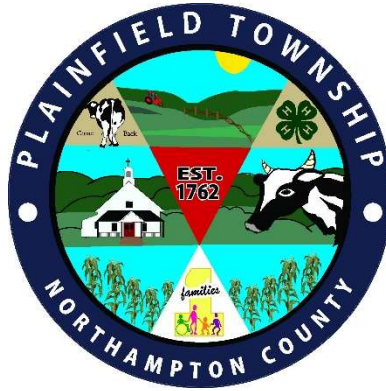


PLAINFIELD TOWNSHIP REORGANIZATION MEETING **AGENDA**



JANUARY 4, 2021 – 5:30PM

**REORGANIZATION MEETING (ACT 15 OF 2020 TELEPHONE
CONFERENCE ONLY)
January 4, 2021 5:30 PM**

**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.

CALL TO ORDER BY PRESIDING CHAIRMAN

PLEDGE OF ALLEGIANCE

ROLL CALL

NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN

TEMPORARY CHAIRMAN’S AGENDA- NOMINATION AND ELECTION OF CHAIRMAN:

1. Nomination and Election of Chairman of the Board of Supervisors for 2021 and Assumption of Chair

(2021 CHAIRMAN IS SEATED)

NOMINATION AND ELECTION OF VICE CHAIRMAN:

1. Nomination and Election of Vice Chairman of the Board of Supervisors for 2021

TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):

1. Appointment of Township Manager/Secretary – Thomas Petrucci
2. Appointment of Zoning Officer/Code Enforcement Officer – Sharon Pletchan
3. Appointment of Township Treasurer – Katelyn Kopach
4. Appointment of Administrative Assistant – Paige Stefanelli

TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):

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

TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):

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

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

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

TOWNSHIP SPECIAL LEGAL COUNSEL- ZONING (APPOINTED ANNUALLY):

1. Appointment of Special Legal Counsel (Zoning) and Fees- James Preston, Esquire

TOWNSHIP ENGINEER (APPOINTED ANNUALLY):

1. Appointment of Township Engineer and Fees – Ott Consulting Inc. (Michael Kukles, P.E.)
Rates set pursuant to 2021 Fee Schedule, as provided

TOWNSHIP ENGINEER (ALTERNATE) (APPOINTED ANNUALLY):

1. Appointment of Alternate Township Engineer and Fees– Hanover Engineering Associates, Inc.
Rates set pursuant to 2021 Municipal Professional Fee Schedule, as provided

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 2021 Municipal Professional Fee Schedule, as provided

WETLANDS/ENVIRONMENTAL CONSULTANT (APPOINTED ANNUALLY):

1. Wetlands/Environmental Consultant – Hanover Engineering Associates, Inc. – Jason E. Smith, P.W.S.
Rates set pursuant to 2021 Municipal Professional Fee Schedule, as provided

ZONING HEARING BOARD:

1. Appointment of Zoning Hearing Board Alternate Member(s) (2) (Annual)

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

1. Appointment of Alternate Zoning Officer – Township Manager

BUILDING CODE OFFICIAL

1. Appointment of Building Code Official – Paige Stefanelli

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 2021 Fee Schedule, which includes the 5% administrative charges as set forth within the Fee Schedule)

ZONING HEARING BOARD SOLICITOR RATE:

1. Zoning Hearing Board Solicitor Fees – Tom Caffrey, Esquire

PLANNING COMMISSION (FOUR YEAR TERM):

1. Appointment of Planning Commission Member (Full Term)

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Planning Commission Secretary – Paige Stefanelli

PLANNING COMMISSION SECRETARY RATE:

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

RECREATION BOARD (FIVE YEAR TERM):

1. Appointment of Recreation Board Member (Full Term)
2. Appointment of Recreation Board Secretary (Township Manager)

VACANCY BOARD CHAIRMAN: (ONE YEAR TERM):

1. Appointment of Vacancy Board Chairperson

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

1. Authorization for the Board of Supervisors (up to 5), Township Manager and one other administrative employee to attend the 2021 PSATS' Annual Education Conference **April 18-21, 2021** 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
2. Appointment of Voting Delegate to the 2021 PSATS' Annual Education Conference **April 18-21, 2021** State Convention
3. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2021 County Convention (date TBD); authorizing the reimbursement of expenses of those officials attending the County Convention
4. Authorization for the Township Manager to attend the 2021 Public Employer Relations Advisory Service (PELRAS) Annual Conference (**March 17-19, 2021- Virtual**); authorizing the reimbursement of expenses of Township Manager attending the PELRAS Annual Conference (2021 Budget Line Item 401.46)

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. Realty Transfer Tax Collector – annual at will – Recorder of Deeds Office of Northampton County
5. Delinquent Per Capita Tax and Local Services Tax Collector – annual at will – H.A. Berkheimer, Inc.
6. Waste Disposal Business Privilege Tax Collector – annual at will – Treasurer

ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE YEAR TERM):

1. Appointment of Environmental Advisory Council Member (Full Term)
2. Appointment of Environmental Advisory Council Member (Full Term)

ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Environmental Advisory Council Secretary – Jane Mellert

EAC SECRETARY’S RATE:

1. The EAC Secretary’s rate will be set by the Elected Auditors

APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:

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

INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2021 CALENDAR/FISCAL YEAR):

1. Approval of 2021 IT Services Provider Contract - Valley Networks

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

1. Approval of 2021 Janitorial Services Provider Contract- Vanguard Cleaning Systems

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Pibbles Paws Safe Haven
2. Subdivision Administrator – Thomas Petrucci
3. Refuse Fee Collector – Katelyn Kopach
4. Right-to-Know/Open Records Officer- Thomas Petrucci
5. Driveway Administrators – Township Engineer, Township Manager and Sharon Pletchan, Zoning Officer
6. Junkyard Administrator – Sharon Pletchan, Zoning Officer
7. Floodplain Administrator- Sharon Pletchan, Zoning Officer
8. Code Enforcement Officers
 - a) Plainfield Township Unsafe Structure Ordinance- Township Manager and Zoning Officer;
 - b) Plainfield Township Burning Ordinance- The Fire Chief of the Plainfield Township Volunteer Fire Company, any member of the

- Slate Belt Regional Police Department, the Plainfield Township Manager, Plainfield Township Zoning Officer;
- c) Plainfield Township Noxious Weed Ordinance- Township Manager and Zoning Officer;
 - d) Grass, Weeds, and Other Vegetation Control Ordinance- Township Manager and Zoning Officer
 - e) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Township Manager and Zoning Officer;
 - f) Uniform Construction Code- Appointed Building Code Official
 - g) Quality of Life Ordinance- Township Manager, Zoning Officer, and any officer of the Slate Belt Regional Police Department
9. Road Foreman – Lawrence Sapone, Jr. – pursuant to Collective Bargaining Agreement
10. Assistant Road Department Foreman – James Ackerman, Jr.

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 (\$500,000.00)

ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):

- 1. Slate Belt Council of Governments – Delegate & Alternate

AUDITORS: (ELECTED POSITIONS)

- 1. Vacant– (Four-Year Term)
- 2. Kevin Phillips – 01/01/2022
- 3. Millie Beahn- 1/01/2026

TAXES:

- 1. Real Estate Tax – 7.0 Mills (**Rate set and adopted in December via Resolution**)
- 2. Act 511 Taxes – keep the same
- 3. Local Services Tax – \$52.00
- 4. Earned Income Tax – 1.60% (Resident) (Set by Ordinance December 26, 2007)
- 5. Earned Income Tax – 1.00% (Non-Resident)
- 6. Waste Disposal Business Privilege Tax – \$.45 per ton (Trust Fund)
- 7. Host Municipal Fee – \$1.00 per ton (General Fund) – Merchant’s Bank
- 8. Retro Fee – \$1.65 per ton (Special Account) Merchant’s Bank

MEETING SCHEDULES:

- 1. Board of Supervisor’s Meetings to be held on the second Wednesday and the fourth Thursday at 7:00pm to 9:00pm (with the exception of Thursday, November 25, 2021 and December 23, 2021) 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 2021(scheduled for advertisement in the **Tuesday, January 4, 2021** issue of the *Express-Times*)

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. 2021 Community Wide Yard Sale- July 9, 10 and 11, 2021 (Rain or Shine)
2. Trick or Treat Night- Thursday, October 31, 2021 (6:00pm- 8:00pm) (Rain or Shine)

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

New Year's Day (2021)- January 1, 2021
Good Friday- April 2, 2021
Memorial Day- May 31, 2021
Independence Day- July 5, 2021 (Observed)
Labor Day- September 6, 2021
Thanksgiving Day- November 25, 2021
Day After Thanksgiving- November 26, 2021
Christmas Eve- December 23, 2021 (Observed)
Christmas Day- December 24, 2021 (Observed)
New Year's Day (2022)- December 31, 2021 (Observed)

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

SALARIES:

1. Road Crew – pursuant to CBA
2. Road Foreman – pursuant to CBA
3. Road Department – Seasonal Snow Removal
4. Road Department – Seasonal Summer Grass Mowing/Laborers
5. Zoning Officer Wage Rate – (Non-Exempt); Authorization to attend all Zoning Hearing Board meetings and Planning Commission meetings. Authorization to attend Board of Supervisors meetings and Environmental Advisory Council meetings only as needed.
6. Township Manager/Secretary Salary (Exempt) (Compensation of Township Manager set via Resolution)

