

PLAINFIELD TOWNSHIP 2021
REORGANIZATION/ORGANIZATION MEETING
MINUTES

The annual organization/reorganization meeting of the Plainfield Township Board of Supervisors was held on Monday, January 4, 2021 via Telephone Conference 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.

Chairman, Randy Heard, called the meeting to order at 5:30 P.M.

The Pledge of Allegiance was performed.

ROLL CALL:

The following Supervisors answered roll call: Chairman, Randy Heard, Vice Chairman, Glenn Borger, Jane Mellert, Stephen Hurni and Joyce Lambert.

Also present were Township Manager, Thomas Petrucci, Administrative Assistant, Paige Stefanelli, Treasurer, Katelyn Kopach, 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

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 2021 and Assumption of Chair:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to Nominate and Elect Mr. Randy Heard for Chairman of the Board of Supervisors for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Mr. Randy Heard abstaining.

NOMINATION AND ELECTION OF VICE CHAIRMAN:

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to Nominate and Elect Mr. Glenn Borger for Vice Chairman of the Board of Supervisors for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Mr. Glenn Borger abstaining.

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

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to appoint Thomas Petrucci as Township Manager/Secretary for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to appoint Sharon Pletchan as Zoning Officer/Code Enforcement Officer for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to appoint Katelyn Kopach as Treasurer for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Chairman, Randy Heard, abstaining.

ACTION: Motion was made by Jane Mellert and seconded by Stephen Hurni to appoint Paige Stefanelli as Administrative Assistant for 2021. *Prior to the vote, Chairman, Randy Heard, 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 Chairman, Randy Heard, to appoint David M. Backenstoe, Esquire as Township Solicitor for 2021 at the rate of \$130.00 per hour and 3rd party Solicitor rate of \$190.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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 Joyce Lambert to appoint Neil Morris, Esquire as Labor Attorney for 2021 at the hourly rate of \$345.00 per hour and Assistant Labor Attorney Gabriel Cellii at the rate of \$305.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):

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

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to appoint John Embick, Esquire as Environmental Legal Counsel at the rate of \$130.00 per hour. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

TOWNSHIP SPECIAL LEGAL COUNSEL- ZONING (APPOINTED ANNUALLY):

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

ACTION: Motion was made by Glenn Borger and seconded by Joyce Lambert to appoint James Preston, Esquire as Special Legal Counsel (Zoning) for 2021 at the rate of \$150.00 per hour. *Prior to the vote, Chairman, Randy Heard, 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. (Michael Kukles, P.E.)- Rates set pursuant to 2021 Fee Schedule, as provided:

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to appoint Ott Consulting Inc. (Michael Kukles, P.E.) as the Township Engineer for 2021 with rates set pursuant to the 2021 Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, 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 2021 Municipal Professional Fee Schedule, as provided:

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to appoint Hanover Engineering Associates, Inc. as the Alternate Township Engineer for 2021 with rates set pursuant

to the 2021 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, 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 2021 Municipal Professional Fee Schedule, as provided:

ACTION: Motion was made by Glenn Borger and seconded by Joyce Lambert to appoint the Primary Landfill Inspector Christopher Taylor (Hanover Engineering Associates, Inc.) and Alternate Landfill Inspector Jacob Schray (Hanover Engineering Associates, Inc.) for 2021 with rates set pursuant to the 2021 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to appoint Hanover Engineering Associates, Inc. (Jason E. Smith, P.W.S.) as the Wetlands/Environmental Consultant with rates set pursuant to the 2021 Municipal Professional Fee Schedule, as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ZONING HEARING BOARD:

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

Chairman, Randy Heard, made a motion to appoint Mr. Donald Moore to the Zoning Hearing Board as an Alternate Member. This motion did not carry due to a lack of a second.

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 Stephen Hurni and seconded by Chairman, Randy Heard, to appoint Township Manager, Tom Petrucci as the Alternate Zoning Officer for 2021. *Prior to the vote, Chairman, Randy Heard, 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 Glenn Borger and seconded by Stephen Hurni to appoint Administrative Assistant, Paige Stefanelli as the Building Code Official for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger 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 2021 Fee Schedule, which includes the 5% administrative charges as set forth within the Fee Schedule. *Prior to the vote, Chairman, Randy Heard, 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 – Tom Caffrey, Esquire:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to set the rate of Zoning Hearing Board Solicitor Tom Caffrey, Esquire as \$130.00 per hour for 2021. *Prior to the vote,*

Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

PLANNING COMMISSION (FOUR YEAR TERM):

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

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to appoint Mr. Glenn Geissinger to the Full Term Planning Commission Member Position (expiring 1/1/2025). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):

