

**PLAINFIELD TOWNSHIP
BOARD OF SUPERVISORS MEETING
OCTOBER 14, 2020**

The regular monthly meeting of the Plainfield Township Board of Supervisors was held on Wednesday, October 14, 2020 via Telephone Conference Zoom Meeting Call-In Number: (888) 788-0099 (US Toll Free)

Conference ID: 391 592 5613 (Press # when prompted)

In accordance with Governor Wolf's ongoing COVID-19 pandemic emergency declaration by the Commonwealth of Pennsylvania, Plainfield Township officials are holding this regular meeting utilizing the Zoom authorized telecommunication device platform only. Remote meetings are permitted under the provisions of Act 15 of 2020 (Health Care Cost Containment Act). The Board of Supervisors will not be physically present at this meeting. This public meeting will be recorded. We kindly ask that all interested parties participating via the dedicated conference call line to only speak during the sections of the meeting that are specifically reserved for public comment or when prompted by the Chairman and to also state your name each time you are speaking. Members of the public and all interested parties will have the opportunity to comment via the telephone conference call prior to any official action taking place and during the Citizen's Agenda/Non-Agenda portion of the meeting. Anyone intentionally disrupting the meeting will be promptly muted and/or ejected from the call.

Vice Chairman, Glenn Borger, called the meeting to order at 7:01 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

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

Also present were Administrative Assistant, Paige Stefanelli, Township Manager, Thomas Petrucci, Treasurer, Katelyn Kopach, Township Engineer, Michael Kukles, and Solicitor, David Backenstoe.

- *Now that the roll call of the Board of Supervisors is completed, we will proceed with a roll call of all members of the public who are participating on this call. Please state your name(s) one at a time so the Township can make sure that your participation is recognized.*

PUBLIC ATTENDANCE:

Mary Beth Peters, Entech Engineering
Paul Rinaldi, Jr.
Terry Kleintop
Brianne Kemmerer
Don Moore

I. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Approval of the September 24, 2020 Regular Meeting Minutes (DRAFT):

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve the September 24, 2020 Regular Meeting Minutes as presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Notification of Terms Expiring- Citizen Advisory Board Appointment Policy- Update:

Mr. Petrucci indicated he has received the following responses back to date from the below identified officials/appointees:

- a) **Vacancy Board:** Vacant
 - *N/A*
- b) **Environmental Advisory Council:** Jane Mellert; Robin Dingle
 - *Jane Mellert- no response received to date; Robin Dingle- no interest in reappointment*
- c) **Zoning Hearing Board:** Don Moore (Alternate Member); John Hatton (Alternate Member)
 - *Don Moore- interested in reappointment; John Hatton- undecided*
- d) **Planning Commission:** Jeffrey Beaven
 - *Jeff Beaven- no response received to date*
- e) **Recreation Board:** Robert Farley
 - *Robert Farley- interested in reappointment*

Mr. Petrucci recommended the Board of Supervisors move forward with advertising for positions where necessary.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to move forward with advertising for Board terms that are expiring as necessary. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

II. TREASURER – KATELYN KOPACH:

1. Approval of the September, 2020 General Fund Disbursements (\$341,085.09):

ACTION: Motion was made by Joyce Lambert and seconded by Stephen Hurni to approve the September, 2020 General Fund Disbursements in the amount of \$341,085.09. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Approval of the September, 2020 Treasurer’s Report:

ACTION: Motion was made by Jane Mellert and seconded by Joyce Lambert to approve the September, 2020 Treasurer’s Report. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Approval of the 3rd Quarter Non-Uniform Pension Plan Investment Performance Report (Prepared by Girard Pension Services)

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve the 3rd Quarter Non-Uniform Pension Plan Investment Performance Report prepared by Girard Pension Services. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

III. TOWNSHIP ENGINEER – MICHAEL KUKLES, P.E.:

1. Plainfield Township Project Updates- Getz Road Culvert Replacement:

Township Engineer, Mike Kukles, stated that the Township has awarded a contract for the Getz Road Culvert Replacement Project. He indicated that there is a delay in fabrication on the precast concrete. Mr. Kukles is currently working with the contractor on a schedule for the project as well as submitting a request for a utility pole relocation.

With respect to Bog Turtles for the Long Road Dirt and Gravel Roads grant project, Mr. Kukles submitted a request to Fish and Wildlife to monitor the possible presence

of bog turtles during the construction phase of the project rather than doing a full study on whether a habitat exists for bog turtles at this location. The option for monitoring during construction will be both time and cost effective for the Township. Mr. Kukles is currently awaiting a response from Fish and Wildlife to ascertain whether they are in agreement with that request.

