



PLAINFIELD TOWNSHIP BOARD OF SUPERVISORS AGENDA

REGULAR MEETING (SECOND)
January 11, 2023 (7:00 PM EST)

Plainfield Township Municipal Building
6292 Sullivan Trail
Nazareth, PA 18064

- I. CALL TO ORDER – DAVID BACKENSTOE, ESQ. (TEMPORARY CHAIRMAN)**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL – Jeff Bartlett, Interim Township Manager**

Glenn Borger, Chairman	Paul Levits, Vice-Chairman
Jane Mellert, Supervisor	Donald Moore, Supervisor
Ken Fairchild, Supervisor	

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

- 1. Nomination and Election of Chairman of the Board of Supervisors for 2023
Glen Borger

NOMINATION AND ELECTION OF VICE-CHAIRMAN:

- 1. Nomination and Election of Vice-Chairman of the Board of Supervisors for 2023
Paul Levits

TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):

- 1. Appointment of Township Assistant Secretary – Jeff Bartlett
- 2. Appointment of Zoning Officer/Code Enforcement Officer – Sharon Pletchan
- 3. Appointment of Township Treasurer – Amy Riger

TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):

1. Appointment of Solicitor and Fees – David M. Backenstoe, Esquire
Hourly Rate of \$150.00 as per fee Schedule.

TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):

1. Appointment of Labor Attorney and Fees – Neil Morris, Esquire
Hourly Rate of \$365 as per fee schedule.

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

1. Appointment of Environmental Legal Counsel and Fees- John Embick, Esquire
Hourly Rate of \$135.00 as per fee schedule.

ZONING HEARING BOARD SOLICITOR RATE:

1. Zoning Hearing Board Solicitor Fees – for Lisa Pereira, Esquire.
Hourly Rate of \$135.00 as per fee schedule.

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 2023 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 2023 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 2023 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 2023 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 2023 Municipal Professional Fee Schedule, as provided

ZONING HEARING BOARD (FIVE YEAR TERM):

1. Appointment of Zoning Hearing Board Member (Full Term) Geoffrey Worthington

ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):

1. Appointment of Alternate Zoning Officer – Jeff Bartlett Interim Township Manager

BUILDING CODE OFFICIAL (APPOINTED ANNUALLY)

1. Appointment of Building Code Official KeyCodes -Sherwin Miller

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 2023 Fee Schedule

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Planning Commission Secretary - Sharon Pletchan
The Planning Commission Secretary’s hourly rate will be the same as the Zoning Officer hourly rate when the Zoning Officer is serving as the Planning Commission Secretary

RECREATION BOARD (FIVE-YEAR TERM):

1. Appointment of Recreation Board Member (Full Term) Robert Cornman, Jr.

VACANCY BOARD CHAIRMAN: (ONE-YEAR TERM):

1. Appointment of Vacancy Board Chairperson – Matthew Glennon

PSATS STATE CONVENTION/COUNTY CONVENTION/APMM ANNUAL CONFERENCE:

1. Authorization for the Board of Supervisors (up to 5), Township Manager and one other administrative employee to attend the 2023 PSATS’ Annual Education Conference **April 23-26, 2023** 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 2023 PSATS' Annual Education Conference **April 23-26, 2023** State Convention - Jane Mellert
3. Authorization for the Board of Supervisors and Township Manager to attend the 2023 County Convention; and authorize reimbursement for expenses.

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, Interim Township Manager and Alternate Jane Mellert
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

INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2023 CALENDAR/FISCAL YEAR):

1. Approval of 2023 IT Services Provider Contract - Valley Networks for 1st quarter, pending further review.

JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2023 CALENDAR/FISCAL YEAR)

1. Approval of 2023 Janitorial Services Provider Contract- Vanguard Cleaning Systems for 1st quarter pending further review.

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Pibbles Paws Safe Haven

2. Subdivision Administrator, Junkyard Administrator, Floodplain Administrator – Sharon Pletchan, Zoning Officer
3. Delinquent Refuse Fee Collector –Treasurer
4. Right-to-Know/Open Records Officer- Interim Manager Jeff Bartlett
5. Driveway Administrators – Township Engineer, Township Manager and Sharon Pletchan, Zoning Officer
6. 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

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 Glenn Borger & Alternate Don Moore

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 23, 2023 and December 28, 2023) at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064.

DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:

1. Community Wide Yard Sale- July 7, 8 and 9, 2023 (Rain or Shine)
2. Trick or Treat Night- Tuesday, October 31, 2023 (5:00pm- 7:00pm) (Rain or Shine)

SALARIES and COMPENSATION

1. Zoning Officer Wage Rate – \$35.52 hour (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.
2. Treasurer Hourly Wage Rate -\$24.00(Non-Exempt); Authorization to attend Board of Supervisors meetings, Budget meetings and other Special meetings as required.
3. Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – 2023 mileage rate for business use, as set by the IRS, is 65.5 cents per mile
4. Authorization of Compensation for Zoning Hearing Board Members - \$50.00 per meeting
5. Authorization of Compensation for Planning Commission Members \$50.00 per meeting
6. Authorization of Compensation of Emergency Management Coordinator \$2,400.
7. Authorization to compensate Part Time snow removal employees at \$20.00 an hour.
8. Authorization to compensate Part time grass mowers at \$16.00 an hour.

SUPERVISOR LIAISON POSITIONS:

1. Slate Belt Regional Police Commissioners (Delegate and Alternate)
Ken Fairchild and Jane Mellert
2. Road Department Liaison - Glenn Borger
3. Office Liaison - Don Moore
4. Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority
Paul Levits
5. Wind Gap Municipal Authority Ad HOC Committee Jeff Bartlett, Paul Levits
6. Farmer’s Association Advisory Committee Jane Mellert , Glenn Borger
7. Emergency Services Liaisons Ken Fairchild, Jeff Bartlett

8. Northampton County Association of Township Officials Delegate- Jeff Bartlett and Alternate Jane Mellert

Resolutions

1. **Resolution #2023-01** – Resolution Adopting and Setting the 2023 Schedule of Fees for Plainfield Township
2. **Resolution #2023-02** – Non-Uniform Pension Plan Resolution
3. **Resolution #2023-03** – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – Jeff Bartlett, Interim Township Manager
4. **Resolution #2023-04**– Resolution Designating Depositories for Township Funds)
5. **Resolution #2023-05** – 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).

6. **Resolution #2023-06** – Appointment of Certified Public Accountant Firm Zelenkofsky Axelrod LLC to Conduct the 2022 Fiscal Year Audit of the Accounts of Plainfield Township and the Officers of Plainfield Township; Affixing the Compensation of Certified Public Accountant Firm at \$9,690.00(Legal Advertisement was published in the **November 2022** issue of the *Express-Times*)

Regular Agenda for January 11, 2023 Board of Supervisors Meeting.

I. TOWNSHIP ENGINEER – JEFF OTT, P.E.:

- a. Consideration of Approval PC-2022-005- Grand Central Sanitary Landfill- 910 W. Pennsylvania Avenue, Pen Argyl, PA 18072- Land Development Application resubmission (waiver requests) • Application Received: April 26, 2022 • Expires: January 31, 2023; extension requested to 3/31/23.

II. CURRENT BUSINESS:

- 1). Consideration to Approve Purchase of Top Soil / Aggregate Materials Sifter
- 3). Consideration and approval to release Salt Shed Payment #5 to Kobalt Construction Inc. in the amount of \$25,425. 00
- 4). Discussion and Update on Plan Slate Belt Project.
- 5). Discussion and possible action on PLIGIT Procurement Card Policy.
- 6). Discussion and possible action regarding the Slate Belt Police Commission 2023 lease agreement.
- 7.) Authorization by the Board of Supervisors to approve Plainfield Township Volunteer Fire Department to enter into a financial agreement to purchase a new pumper tanker and commercial tanker.
- 8). Authorization by the Board to Approve Fidelity Bank documents authorizing new Board members as official signers and authorizing Amy Riger as Treasurer for banking purposes
- 9). Discussion regarding Part Time Assistant Secretary Position and assigned duties.

III. CITIZEN’S AGENDA/NON-AGENDA (*There is a 5-minute time limit for speakers. Please state your name prior to addressing the Board of Supervisors*)*

*In addition to direct public participation during the meeting, written comments concerning any listed agenda items may be submitted to the Township Manager by way of an email to manager@plainfieldtownship.org or via U.S. Mail C/O Township Manager, Plainfield Township, 6292 Sullivan Trail, Nazareth, PA 18064.

IV. BOARD OF SUPERVISORS REPORTS

- A. Glenn Borger
- B. Paul Levits
- C. Ken Fairchild
- D. Don Moore
- E. Jane Mellert

V. ADJOURNMENT