7. Treasurer Hourly Wage Rate (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings and other Special meetings as required
8. Administrative Assistant/Building Code Official Hourly Wage Rate/Building Code Official Compensation (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings, Planning Commission meetings and other Special meetings as required.
9. Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – **2021 mileage rate for business use, as set by the IRS, is ?? cents per mile**
10. Authorization of Compensation for Zoning Hearing Board Members (***\$50.00 per night***)
11. Authorization of Compensation for Planning Commission Members (***\$50.00 per night***)
12. Authorization of Compensation of Planning Commission Secretary to attend all Planning Commission meetings
13. Authorization of Compensation of Emergency Management Coordinator

SUPERVISOR LIAISON POSITIONS:

1. Slate Belt Regional Police Commissioners (Delegate and Alternate)
(2 Year Term of Stephen Hurni expires **01/01/2021**);
(2 Year Term of Jane Mellert expires **01/01/2021**)
2. Road Department Liaison(s)
3. Office Liaison(s)
4. Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority
5. Wind Gap Municipal Authority Ad HOC Committee
6. Farmer's Association Advisory Committee
7. Emergency Services Liaison
8. Northampton County Association of Township Officials (Delegate and Alternate)

Resolutions

1. **Resolution #2021-01** – Resolution Adopting and Setting the 2021 Schedule of Fees for Plainfield Township
2. **Resolution #2021-02** – Non-Uniform Pension Plan Resolution
3. **Resolution #2021-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Treasurer)
4. **Resolution #2021-04**– Resolution Designating Depositories for Township Funds
5. **Resolution #2021-05** – Township Manager Compensation Resolution (Required by Second Class Township Code)
6. **Resolution #2021-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees:

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

Alternate Sewage Enforcement Officers and Fee Schedule –
Jeff Ott, Ott Consulting Inc. (SEO #03381); 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)

7. **Resolution #2021-07** – Tax Collector Compensation for 2021, 2022, 2023, and 2024
8. **Appointment of Certified Public Accountant firm to audit 2020 fiscal year will be listed on Wednesday, January 13, 2021 regular meeting agenda.**

BANK ACCOUNTS:

1. General Checking, Payroll Checking & Real Estate Taxes – Fidelity Bank
2. Highway Aid Fund – Fidelity Bank
3. Plainfield Refuse Fund – First Northern Bank
4. Recreation Fund – Fidelity Bank
5. Police Pension – Ameriprise
6. Employee Pension – Girard Pension Services, Nationwide (custodian bank) & Ameriprise
7. Open Space – Univest Bank and Trust Company

8. Capital Construction Fund – Fidelity Bank
9. Capital Reserve Fund – Fidelity Bank
10. 2019 Dirt and Gravel Road Grant – Fidelity Bank
11. 2019 DCNR C2P2 Grant – Fidelity Bank
12. Local Share Account Multi-Municipal – Fidelity Bank
13. Host Retro Agreement Fund – Univest Bank and Trust Company
14. Environmental Fund – Fidelity Bank
15. Environmental Fund CD – ESSA Bank
16. 2014 DEP Growing Greener Grant – Fidelity Bank
17. Business Privilege Tax (BPT) – Morgan Stanley
18. Municipal Trust Fund – Morgan Stanley
19. 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, Green Knights (GCS Holding Tank), Green Knight Economic Development Corporation, Hope U.C.C., Jacobsburg Medical Office, 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 – Fidelity Bank; 1073 Constitution Ave Holding Tank; Taco Bell Land Development; Teva Pharmaceutical Site Plan; Grand Central Sanitary Landfill, Inc. Slate Belt Heat Recovery Land Development; 1553 Pen Argyl Road Minor Subdivision; 550 Male Road Land Development; 873 Constitution Ave.; ASGCO Land Development; GCSL pH Building Land Development; Greggo Minor Subdivision; Lehigh Valley Meats Site Plan; Chandler Estates Minor Subdivision, Reagle Dodge Site Plan, Wind Gap Investors LLC Taco Bell Security, 5669 Sullivan Trl Fire, 654 Bangor LLC, 812 Bangor Rd Fire, Atlantic Ridge Site Plan, BS Virk LLC Site Plan, Cortazzo Special Exception, CRG Sketch Plan, Detzi Minor Subdivision, DePue Site Plan, Frick Transfer Site Plan, Gall Farm Preserve Sketch Plan, J. Lock Minor Subdivision, J. Lock Sketch Plan, Male Rd Industrial Fire, Two Rivers Gap 9A Subdivision.

COURTESY OF THE FLOOR

ADJOURNMENT

UPCOMING MEETINGS

The Elected Auditors Reorganization meeting will be held on Tuesday, January 5, 2021 at 8:00am.

The next regular monthly meeting of the Board of Supervisors will be held on Wednesday, January 13, 2021 at 7:00 PM.