

PLAINFIELD TOWNSHIP 2022
REORGANIZATION/ANNUAL ORGANIZATION
MEETING MINUTES

The annual organization/reorganization meeting of the Plainfield Township Board of Supervisors was held on Monday, January 3, 2022, at the Plainfield Township Municipal Building, which is located at 6292 Sullivan Trail, Nazareth, PA 18064.

Solicitor, David Backenstoe, Esq., called the meeting to order at 4:30 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Randy Heard, Glenn Borger, Jane Mellert, Stephen Hurni and Donald Moore. Randy Heard and Glenn Borger participated via telephone, as permitted by the Second Class Township Code.

Also present were Township Manager, Thomas Petrucci, Administrative Assistant/Building Code Official Paige Stefanelli, 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:

Wanda Gruber, Resident
Matthew Glennon, Resident
Adrienne Fors, Waste Management Representative

NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN

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

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

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

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to Nominate and Elect Glenn Borger for Chairman of the Board of Supervisors for 2022. *Prior to the vote, Temporary Chairman, David Backenstoe, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

NOMINATION AND ELECTION OF VICE-CHAIRMAN:

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

Donald Moore nominated Randy Heard for the position of Vice-Chairman, but then later withdrew his motion.

ACTION: Motion was made by Randy Heard and seconded by Jane Mellert to Nominate and Elect Stephen Hurni for Vice-Chairman of the Board of Supervisors for 2022. *Prior to the vote, Chairman, Glenn Borger, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

NOTE: Due to the fact that Chairman Glenn Borger was participating via telephone, the task of leading the meeting was delegated to Township Manager/Secretary Tom Petrucci.

TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):

1. Appointment of Township Manager/Secretary – Thomas Petrucci:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Thomas Petrucci as Township Manager/Secretary for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Appointment of Zoning Officer/Code Enforcement Officer – Sharon Pletchan:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Sharon Pletchan as Zoning Officer/Code Enforcement Officer for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Appointment of Township Treasurer – Thomas Petrucci:

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to appoint Thomas Petrucci as Township Treasurer for 2022.

Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

4. Appointment of Administrative Assistant/Building Code Official – Paige Stefanelli

ACTION: Motion was made by Donald Moore and seconded by Jane Mellert to appoint Paige Stefanelli as Administrative Assistant for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion 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 Jane Mellert to appoint David M. Backenstoe, Esquire as Township Solicitor for 2022 at the rate of \$135.00 per hour and 3rd party Solicitor rate of \$190.00 per hour. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

Stephen Hurni thanked Solicitor Backenstoe for his years of service to the Township, and expressed the sentiment that he was grateful to have an attorney of Mr. Backenstoe's expertise representing the Township. Donald Moore concurred with the statement of Mr. Hurni.

Solicitor Backenstoe thanked the Board of Supervisors for his reappointment.

TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):

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

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Neil Morris, Esquire as Labor Attorney for 2022 at the hourly rate of \$365.00 per hour and Assistant Labor Attorney Gabriel Cellii at the rate of \$330.00 per hour. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

Tom Petrucci reported that the services of Attorney Morris are rarely utilized, but he stated that when labor counsel is needed, having Attorney Morris available is extremely important- referencing his experience and qualifications.

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

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

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint John Embick, Esquire as Environmental Legal Counsel for 2022 at the rate of \$135.00 per hour. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Ott Consulting Inc. (Jeff Ott, P.E./M.B.A.) as the Township Engineer for 2022 with rates set pursuant to the 2022 Fee Schedule, as provided. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Hanover Engineering Associates, Inc. as the Alternate Township Engineer for 2022 with rates set pursuant to the 2022 Municipal Professional Fee Schedule, as provided. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

LANDFILL INSPECTOR AND FEES (APPOINTED ANNUALLY):

1. Primary – Christopher Taylor (Hanover Engineering Associates, Inc.):
2. Alternate – Jacob Schray (Hanover Engineering Associates, Inc.)
Rates set pursuant to 2022 Municipal Professional Fee Schedule, as provided:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint the Primary Landfill Inspector Christopher Taylor

(Hanover Engineering Associates, Inc.) and Alternate Landfill Inspector Jacob Schray (Hanover Engineering Associates, Inc.) for 2022 with rates set pursuant to the 2022 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

Stephen Hurni inquired as to whether it would be prudent to simply list Hanover Engineering Associates, Inc. as the entity to serve as Primary and Alternate Landfill Inspectors. Tom Petrucci replied that the Pennsylvania Department of Environmental Protection (PA DEP) requires these inspectors to be certified, and that Mr. Taylor and Mr. Schray are the PA DEP-certified employees that are specifically assigned to the Township.