IV. TOWNSHIP MANAGER – THOMAS PETRUCCI:

1. Slate Belt Multi-Municipal Comprehensive Plan – Monthly Update:

- Revised Plan Timeline Provided to Board of Supervisors Members

Mr. Petrucci stated that a meeting was held for the Slate Belt Multi-Municipal Comprehensive Plan on October 7, 2020. No action of significance was taken at the meeting. Mr. Petrucci indicated that during the meeting, the members discussed the relative next steps for the Comprehensive Plan and to solidify a timeline on how to move forward. There was a question as to whether to hold meetings via Zoom or in-person. Currently, in person-meetings may not be able to be accommodated. Mr. Petrucci indicated that the next two meetings will be held via Zoom call.

2. Plainfield Township Act 537 Official Plan Update – Monthly Briefing:

- Act 537 Official Plan Update Review
- Sewage Management Program (Amendment Required to Chapter 18 of Code of Ordinances- Sewers and Sewage Disposal)
- Motion to Proceed with Public Review Portion of Act 537 Official Plan

Ms. Mary Beth Peters was in attendance on behalf of Entech Engineering. Ms. Peters noted that the Township awarded their firm the Act 537 update. The draft version of the update has been prepared and provided to the Board of Supervisors. Ms. Peters provided an overview of the draft plan.

Ms. Peters stated that the plan was split into nine (9) separate sections of various topics. The first finding indicated there were no confirmed malfunctions within the Township. Ms. Peters added that she has never had this situation before. There was a very high rate of fully functional and operating septic systems. Within the other categories of the plan, there were properties identified as “suspected” and “potential” failing septic systems. The Zoning Map of Plainfield Township was also reviewed. The growth of the Township was reviewed and how it may have impacted the results of the draft plan. Section five (5) of the draft plan evaluates different alternatives for the Township to consider on how to monitor septic systems.

Ms. Peters explained that there are two different alternatives for the Township to focus on. One option would be to provide an extension of sewer services on Sullivan Trail from Forks Township. The second option would be to consider a Sewage Management Program. After calculations, Ms. Peters stressed that using sewer services from Forks Township would not be cost effective for the Township. The Sewage Management Program is where the Township would require residents to update and maintain their septic systems as necessary. Mr. Hurni questioned what the frequency would be for residents to provide the Township with documentation of septic testing. Ms. Peters stated that the septic should be pumped every 3 years. Residents should provide the Township with documentation of the septic being pumped. Ms. Peters based the management program procedures on DEP guidelines, however, the Township may edit the requirements in order to meet the needs of the Township. The Township also has the authority to request additional testing, inspections and management measures where there are known septic issues.

Ms. Mellert stated that it would be more prudent to put in the ordinance that residents need to abide by the current laws as adding each individual law or requirement may require the Township to amend the ordinance consistently as the law changes. Ms. Mellert noted she also has other areas of concern within the draft plan in terms of regulation. Ms. Mellert had concerns with the 6 month time frame requirement for residents to submit a pumping slip to the Township once the ordinance is adopted. She stressed that this requirement may be too restrictive as some residents may have recently had their septic systems pumped. Ms. Peters will adjust the draft plan accordingly and believes she has more direction on how to move forward.

Ms. Peters stressed that depending on which requirements/regulations are amended, the DEP may not be amendable to those changes. She added that she will make the necessary changes to the draft plan and have the Board of Supervisors review those changes. At that time, if no other changes are proposed, she will then send the draft plan to the DEP for review. Vice Chairman, Glenn Borger, also added that he does not want the plan to be too lax. The residents should be required to have their septic tanks pumped or there is no benefit in implementing the plan.

With respect to the sampling, there were some concerning findings around the streams of the Township. All findings were based on volunteer residents allowing inspections of their septic systems to take place. Mr. Kukles added that if individuals knew they had issues with their septic system, it is likely that they did not contact the Township to volunteer for an inspection. It was stressed that a 15% response rate does not account for the majority of the Township.

Multiple options were discussed on how to move forward with the management program for the plan including the possibility of quadrants. Township Manager, Tom Petrucci, questioned about tributaries having human fecal matter and whether this

information was shown on the plan. Ms. Peters noted that this information was not indicated on the plan. Ms. Peters will alter the plan in order to accommodate the Township's wishes based on the comments made tonight. Appendix E within the draft plan would be the major change. Ms. Peters has a better understanding of what the Township would like to see in the management program. Once the changes have been completed, a new draft plan will be distributed to the Board of Supervisors for review.

