approval of 2019 Janitorial Services Provider Contract- Vanguard Cleaning Systems

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to approve the 2019 Janitorial Services Provider Contract with Vanguard Cleaning Systems for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

It was stated by Township Manager Petrucci that the monthly price of \$190.00 per month is economical.

**The motion was approved. Vote 5-0**

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

1. Subdivision Administrator – Thomas Petrucci

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to appoint Thomas Petrucci at the Subdivision Administrator for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. Refuse Fee Collector – Katelyn Kopach

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Katelyn Kopach as the Refuse Fee Collector for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

3. Right-to-Know/Open Records Officer- Thomas Petrucci

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Thomas Petrucci as the Right-to-Know/Open Records Officer for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

4. Junkyard Administrator – John Lezoche, Zoning Officer

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint John Lezoche as the Junkyard Administrator for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

5. Floodplain Administrator – John Lezoche, Zoning Officer

**ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint John Lezoche as the Floodplain Administrator for 2019. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.**

6. 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/Municipal Code Official/Inspector/Plan Reviewer (KeyCodes Inspection Agency/Richard Pietkiewicz, Jr.

**ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint the Township Manager and Zoning Officer as the Code Enforcement Officers for 2019 for the above listed Ordinances (items a-e); to appoint the currently appointed Building Code Official/Municipal Code Official as the Code Enforcement Officer of the Uniform Construction Code (item f). Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.**

7. Road Foreman - Larry Sapone (pursuant to Collective Bargaining Agreement effective 01/01/2015 through 12/31/2018)

**ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Larry Sapone as the Road Foreman for 2019 pursuant to the Collective Bargaining Agreement effective 01/01/2015 through 12/31/2018 and extended through 3/31/2019. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.**

8. Temporary Road Department Foreman (as needed) – James Ackerman

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint James Ackerman, Jr. as the Temporary Road Foreman for 2019 on as-needed basis. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Daniel Mantz, Ott Consulting, Inc. (SEO #03919) as the Sewage Enforcement Officer for 2019 pursuant to the 2019 Fee Schedule as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

10. Alternate Sewage Enforcement Officers and Fee Schedule – Jeff Ott, Ott Consulting Inc (SEO #03381); Steve Sell, Ott Consulting Inc. (SEO #03842); Zachary A. Karasek, Ott Consulting, Inc. (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); Gregory C. Gray, Hanover Engineering , Inc. (SEO #03945)

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Jeff Ott, Ott Consulting Inc. (SEO #03381), Steve Sell, Ott Consulting Inc. (SEO #03842), Zachary A. Karasek, Ott Consulting, Inc. (SEO #03997), Jacob A. Schray, Hanover Engineering, Inc. (SEO # 03134); Scott J. Brown, Hanover Engineering, Inc. (SEO # 01716); Gregory C. Gray, Hanover Engineering , Inc. (SEO #03945) as the Alternate Sewage Enforcement Officers for 2019 pursuant to the 2019 Fee Schedules as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

#### **BONDS:**

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

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to set the Township Treasurer's Bond at \$2,000,000.00 for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

The motion was approved. Vote 5-0.

2. Establishing the amount of the Township Manager's Bond (\$500,000.00)

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to set the Township Manager's Bond at \$500,000.00 for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):**

1. Slate Belt Council of Governments – Delegate & Alternate

**ACTION:** Motion was made by Jane Mellert and seconded by Randy Heard to appoint Stephen Hurni as the Delegate to the Slate Belt Council of Governments and Glenn Borger as the Alternate Delegate. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**AUDITORS: (ELECTED POSITIONS) (NO ACTION REQUIRED)**

1. Barry Portz – 01/01/2020
2. Kevin Phillips – 01/01/2022
3. Mildred "Millie" Beahn – 1/1/2020

**TAXES:**

**The following tax rates are in effect for 2019:**

1. Real Estate Tax – 6.5 Mills (**Rate set and adopted in December via Resolution**)
2. Act 511 Taxes – keep the same
3. Per Capita Tax -- \$5.00
4. Local Services Tax -- \$52.00
5. Earned Income Tax – 1.60% (Resident) (Set by Ordinance December 26, 2007)
6. Earned Income Tax – 1.00% (Non-Resident)
7. Waste Disposal Business Privilege Tax – \$ .45 per ton (Trust Fund)
8. Host Municipal Fee -- \$1.00 per ton (General Fund) – Merchant's Bank
9. Retro Fee -- \$1.65 per ton (Special Account) Merchant's Bank