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:

ACTION: Motion was made by Donald Moore and seconded by Stephen Hurni to appoint Hanover Engineering Associates, Inc. (Jason E. Smith, P.W.S.) as the Wetlands/Environmental Consultant with rates set pursuant to the 2022 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Benchmark Civil Engineering Services, Inc. –(Peter Terry, P.E., PTOE, PMP, RSP2I) as the Traffic Planning Professional for 2022 with rates set pursuant to the 2022 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ZONING HEARING BOARD (FIVE YEAR TERM):

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

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to reappoint Charles Niclaus and Greg Syznalski as members of the Zoning Hearing Board (five year terms each). *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.*

Donald Moore requested that the following statement be added to the reappointment letters that are sent to Mr. Niclaus and Mr. Syznalski:

The Board of Supervisors reminds you that in the Commonwealth of Pennsylvania, an Applicant's property must present a hardship in order for a use or dimensional zoning variance to be granted.

The original motion was then amended to include that statement in the reappointment letters.

Motion approved. Vote 5-0.

No official action was taken with respect to the two (2) Zoning Hearing Board Alternate positions, which are appointed on an annual basis.

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

1. Appointment of Alternate Zoning Officer – Township Manager:

ACTION: Motion was made by Donald Moore and seconded by Jane Mellert to appoint Township Manager Tom Petrucci as the Alternate Zoning Officer for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

BUILDING CODE OFFICIAL:

1. Appointment of Building Code Official – Paige Stefanelli:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Paige Stefanelli as the Building Code Official for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.*

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, as provided):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint the Building Code Inspector and Plan Reviewer as KeyCodes Inspection Agency – Dave Shields (President); Sherwin Miller (Inspector); Dan Lichtenwalner and Mike Metzger (Plan Reviewers). Rates are set pursuant to 2022 Fee Schedule. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ZONING HEARING BOARD SOLICITOR RATE:

1. Zoning Hearing Board Solicitor Fees:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to set the rate of Zoning Hearing Board Solicitor Lisa Pereira, Esquire, as \$135.00 per hour for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

Ms. Pereira is anticipated to be appointed by the Zoning Hearing Board during their Tuesday, January 11, 2022 meeting. Zoning Hearing Board member Wanda Gruber stated that Attorney Pereira did an excellent job when she filled in for Attorney Tom Caffrey.

PLANNING COMMISSION (FOUR YEAR TERM):

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

ACTION: Motion was made by Jane Mellert and seconded by Donald Moore to reappoint Paul Levits and Terry Kleintop to four (4) year terms as members of the Planning Commission. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

Donald Moore expressed gratitude that that Mr. Kleintop and Mr. Levits were reappointed- specifically citing the ability of Mr. Levits to lead a public meeting.

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Planning Commission Secretary – Paige Stefanelli:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Paige Stefanelli as the Planning Commission Secretary. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

PLANNING COMMISSION SECRETARY RATE:

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

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to set the Planning Commission Secretary’s hourly rate as that of the Administrative Assistant when the Administrative Assistant is serving as the Planning Commission Secretary. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

RECREATION BOARD (FIVE YEAR TERM):

1. Appointment of Recreation Board Member (Full Term) (1):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Tony Borger to a five (5) year term as a member of the Recreation Board. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.*

Wanda Gruber stated that Mr. Borger is an asset to the Recreation Board.

Motion approved. Vote 5-0.

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

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Township Manager, Tom Petrucci, as the Recreation Board Secretary for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

VACANCY BOARD CHAIRPERSON: (ONE YEAR TERM):

1. Appointment of Vacancy Board Chairperson:

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to appoint Matthew Glennon as the Vacancy Board Chairperson for 2022. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to authorize the attendance of the PSATS Annual Education Conference as set forth above. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Tom Petrucci stated that the COVID-19 restrictions in effect at that time may disrupt his desire to attend the conference, and this sentiment was agreed upon by other members of the Board of Supervisors.