3. Plainfield Township MS4/Stormwater Management Program – Monthly Briefing:

- Annual Report Filed on September 30, 2020

Mr. Petrucci indicated that annual reports were filed on September 30th, 2020, as required.

4. Consideration of Bid(s) Received & Possible Award of Contract: 2020 Plainfield Township Guide Rail Replacement Project:

Township Manager, Tom Petrucci, stated the 2020 Plainfield Township Guide Rail Replacement Project was advertised on PennBid. The Township received one bid for this project by DeAngelo Brothers, LLC. This company is based in Hazleton, Pennsylvania and is qualified under PennDOT. The bid came in at \$208,239.29 which is approximately 22% higher than the original estimate due to the ramifications of COVID-19. This project will replace the guiderails on Mud Run Road and Gall Road in the Township.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to Award the Contract to DeAngelo Brothers, LLC for the 2020 Plainfield Township Guide Rail Replacement Project in the amount of \$208,239.29. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

5. Review of 2021 Slate Belt Regional Police Department Budget (Proposed):

Mr. Petrucci stated that the Plainfield Township Police Service Fee for 2021 came in at a total of \$1,294,985.29. The total budget amount of the Slate Belt Regional Police Department Budget for 2021 is \$3,331,014.98 when factoring in all municipal contributions, the revenue derived from the Pen Argyl Area School District for the School Resource Officer program, grants, and other miscellaneous revenues. When factoring in all expenses, the budget requires a reconfiguration of the cost formula. Mr. Hurni stated that the three managers from Plainfield, Pen Argyl and Wind Gap were in favor of the proposed budget.

6. Grant Opportunity: Building Resilient Infrastructure & Communities (BRIC) Grant Application Guidance and Instructions Federal Fiscal Year (FFY) 2020 (Letter of Intent Due Thursday, October 15, 2020; Grant Applications Due November 18, 2020) – 25% Non-Federal Cost Share Required:

Mr. Petrucci indicated that there is a grant opportunity through FEMA. This grant opportunity is a new program and the grant application submission is due by November 18th, 2020. Mr. Petrucci added that this grant seems to be geared towards alleviating stormwater issues versus other hazard mitigation grant programs. He stressed it would be prudent to submit a grant application for the stormwater improvements on Engler Road. Mr. Petrucci's approximate estimation came in at \$700,000.00 to \$800,000.00.

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to move forward with the Building Resilient Infrastructure & Communities (BRIC) Grant Application for Engler Road. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.*

Ms. Mellert stated that the proposed cost of this project was more than what she anticipated. Mr. Petrucci indicated that the estimate provided was his own estimate and will be receiving a quote from Township Engineer, Mike Kukles, shortly. Mr. Petrucci indicated that the stream work needed on this roadway is DEP regulated. Thus, the cost will be greater than a normal project. Mr. Kukles agreed with Mr. Petrucci's statement and added that the cost estimate provided will likely be quite close to his engineering estimate.

Motion approved. Vote 5-0.

7. Grant Opportunities: Local Share Account –Northampton/Lehigh Counties and Monroe County (Grant Applications Due November 30, 2020):

Mr. Petrucci stated that there is another grant opportunity for Northampton/Lehigh Counties and Monroe County. Applying for additional funds to replace culverts in the Township was discussed as an option for these grant opportunities. Mr. Hurni questioned the possible cost amount the Township could receive in order to aid in the culvert replacement project. Mr. Petrucci indicated the cost allocated to the Township could range from \$25,000.00 to \$225,000.00. The final amount will depend on how well the application is written as well as the level of justification for the project. Mr. Petrucci will move forward with a grant application for a culvert replacement project as discussed.

8. Coronavirus Aid, Relief and Economic Security (CARES) Act – 2020 County Relief Block Grant Municipal Assistance Program Grant Award for UV Biological Remediation System at Plainfield Township Municipal Complex - \$43,389.00 – Clarification on Emergency Procurement Correspondence Received from Northampton County Solicitor:

Township Manager, Tom Petrucci, indicated that the Township was awarded the 2020 County Relief Block Grant Municipal Assistance Program Grant in the amount \$43,389.00. Additionally, Mr. Petrucci questioned the Northampton County Solicitor on whether the Township can move forward with the purchase of the UV Biological Remediation System at Plainfield Township Municipal Complex without going through the bidding process. The County Solicitor indicated this action would be compliant with the grant award due to the current ongoing local Plainfield Township Emergency Declaration for the COVID-19 pandemic. Township Solicitor, David Backenstoe, was also in agreement with this action.