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to confirm the above-listed tax rates and fees for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

## MEETING SCHEDULES:

1. Board of Supervisor's Meetings to be the second Wednesday – 7:00pm to 10:30pm and Workshop Meetings, if necessary, the fourth Thursday from 7:00pm to 9:00pm (with the exception of Thursday, November 28, 2019) at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064
2. Required Advertisement of Board of Supervisors Meetings and Scheduled Meetings of Appointed Boards/Committees/Commissions for 2019 (scheduled for advertisement in the **Tuesday, January 2, 2019** issue of the *Express-Times*)

**ACTION:** Motion was made by Stephen Hurni and seconded by Joyce Lambert to confirm the meeting dates pursuant to the schedule provided to the Board of Supervisors and the advertisement of the specified dates/times. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

1. 2019 Community Wide Yard Sale- July 5, 6 and 7, 2019 (Rain or Shine)

**ACTION:** Motion was made by Stephen Hurni and seconded by Joyce Lambert to establish the dates of the Community Wide Yard Sale for 2019 as July 5, 6, and 7, 2019 (rain or shine). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

1. Trick or Treat Night- Thursday, October 31, 2019 (6:00pm- 8:00pm) (Rain or Shine) (additional coordination/discussion required with Slate Belt COG)

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to establish the date/time for Trick or Treat Night for 2019 as Wednesday, October 31, 2019 from 6:00PM to 8:00PM. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 4-1, with Jane Mellert voting no.

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

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to confirm the following dates as paid holidays for Non-Union Personnel pursuant to the adopted Personnel Manual:

New Year's Day- January 1, 2019  
Presidents' Day- February 18, 2019  
Good Friday- April 19, 2019  
Memorial Day- May 27, 2019  
Independence Day- July 4, 2019  
Labor Day- September 2, 2019  
Thanksgiving Day- November 28, 2019  
Day After Thanksgiving- November 29, 2019  
Christmas Day- December 25, 2019

*Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

The Road Department paid holidays are set pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA).

The motion was approved. Vote 5-0.

**SALARIES:**

1. Road Crew – pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA)

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to set the following hourly rates for the Road Department Laborers for 2019 pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA) that has been extended to 3/31/2019 by the Township and the Union:

Fred Werner- \$24.06  
Jim Ackerman- \$23.36  
Ryan Hester- \$19.57

*Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

2. Road Foreman – pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA)

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to set the hourly rate for the Road Foreman, Larry Sapone, at \$27.52 for 2019 pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA) that has been extended 3/31/2019 by the Township and the Union. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*



3. Road Department – Seasonal Snow Removal with CDL

**ACTION:** Motion was made by Stephen Hurni and seconded by Glenn Borger to set the Seasonal Snow Removal with CDL employee rate at \$20.00 per hour for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

4. Road Department – Seasonal Snow Removal without CDL

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to set the Seasonal Snow Removal without CDL employee rate at \$15.00 per hour for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

5. Road Department – Seasonal Summer Grass Mowing/Laborers

**ACTION:** Motion was made by Joyce Lambert and seconded by Stephen Hurni to set the Seasonal Summer Grass Mowing/Laborer employee rate at \$14.00 per hour for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

6. Zoning Officer – Pursuant to the 2019 Fee Schedule from KeyCodes Inspection Agency).

**ACTION:** Motion was made by Stephen Hurni and seconded by Randy Heard to set the compensation for the Zoning Officer for 2019 pursuant to the 2019 Fee Schedule provided by KeyCodes Inspection Agency as follows: \$51.00 per hour for normal working hours between 7:00AM and 5:00PM; \$71.50 per hour after 5:00PM for attendance at Planning Commission meetings and Zoning Hearings. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

7. Township Manager/Secretary Salary (Exempt)

**The Township Manager/Secretary Salary will be set via Resolution.**

8. Treasurer Hourly Wage Rate (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings and other Special meetings as required

**ACTION:** Motion was made by Glenn Borger and seconded by Joyce Lambert to set the hourly rate for the Township Treasurer for 2019 at \$18.94 per hour and to authorize the Township Treasurer to attend all regular Board of Supervisors meetings, Budget Workshop meetings and any Special meetings as required. The position is entitled to overtime as per the Fair Labor Standards Act. The motion was

approved. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Vote 4-0-1, with Mr. Heard abstaining.\*\**

*\*\*This vote was corrected during the Wednesday, January 9, 2019 regular meeting.*

9. Administrative Assistant Hourly Wage Rate (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings, Planning Commission meetings and other Special meetings as required.