The following Board members expressed a desire to attend the Conference:

- Jane Mellert
- Donald Moore
- Stephen Hurni
- Randy Heard

2. Appointment of Voting Delegate to the 2022 PSATS' Annual Education Conference **April 24-27, 2022** State Convention:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Jane Mellert as the Voting Delegate to the 2022 PSATS' Annual Education Conference. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 4-0-1, with Jane Mellert abstaining.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to authorize the attendance of the 2022 County Convention as set forth above. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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):

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to authorize the Township Manager to attend the PELRAS Annual Conference as set forth above. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion 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 (Tom Petrucci) and Alternate (Paige Stefanelli):
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:

ACTION: Motion was made by Donald Moore and seconded by Glenn Borger to appoint the EIT TAX COLLECTOR (PURSUANT TO ACT 32) as Keystone Collections Group Contracted by the Northampton County Tax Collection Committee; Northampton County Tax Collection Committee Delegate (Tom Petrucci) and Alternate (Paige Stefanelli); Local Service Tax Collector as Keystone Collections Group (Contracted by the Board of Supervisors); Realty Transfer Tax Collector – annual at will as Recorder of Deeds Office of Northampton County; Delinquent Per Capita Tax and Local Services Tax Collector – annual at will as H.A.

Berkheimer, Inc.; and Waste Disposal Business Privilege Tax Collector – annual at will as Treasurer. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE YEAR TERM):

1. Appointment of Environmental Advisory Council Member(s) (Full Term) (3):

ACTION: Motion was made by Donald Moore and seconded by Jane Mellert to suspend any appointments to the Environmental Advisory Council pending the reopening of the application period and to again advertise the availability of the four (4) total open Environmental Advisory Council positions, including three (3) full terms and one (1) term expiring 1/1/2023. Additionally, the Board of Supervisors will evaluate the viability of lowering number of Environmental Advisory Council members from seven (7) to five (5) during the Wednesday, January 12, 2022 Board of Supervisors meeting. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Environmental Advisory Council Secretary – Township Manager:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to appoint Township Manager Tom Petrucci as the Environmental Advisory Council Secretary for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:

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

This matter was tabled.

INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2022 CALENDAR/FISCAL YEAR):

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

ACTION: Motion was made by Donald Moore and seconded by Glenn Borger to approve the 2022 IT Services Provider Contract with Valley Networks, as provided. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

1. Approval of 2022 Janitorial Services Provider Contract- Vanguard Cleaning Systems:

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve the 2022 Janitorial Services Provider Contract with Vanguard Cleaning Systems. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Pibbles Paws Safe Haven
2. Subdivision Administrator – Thomas Petrucci
3. Delinquent 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

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint the Animal Control Officer as Pibbles Paws Safe Haven; the Subdivision Administrator as Thomas Petrucci; the Delinquent Refuse Fee Collector as Thomas Petrucci; the Right-to-Know/Open Records Officer as Thomas Petrucci; the Driveway Administrators as Township Engineer, Township Manager and Sharon Pletchan, Zoning Officer; the Junkyard Administrator as Sharon Pletchan, Zoning Officer; the Floodplain Administrator as Sharon Pletchan, Zoning Officer; and the Code Enforcement Officers as provided. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Lawrence Sapone, Jr. as Road Foreman for 2022 pursuant to the Collective Bargaining Agreement. *Prior to the vote, Tom Petrucci, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint James Ackerman, Jr. as the Assistant Road Department Foreman for 2022 pursuant to the Collective Bargaining Agreement. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

BONDS:

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

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to establish the amount of the Township Treasurer’s Bond as \$2,000,000.00 for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to establish the amount of the Township Manager's Bond as \$500,000.00 for 2022. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

In response to questions from Jane Mellert and Stephen Hurni, Tom Petrucci reported that he will need to obtain separate bonds for both the Township Manager and Township Treasurer positions. If a new Township Treasurer is subsequently appointed (i.e. a separate employee) later in the year, the Treasurer bond for Mr. Petrucci will then be cancelled for Mr. Petrucci and a prorated amount of the premium may be reimbursed to the Township (depending on when the bond is cancelled). The new Township Treasurer will then need to obtain his/her own bond from the surety.

ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):

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

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

AUDITORS: (ELECTED POSITIONS):

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

This matter was informational only. No official action was taken.

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.

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve the meeting schedules for 2022, as presented. Prior to

the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. 2022 Community Wide Yard Sale- July 8, 9 and 10, 2022 (Rain or Shine):

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve the 2022 Community Wide Yard Sale- July 8, 9 and 10, 2022 (Rain or Shine). Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Trick or Treat Night- Monday, October 31, 2022 (6:00pm- 8:00pm) (Rain or Shine):

3. **ACTION: Motion was made by Stephen Hurni and seconded by Randy Heard to approve the Trick or Treat Night for 2022 as October 31, 2022 (6:00pm- 8:00pm) (Rain or Shine). Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.**

Jane Mellert cited concerns with holding Trick or Treat Night from 6:00 to 8:00 PM, including the lack of daylight, the possibility of accidents and the fact that there are no street lights in the Township. Don Moore stated that the sun sets at approximately 6:00 PM on October 31st, and that he would be inclined to support a 5:00 PM to 7:00 PM time slot. Stephen Hurni will broach this subject with the Slate Belt Council of Governments and report back to the Board of Supervisors.

Stephen Hurni and Randy Heard then withdrew the motion.

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)

ACTION: Motion was made by Donald Moore and seconded by Jane Mellert to confirm all Paid Holidays for Non-Union Personnel as per the adopted Personnel Manual. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

SALARIES:

1. Road Crew – pursuant to CBA:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve the Road Crew Salaries pursuant to the CBA, as presented.

Fred Werner- \$26.21

Jim Ackerman- \$ 26.01 (includes \$.50 per hour for Assistant Foreman rate)

Fourth Employee- \$19.00 per hour

Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

2. Road Foreman – pursuant to CBA:

ACTION: Motion was made by Donald Moore and seconded by Glenn Borger to approve the Road Foreman hourly rate as \$29.92 per hour pursuant to the CBA, as presented. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Road Department – Seasonal Snow Removal:

ACTION: Motion was made by Glenn Borger and seconded by Donald Moore to approve the Road Department Seasonal Snow Removal as \$20.00 per hour. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

4. Road Department – Seasonal Summer Grass Mowing/Laborers:

ACTION: Motion was made by Glenn Borger and seconded by Donald Moore to approve the Road Department Seasonal Summer Grass Mowing/Laborers hourly rate as \$16.00 per hour. *Prior to the vote, Tom*

Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Donald Moore and seconded by Stephen Hurni to approve the Zoning Officer hourly wage rate as \$34.49 per hour with a flexible schedule and a maximum of forty (40) hours per week. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

6. Township Manager/Secretary Salary (Exempt) (Compensation of Township Manager set via Resolution):

The Township Manager/Secretary Salary is set by 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:

This matter was tabled.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve the Administrative Assistant/Building Code Official hourly wage rate in the combined total amount of \$22.00, including the Building Code Official position annual allocation of \$6,000.00 to be paid in twenty-six (26) equal installments throughout the 2022 calendar year. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

9. Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – 2022 mileage rate for business use, as set by the IRS:

ACTION: Motion was made by Donald Moore and seconded by Glenn Borger to approve the Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – 2022 mileage rate for business use, as set by the IRS in the amount of 58.5 cents per mile. Prior to the vote, Tom

Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

Authorization of Compensation for Zoning Hearing Board Members (\$50.00 per night):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to authorize the Compensation for the Zoning Hearing Board Members in the amount of \$50.00 per meeting (even if multiple hearings are scheduled on same evening) for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

10. Authorization of Compensation for Planning Commission Members (\$50.00 per night):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to authorize the Compensation for the Planning Commission Members in the amount of \$50.00 per meeting for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

11. Authorization of Planning Commission Secretary to attend all Planning Commission meetings:

ACTION: Motion was made by Jane Mellert and seconded by Donald Moore to authorize Planning Commission Secretary to attend all Planning Commission meetings and to receive the combined Administrative Assistant/Building Code Official hourly rate as compensation. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

Jane Mellert requested that this redundant agenda item be removed from the annual organization agenda for next year.