ACTION: Motion was made by Stephen Hurni and seconded by Joyce Lambert to authorize Township Manager, Tom Petrucci, to move forward with the purchase of the UV Biological Remediation System at the Plainfield Township Municipal Complex before the December 31, 2020 deadline. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

9. Status of Full-Time Zoning Officer Position Search:

Mr. Petrucci noted the Township has received several applications for the Full-Time Zoning Officer position. Mr. Petrucci narrowed down the applications and requested that he move forward with the interviewing process at his discretion.

Resident, Brianne Kemmerer, questioned the reasoning for the Township hiring a full time zoning officer. Mr. Petrucci indicated that there are too many outstanding zoning issues and a two day work week limits the expediency of remediating these issues. At this time, the Township would benefit from a Full Time Zoning Officer position. At the time that the Township were to hire a full time position, Mr. Lezoche would not continue in the part time capacity. Resident, Mr. Terry Kleintop, questioned how many candidates are set to be interviewed. Mr. Petrucci noted there are currently two candidates that he is interested in interviewing.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to authorize Township Manager, Tom Petrucci, to interview all necessary candidates for the Full Time Zoning Officer Position at his discretion. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

10. Approval of 2020 Annual Codification Update (Ordinance Numbers 394 to 402):

Mr. Petrucci indicated that this year's codification update for ordinance numbers 394 to 402 will cost between \$3,000.00 and \$5,000.00 which has already been provided for in the 2020 budget.

Chairman, Randy Heard, was disconnected from the Zoom call.

ACTION: Motion was made by Joyce Lambert and seconded by Glenn Borger to approve the 2020 Annual Codification Update (Ordinance Numbers 394 to 402). Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0.

11. Recommendation on Separate Defined Contribution and Defined Benefit Custodian Bank Accounts – Non-Uniform Pension Plan Committee:

Chairman, Randy Heard, was reconnected to the Zoom call.

The Township has a Non-Uniform Pension Plan. Mr. Petrucci indicated that it was changed several years ago to require all new employees to go on a Defined Contribution Pension Plan. It was recommended at the time for there to be one (1) custodian bank account for both the Defined Contribution and Defined Benefit pension plans until such time that enough funds were accumulated in the Defined Contribution plan to create a separate custodian bank account. Mr. Petrucci added that funds are now beginning to accumulate and such funds can be separated out and can be utilized to create a new custodian bank account.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to authorize Gerard Pension Services to begin the process of creating a new Custodian Account for the Defined Contribution Plan. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.

Mr. Hurni questioned whether the Township will need to do anything relative to the CAO. Mr. Petrucci noted that it is done every year and nothing needs to be done currently.

Motion approved. Vote 5-0.

ROAD REPORT, PLANNING AND ZONING REPORT, RECREATION BOARD AND FIRE COMPANY AND AMBULANCE REPORTS:

1. Planning and Zoning Report- September, 2020:
2. Road Department Report- September, 2020:
3. Fire Company and Ambulance Report- September, 2020:
4. Recreation Board Report- September, 2020

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the September, 2020 reports as listed and presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

SLATE BELT REGIONAL POLICE DEPARTMENT:

1. Slate Belt Regional Police Department Monthly Report- September, 2020:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve the September, 2020 reports as listed and presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

CITIZEN'S AGENDA/NON-AGENDA:

Don Moore- Mr. Moore stated that with respect to the Act 537 Draft Plan, it seems that this Plan will put in effect the tools the Township needs to regulate any properties that may have septic issues.

Terry Kleintop- Mr. Kleintop questioned about the Slate Belt Comprehensive Plan and how Upper Mount Bethel Township is moving forward with the Plan. Mr. Petrucci stated the Manager of Upper Mount Bethel Township indicated that they are still interested in contributing to the creation of the plan. Mr. Kleintop insisted that changes need to be made to the current Upper Mount Bethel Comprehensive Plan.

Mr. Don Moore stated that Upper Mount Bethel was sued in Court last Friday due to the latest ordinance adopted for the industrial business park proposed for their Township. Mr. Kleintop questioned the efficiency of moving forward with the Comprehensive Plan at all under the current situation with Upper Mount Bethel.

BOARD OF SUPERVISORS REPORTS:

1. **Randy Heard, Chairman-** No Report
2. **Glenn Borger, Vice Chairman-** Mr. Borger questioned whether there was an update on the recreation pavilion that was previously discussed. Mr. Petrucci indicated that this project is back logged. If the Board would like to move the project forward in an expedient manner, the Township will need to do an RFP (Request for Proposals) for an engineer. Mr. Petrucci added that there are many projects in line currently with Ott Consulting, Inc. Additionally, an NPDES permit would need to be submitted for this project. Ms. Mellert is concerned about the cost of the pavilion due to COVID-19 and the increase of cost in materials.