**ACTION:** Motion was made by Jane Mellert and seconded by Glenn Borger to set the hourly rate for the Township Administrative Assistant for 2019 at \$16.48 per hour and to authorize the Township Administrative Assistant to attend all regular Board of Supervisors meetings, Budget Workshop meetings and any Special meetings as required. The position is entitled to overtime as per the Fair Labor Standards Act. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

10. Mileage Allowance for Employees Using Own Vehicles – 2019 mileage rate, as set by the IRS, is \$ 0.58 (58 cents) per mile.

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to set the 2019 mileage reimbursement rate for Township Employees using their own vehicles at the 2019 Internal Revenue Service (IRS) rate of \$0.58 (58 cents) per mile. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

11. Authorization of Compensation for Zoning Hearing Board Members

12. Authorization of Compensation for Planning Commission Members

**ACTION:** Motion was made by Jane Mellert and seconded by Randy Heard to set the 2019 compensation for Zoning Hearing Board and Planning Commission members at \$50.00 per night. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

13. Authorization of Compensation of Planning Commission Secretary (Non-Member of Board of Supervisors only) and to attend all Planning Commission meetings

**ACTION:** Motion was made by Randy Heard and seconded by Stephen Hurni to authorize the Planning Commission Secretary to attend all Planning Commission meetings. The motion was approved. Vote 5-0.

14. Authorization of Compensation of Emergency Management Coordinator

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to set the 2019 compensation for the Emergency Management Coordinator as \$2,400.00 per year. The motion was approved. Vote 5-0.

**SUPERVISOR LIAISON POSITIONS:**

1. Slate Belt Regional Police Commissioners (Delegate and Alternate) (Two or Three Year Terms pursuant to Charter)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to appoint Stephen Hurni as the Delegate Representative of Plainfield Township to a two year term on the Slate Belt Regional Police Commission and Jane Mellert as the Alternate Representative for a two year term on the Slate Belt Regional Police Commission pursuant to the Charter Agreement. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. 5-0.

2. Road Department Liaison(s)

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Glenn Borger as the Road Department Liaison for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

3. Office Liaison(s)

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Joyce Lambert and Jane Mellert as the Office Liaisons for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

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

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Randy Heard as the Wind Gap Sewer Authority and Pen Argyl Sewer Authority Liaison for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

5. Wind Gap Municipal Authority Ad HOC Committee

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Randy Heard as a member of the Wind Gap Municipal Authority Ad HOC Committee for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were*

*any comments from the governing body or the public.* The motion was approved. Vote 5-0.

6. Farmer's Association Advisory Committee

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Jane Mellert and Glenn Borger as the Farmer's Association Advisory Committee Plainfield Township representatives for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

7. Emergency Services Liaison

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Randy Heard as the Emergency Services Liaison for 2019. The motion was approved. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Vote 5-0.

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

**ACTION:** Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Thomas Petrucci as the Delegate to the Northampton County Association of Township Officials and Stephen Hurni as the Alternate Delegate. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

**Resolutions**

1. ***Resolution #2019-01*** – Resolution Adopting and Setting the 2019 Schedule of Fees for Plainfield Township

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to adopt ***Resolution #2019-01*** – Resolution Adopting and Setting the 2019 Fees for Plainfield Township as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. ***Resolution #2019-02*** – Non-Uniform Pension Plan Resolution

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to adopt ***Resolution #2019-02*** – Non-Uniform Pension Plan Resolution as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

2. **Resolution #2019-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Treasurer)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to adopt **Resolution #2019-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Treasurer) as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

3. **Resolution #2019-04** – Appointment of Certified Public Accountant Firm to Conduct the 2018 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 **November 19, 2018** issue of the *Express-Times*)

**ACTION:** Motion was made by Randy Heard and seconded by Glenn Borger to adopt **Resolution #2019-04** – Appointment of Certified Public Accountant Firm to Conduct the 2018 Fiscal Year Audit of the Accounts of Plainfield Township and the Officers of Plainfield Township as presented; affix the Compensation of Certified Public Accountant Firm at \$9,400.00 for 2019. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

4. **Resolution #2019-05** – Resolution Designating Depositories for Township Funds

**ACTION:** Motion was made by Jane Mellert and seconded by Randy Heard to adopt **Resolution #2019-05** – Resolution Designating Depositories for Township Funds as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.