12. Authorization of Compensation of Emergency Management Coordinator:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to authorize the Compensation for the Emergency Management Coordinator in the amount of \$2,400.00 for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

SUPERVISOR LIAISON POSITIONS:

1. Slate Belt Regional Police Commissioners (Delegate and Alternate)
(2 Year Term of Stephen Hurni expires 01/01/2023):
(2 Year Term of Jane Mellert expires 01/01/2023):

ACTION: Motion was made by Donald Moore and seconded by Stephen Hurni to approve the Slate Belt Regional Police Commissioners Delegate and Alternate positions as Jane Mellert (Delegate) and Stephen Hurni (Alternate) for a one (1) year term expiring 1/1/2023. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. Road Department Liaison(s):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Glenn Borger as the Road Department Liaison for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. Office Liaison(s):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Jane Mellert as the Office Liaison for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

It was noted that two (2) Office Liaisons are not required.

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

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve Township Manager, Tom Petrucci, as the Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

It was noted that the meeting dates of these entities may conflict with Township meetings.

5. Wind Gap Municipal Authority Ad HOC Committee:

This matter was tabled due to the fact that the Board and Township staff are not aware of what this committee accomplishes and when it convenes. Randy Heard noted that he has never attended a meeting of the Wind

Gap Municipal Authority Ad Hoc Committee since he has been a member of the Board of Supervisors.

6. Farmer's Association Advisory Committee:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Jane Mellert and Glenn Borger as the Farmer's Association Advisory Committee for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

7. Emergency Services Liaison:

ACTION: Motion was made by Donald Moore and seconded by Stephen Hurni to approve Randy Heard and Tom Petrucci as the Emergency Services Liaisons for 2022. *Prior to the vote, Tom Petrucci, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Jane Mellert and seconded by Donald Moore to approve the Northampton County Association of Township Officials Delegate and Alternate positions as Township Manager, Tom Petrucci (Delegate) and Stephen Hurni (Alternate) for 2022. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

RESOLUTIONS:

1. ***Resolution #2022-01*** – Resolution Adopting and Setting the 2022 Schedule of Fees for Plainfield Township:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Resolution 2022-01, as submitted. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. ***Resolution #2022-02*** – Non-Uniform Pension Plan Resolution:

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to approve Resolution 2022-02, as submitted. *Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

Solicitor David Backenstoe left the meeting at 5:33 PM.

3. **Resolution #2022-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Manager):

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve Resolution 2022-03, as submitted. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

4. **Resolution #2022-04**– Resolution Designating Depositories for Township Fund:

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Resolution 2022-04, as submitted. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

5. **Resolution #2022-05** – Township Manager Compensation Resolution (Required by Second Class Township Code):

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Resolution 2022-05, as submitted. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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)

ACTION: Motion was made by Stephen Hurni and seconded by Donald Moore to approve Resolution 2022-06, as submitted. Prior to the vote, Tom

Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

7. **Resolution #2022-07** – Appointment of Certified Public Accountant Firm to Conduct the 2021 Fiscal Year Audit of the Accounts:

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to approve Resolution 2022-07, as submitted. Prior to the vote, Tom Petrucci asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

COURTESY OF THE FLOOR:

Resident Wanda Gruber reported that there is a presence of mud at the Belfast Junction trailhead. Cars are taking out pavement near the A.J. Testa property. Tom Petrucci will investigate this matter further.

EXECUTIVE SESSION ANNOUNCEMENT:

The Board of Supervisors announced that are going to hold an executive session immediately following the meeting to discuss personnel matters. No action will be required following the executive session.

ADJOURNMENT:

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

The meeting adjourned at 5:41 PM

Respectfully submitted,

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

An executive session to discussion personnel matters commenced at 5:41 PM.

UPCOMING MEETINGS:

The Elected Auditors Reorganization meeting will be held on Tuesday, January 4, 2022 at 8:00 AM; the next regular monthly meeting of the Board of Supervisors will be held on Wednesday, January 12, 2022 at 7:00 PM.