Mr. Borger also had concerns on the latest inspection done on the 2016 Ford Super Duty. He questioned what exactly needed to be done on the vehicle as the final cost of the inspection was quite high at \$1,747.08. Mr. Borger also questioned about the Toro Mower and was concerned about the cost of that bill as well. Mr. Petrucci indicated that the Toro Mower is quite old and there was an issue related to the coil.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to authorize Township Manager, Tom Petrucci, to send the Plainfield Township Pavilion project out for RFP. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

3. **Joyce Lambert-** Ms. Lambert stated the Township has received multiple letters regarding Waste Management about revisiting the rezoning request. She added that there are many issues at hand when the landfill closes including jobs, taxes, and free garbage service.

ACTION: Motion was made by Joyce Lambert to revisit the rezoning request for Waste Management at a later date and a possible retake on the vote made by the Board of Supervisors for the matter.

Motion dies for lack of a Second.

Mr. Hurni noted that he was unable to state his comments due to his direct relation to Waste Management.

Mr. Don Moore noted he was only aware of one letter from a resident adjacent to the landfill property. He added that the property owner may have had an incentive for writing a letter in favor of the Landfill. Ms. Mellert added that the owner used to thank Ms. Mellert for all the work she did with Grand Central.

4. *Jane Mellert*- No Report

5. *Stephen Hurni*- Mr. Hurni stated about the funds within the Open Space Fund and how the Township is going to move forward on using those funds. He added that if the Township does not intend to use those funds, he feels the Township should not be charging tax paying residents. Mr. Petrucci indicated the Environmental Advisory Council (EAC) is currently discussing an action plan on how to utilize those funds. This matter will be addressed by the Board of Supervisors in the coming future.

SOLICITOR’S REPORT- DAVID BACKENSTOE, ESQUIRE:

Solicitor Backenstoe stated there was moral argument on September 22, 2020. While this argument was pending, Mr. Nolan Perin filed a petition to intervene the zoning appeal and injunction that was previously filed. Attorney Gary Asteak also filed objections as well as Attorney Tom Caffrey for the Zoning Hearing Board.

On September 22, 2020, all involved members appeared in front of County Judge Sletvold. County Judge Sletvold felt that there was something missing from this court case. Judge Sletvold suggested all parties put this matter on hold until such time that Mr. Cortazzo files for a Special Exception with the Township. Since this determination, Mr. Cortazzo submitted the necessary documentation to Plainfield Township for review. The Planning Commission as well as the Zoning Hearing Board will be meeting in the coming weeks in order to discuss the matter.

Solicitor Backenstoe stated that he needs approval from the Board of Supervisors in order to attend the Zoning Hearing Board meeting on behalf of Plainfield Township to protect the Township’s interest.

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to authorize Township Solicitor, David Backenstoe, to attend the upcoming Zoning Hearing Board meeting in reference to the Cortazzo matter in order to protect the Township’s interests. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.

Mr. Petrucci indicated the Planning Commission meeting will be held at the Plainfield Township Fire Company Outdoor Pavilion. Heaters and lighting will be provided. The indoor fire hall was not available at the time it was requested. Members of the Zoning Hearing Board (ZHB) during their last meeting gave issues about the scheduling of the ZHB meeting outdoors. Solicitor Backenstoe stated that this was not appropriate to do so during a public meeting.

Mr. Kleintop stated that the Planning Commission will need direction on how to move forward with the application given the previous events of the matter. Solicitor Backenstoe stated that the Planning Commission will be reviewing the application as a Special Exception and nothing further. The Township filed an injunction because they were operating without any relief. Solicitor Backenstoe noted that the Planning Commission shall look at this submittal as a “clean slate” with a Special Exception request. **Motion approved. Vote 5-0.**

ADJOURNMENT:

Having no further business to come before the Board of Supervisors, motion was made by Glenn Borger and seconded by Joyce Lambert to adjourn the meeting. Motion approved. Vote 5-0.

The meeting adjourned at 9:35 P.M.

Respectfully submitted,

Thomas Petrucci, Township Manager/Secretary
Plainfield Township
Board of Supervisors

These minutes were prepared with the assistance of the Administrative Assistant of the Township, Paige Stefanelli, under the direction of the Township Manager/Secretary.