5. **Resolution #2019-06** – Township Manager Compensation Resolution (Required by Second Class Township Code)

**ACTION:** Motion was made by Stephen Hurni and seconded by Jane Mellert to adopt **Resolution #2019-06** – Township Manager Compensation Resolution as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* The motion was approved. Vote 5-0.  
**BANK ACCOUNTS:**

**ACTION:** Motion was made by Glenn Borger and seconded by Randy Heard to confirm the following Bank Accounts of Plainfield Township:

1. General Checking, Payroll Checking, Real Estate Taxes & Environmental Fund – Merchant’s Bank
2. General Cash Management – Merchant’s Bank
3. Highway Aid Fund – Merchant’s Bank
4. Plainfield Refuse Fund – First Northern
5. Recreation Fund – Merchant’s Bank
6. Police Pension – Ameriprise
7. Employee Pension – Univest & Ameriprise
8. 2014 DEP Growing Greener Grant – Merchants Bank
9. 2013 DEP Growing Greener Plus – Merchants Bank
10. ATC Mini-Grant – Merchants Bank
11. Open Space – Merchant’s Bank
12. Capital Construction – Merchant’s Bank
13. Capital Reserve – Merchant’s Bank
14. Capital Reserve CD’s – ESSA Bank
15. Host Retro – Merchant’s Bank
16. Environmental CD’s – ESSA Bank
17. Open Space CD’s – ESSA Bank
18. Other Escrow Accounts – 136 Jason Terrace, 634 Bangor Road, Adams, Advantage Propane, Chandler Estates, Country Quest, East Penn Auto, Estates at Sullivan Trail, LLC, Estate Living by Countryquest, Fields Floodplain, Fotopoulos, Gap View Partners, Green Knights (GCS Holding Tank), Green Knight Economic Development Corporation, Hope U.C.C., Jacobsburg Medical Office, Kennel/Dog-Training, Metrotek, Mintbrook Farms/Faust, Nolan Perin West Side Sullivan Trail, NAPER Development, PA American Water, Phase II City West Pen Argyl, R.R. Perin Maintenance Agreement, Recycling Holding Tank, Rich Roy Farms Cell Tower, Rolling Meadows, R. Perin/Sussick, RPM Recycling, Sawmill Golf Course, Strouse, Sullivan Trail Business Center, Synagro Alt. Site, Synagro Sketch Plan, Synagro Technologies, Taco Bell, Triple Net Investments XXIV LP, Vanhorn Holding Tank, William Sparo- Holding Tank, Wind Gap Logistics Center – Merchant’s Bank; 1073 Constitution Ave Holding Tank; Kachline Sketch Plan; Male Road Warehouse Sketch Plan; Taco Bell Land Development; Teva Pharmaceutical Site Plan; Grand Central Sanitary Landfill, Inc. Slate Belt Heat Recovery Land Development
19. Business Privilege Tax (BPT) – Morgan Stanley
20. Trust Fund – Morgan Stanley
21. 2017 NC Low Volume Books Hill Grant – Merchants Bank
22. LSA Monroe Multi-Municipal Grant – Merchants Bank
23. 2018 Northampton County Uncommitted Gaming Grant – Merchants Bank
24. CDBG 2016 Batts Switch Road Culvert – Merchants Bank

*Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. The motion was approved. Vote 5-0.*

## **COURTESY OF THE FLOOR**

**Wanda Gruber:** During the meeting, Wanda Gruber thanked the Board of Supervisors for the decisions made in reference to the Zoning Hearing Board.

## **ADJOURNMENT**

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger to adjourn the meeting. The motion was seconded by Randy Heard. The motion was approved. Vote 5-0. The meeting adjourned at 6:20 PM.

Respectfully submitted,

Thomas R. Petrucci  
Township Manager/Secretary