

**PLAINFIELD TOWNSHIP  
BOARD OF SUPERVISORS  
SPECIAL MEETING RE: 2023 BUDGET  
October 12, 2022**

The special Plainfield Township Board of Supervisors ('BOS') 2023 Budget meeting was held on Wednesday, October 12, 2022, at the Plainfield Township Municipal Building located at 6292 Sullivan Trail, Nazareth, PA 18064. The meeting public notice was duly advertised in the October 10, 2022, issue of the *Express-Times* newspaper and on the Township's website.

Chairman, Glenn Borger, called the meeting to order at 6:00 P.M. The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman Glenn Borger, Supervisor Paul Levits, Supervisor Jane Mellert, and Supervisor Donald Moore. Also present were Solicitor, David Backenstoe (arrived at 6:50pm) and Secretary/Treasurer, Selma Ritter.

ANNOUNCEMENT – will be made during the regular Board of Supervisors meeting this evening beginning at 7:00 p.m.

DISCUSSION OF PROPOSED 2023 BUDGET

- a. Revenues. The following changes to the proposed 2023 General Fund Revenues were requested by the Supervisors:
- i. 310.100- *Real Estate Transfer Tax* is being increased from \$102,000.00 to \$115,000.00
  - ii. 310.240- *Earned Income Tax* is being increased from \$825,000.00 to \$850,000.00.
  - iii. 331.000- *Fines* are being decreased from \$15,500.00 to \$8,425.00.
  - iv. 342.200- *SBRPD Rent- 6292 Sullivan Trail*, is listed at \$37,660.00. This line item will need to be reviewed at a future meeting. The lease between Plainfield Township, Wind Gap and Pen Argyl needs to be renegotiated and resolved.
  - v. 342.210- *SBRPD Electric*, shown at \$7,500.00, will be increased five percent (5%).
  - vi. 342.220- *SBRPD Water Utility* is being increased from \$800.00 to \$1,000.00.
  - vii. 342.230- *SBRPD Fuel Oil Utility* is being increased from \$2,000.00 to \$3,000.00.
  - viii. 342.270- *SBRPS Telephone (VOIP System)* is being increased from \$0.00

to \$4,400.00.

- ix. 352.530- *Federal Entitlements To Local Government Units (ARPA)* showed an amount of \$326,149.26 in the 2022 Budget from the first distribution, which was awarded in the beginning of 2021. The funding agency deposited the money into the General Fund, then the Township transferred the money to the ARPA (American Rescue Plan Act) Fund; this was a pass-through transaction. The second half of the awarded money was received in 2022, but was not planned, nor received, prior to the 2022 Budget adoption. These entitlements are not a regular revenue source, therefore, the 2023 Budget draft is being decreased to \$0.00, which created a deficit for the total 2022 Budget in comparison to 2022 Budget. Supervisor Mellert pointed out that the Township is under certain guidelines for how and when these funds can be spent.
- x. 361.300- *Zoning and Subdivision and Land Development* is being increased from \$4,200.00 to \$10,000.
- xi. 362.403- *Certificate of Occupancy Issuance Fees* are being decreased from \$5,250.00 to \$0.00 because they are no longer being issued by the Township.
- xii. 362.407- *Driveway Permit Deposits* are approximately \$50.00 to \$65.00 each. When the engineer's bill is received, the office staff bills the owner for the remaining balance. Supervisor Mellert suggested this fee be discussed and possibly increased. The current re-billing process is time intensive to administrative hours.
- xiii. 380.100- *Miscellaneous Insurance Reward (Benecon Projected Surplus)* is increased from \$27,000.00 to \$30,000.00 for 2023.

Solicitor Backenstoe was asked if there was a legal requirement regarding how much a municipal budget line item could be increased. After he reviewed the regulations, he stated the restrictions depend on several factors, but in general a change of 25% in a major category and/or 10% in the overall budget is acceptable.

b. Expenditures. The Supervisors then requested the following changes to the proposed 2023 Expenditures:

- i. 414.425- *Update of Regional Comprehensive Plan* shows \$11,500.00. Supervisor Moore commented implementation of the comprehensive plan could increase the amount needed under this line item. More information is needed.
- ii. 414.400- *Act 537 Sewage Facilities Plan Update* shows \$5,000.00. More information is needed. The Act 537 Plan update should be completed in 2022.
- iii. 434.000- *Hwy. Maint. – Street Lights* had a typographical error, which will be corrected. The entered amount was \$4,200.00, but the correct amount should have been \$42,000.00.

c. Donation Appeal Letters. No discussion this evening.

- i. Bushkill Stream Conservancy, \$250.00 Donation Request.
  - ii. Slate Belt Heritage Center, \$150.00 Donation Request.
  - iii. Peaceable Kingdom, Inc., Any Donation Amount.
- d. Correspondence. No discussion.
- i. Pennsylvania Department of Transportation, Notice of Estimated Allocation of Municipal Liquid Fuels and Turnback for 2023, in the Amount of \$275,081.98.
  - ii. Keycodes Inspection Agency 2023 Fee Schedule-Miscellaneous Services.
  - iii. Solicitor David Backenstoe 2023 Hourly Rate at \$150.00/per hour.

CITIZEN'S AGENDA/NON-AGENDA – there were no public comments.

ADJOURNMENT

**ACTION: Supervisor Mellert made a motion to adjourn the meeting at 06:58 PM, seconded by Supervisor Moore. Motion passed: vote 5:0.**

Respectfully submitted,

/s/ *Selma Ritter*

Selma Ritter  
Township Secretary/ Treasurer  
Plainfield Township