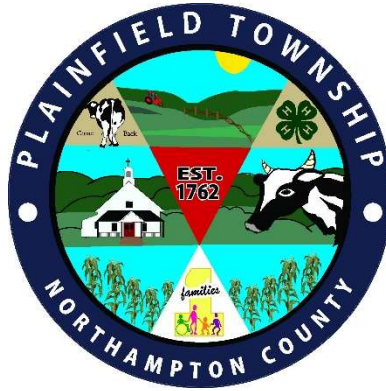


PLAINFIELD TOWNSHIP REORGANIZATION MEETING
AGENDA



JANUARY 3, 2022 – 4:30PM EST

REORGANIZATION MEETING

Plainfield Township Municipal Building
6292 Sullivan Trail
Nazareth, PA 18064

CALL TO ORDER – DAVID BACKENSTOE, ESQ. (TEMPORARY CHAIRMAN)

PLEDGE OF ALLEGIANCE

ROLL CALL

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

1. Nomination and Election of Chairman of the Board of Supervisors for 2022 and Assumption of Chair

(2022 CHAIRMAN IS SEATED)

NOMINATION AND ELECTION OF VICE-CHAIRMAN:

1. Nomination and Election of Vice-Chairman of the Board of Supervisors for 2022

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 – Thomas Petrucci (Interim)

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 ENGINEER (APPOINTED ANNUALLY):

1. Appointment of Township Engineer and Fees – Ott Consulting Inc. (Jeff Ott, P.E., M.B.A.)
Rates set pursuant to 2022 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 2022 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 2022 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 2022 Municipal Professional Fee Schedule, as provided

TRAFFIC PLANNING PROFESSIONAL (APPOINTED ANNUALLY):

1. Traffic Planning Professional – Benchmark Civil Engineering Services, Inc. – Peter Terry, P.E., PTOE, PMP, RSP2I
Rates set pursuant to 2022 Municipal Professional Fee Schedule, as provided

ZONING HEARING BOARD (FIVE YEAR TERM):

1. Appointment of Zoning Hearing Board Member(s) (Full Term) (2)
2. 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 (APPOINTED ANNUALLY)

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 2022 Fee Schedule

ZONING HEARING BOARD SOLICITOR RATE:

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

PLANNING COMMISSION (FOUR YEAR TERM):

1. Appointment of Planning Commission Member(s) (Full Term) (2)

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

VACANCY BOARD CHAIRMAN: (ONE YEAR TERM):

1. Appointment of Vacancy Board Chairperson – Matthew Glennon

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 2022 PSATS’ Annual Education Conference **April 24-27, 2022** 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 2022 PSATS’ Annual Education Conference **April 24-27, 2022** State Convention
3. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2022 County Convention (September 15, 2022); authorizing the reimbursement of expenses of those officials attending the County Convention

4. Authorization for the Township Manager to attend the 2022 Public Employer Relations Advisory Service (PELRAS) Annual Conference (**March 16-18, 2022**); authorizing the reimbursement of expenses of Township Manager attending the PELRAS Annual Conference (2022 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(s) (Full Term) (3)
2. Appointment of Environmental Advisory Council Member (Term Expiring 01/01/2023) (1)

ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Environmental Advisory Council Secretary – Thomas Petrucci

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 (2022 CALENDAR/FISCAL YEAR):

1. Approval of 2022 IT Services Provider Contract - Valley Networks

JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2022 CALENDAR/FISCAL YEAR)

1. Approval of 2022 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 – Treasurer
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. Marilyn Lieberman– 01/01/2024
2. Randy Lieberman – 01/01/2028
3. Millie Beahn- 1/01/2026

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 24, 2022 and December 22, 2022) at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. 2022 Community Wide Yard Sale- July 8, 9 and 10, 2022 (Rain or Shine)
2. Trick or Treat Night- Monday, October 31, 2022 (6:00pm- 8:00pm) (Rain or Shine)

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

New Year’s Day (2022)- Friday, December 31, 2021
Good Friday- Friday, April 15, 2022
Memorial Day- Monday, May 30, 2022
Independence Day- Monday, July 4, 2022
Labor Day- Monday, September 5, 2022
Thanksgiving Day- Thursday, November 24, 2022
Day After Thanksgiving- Friday, November 25, 2022
Christmas Eve- Friday, December 23, 2022 (Observed)
Christmas Day- Monday, December 26, 2022 (Observed)
New Year’s Day (2023)- Monday, January 2, 2023

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 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 – **2022 mileage rate for business use, as set by the IRS, is 58.5 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)
(Term of Stephen Hurni expires **01/01/2023**);
(Term of Jane Mellert expires **01/01/2023**)
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 #2022-01** – Resolution Adopting and Setting the 2022 Schedule of Fees for Plainfield Township
2. **Resolution #2022-02** – Non-Uniform Pension Plan Resolution
3. **Resolution #2022-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Manager)
4. **Resolution #2022-04**– Resolution Designating Depositories for Township Funds
5. **Resolution #2022-05** – Township Manager Compensation Resolution (Required by Second Class Township Code)
6. **Resolution #2022-06** – Appointing the Primary and Alternate Sewage Enforcement Officers for Plainfield Township; Establishment of Sewage Enforcement Schedule of Fees:

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

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

7. **Resolution #2022-07** – Appointment of Certified Public Accountant Firm to Conduct the 2021 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, 2021** issue of the *Express-Times*)

COURTESY OF THE FLOOR

ADJOURNMENT

UPCOMING MEETINGS

The Elected Auditors Reorganization meeting will be held on Tuesday, January 4, 2022 at 8:00am.

The next regular monthly meeting of the Board of Supervisors will be held on Wednesday, January 12, 2022 at 7:00 PM.