1. Appointment of Planning Commission Secretary – Paige Stefanelli:

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint Paige Stefanelli as the Planning Commission Secretary. *Prior to the vote, Chairman, Randy Heard, 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 Glenn Borger and seconded by Stephen Hurni 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, Chairman, Randy Heard, 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):

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to appoint Mr. Robert Farley as a member of the Recreation Board (term expiring 1/1/2026). *Prior to the vote,*

Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

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

ACTION: Motion was made by Glenn Borger and seconded by Joyce Lambert to appoint Township Manager, Tom Petrucci, as the Recreation Board Secretary for 2021. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

VACANCY BOARD CHAIRMAN: (ONE YEAR TERM):

1. Appointment of Vacancy Board Chairperson:

No appointments were made at this time.

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. 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.
3. 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).

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to authorize 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; 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;
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). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

4. Appointment of Voting Delegate to the 2021 PSATS' Annual Education Conference April 18-21, 2021 State Convention:

This matter has been tabled until further notice.

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 (Katelyn Kopach):
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 Chairman, Randy Heard, and seconded by Stephen Hurni 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 (Katelyn Kopach); 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, Katelyn Kopach. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0 for agenda items 1, 3, 4, 5 and 6. Vote 4-0-1 for agenda item 2, with Chairman Randy Heard abstaining.

ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE YEAR TERM):

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to appoint Jane Mellert as a member of the Environmental Advisory Council Member (term expiring 1/1/2024). *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Jane Mellert abstaining.

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to appoint Jeffrey Beavan as a member of the Environmental Advisory Council Member (term expiring 1/1/2024). *Prior to the vote, Chairman, Randy Heard, 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 Jane Mellert and seconded by Glenn Borger to appoint Township Manager, Tom Petrucci, as the Environmental Advisory Council Secretary for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

EAC SECRETARY’S RATE:

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

This informational agenda item was no longer applicable.

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. It is anticipated that the swearing in of the Special Fire Police will take place during the January 13, 2021 regular Board meeting.

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

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the 2021 IT Services Provider Contract with Valley Networks, as provided. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

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

This matter has been tabled until further notice.

MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):

1. Animal Control Officer – Pibbles Paws Safe Haven:
2. Subdivision Administrator – Thomas Petrucci:
3. Right-to-Know/Open Records Officer- Thomas Petrucci:
4. Driveway Administrators – Township Engineer, Township Manager and Sharon Pletchan, Zoning Officer:
5. Junkyard Administrator – Sharon Pletchan, Zoning Officer:
6. Floodplain Administrator- Sharon Pletchan, Zoning Officer:
7. 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 Chairman, Randy Heard, to appoint the Animal Control Officer as Pibbles Paws Safe Haven; the Subdivision Administrator 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, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to appoint Lawrence Sapone, Jr. as Road Foreman for 2021 pursuant to the Collective Bargaining Agreement. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

9. Assistant Road Department Foreman – James Ackerman, Jr.:

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to appoint James Ackerman, Jr. as the Assistant Road Department Foreman for 2021 pursuant to the Collective Bargaining Agreement. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

10. Refuse Fee Collector – Katelyn Kopach:

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to appoint Treasurer, Katelyn Kopach, as the Refuse Fee Collector for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Chairman, Randy Heard, abstaining.

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 Joyce Lambert to establish the amount of the Township Treasurer’s Bond as \$2,000,000.00 for 2021. *Prior to the vote, Chairman, Randy Heard, asked if*

there were any comments from the governing body or the public. Motion approved. Vote 4-0-1 with Chairman, Randy Heard, abstaining.

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

ACTION: Motion was made by Jane Mellert and seconded by Chairman, Randy Heard, to establish the amount of the Township Manager's Bond as \$500,000.00 for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert 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, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.*

AUDITORS: (ELECTED POSITIONS):

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

This matter was informational only. No action was taken at this time.

TAXES:

1. Real Estate Tax – 7.0 Mills (Rate set and adopted in December via Resolution):

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the Real Estate Tax to 7.0 Mills. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 4-1 with Stephen Hurni voting no.*

Township Manager Petrucci noted that you cannot change the Real Estate Tax rate via a motion. The rate is set via Resolution in the preceding calendar year.

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) – Fidelity Bank:
8. Retro Fee – \$1.65 per ton (Special Account) Univest Bank:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Joyce Lambert to approve the Act 511 Taxes – (the same); Local Services Tax – \$52.00; Earned Income Tax – 1.60% (Resident) (Set by Ordinance December 26, 2007); Earned Income Tax – 1.00% (Non-Resident); Waste Disposal Business Privilege Tax – \$.45 per ton (Trust Fund); Host Municipal Fee – \$1.00 per ton (General Fund) – Merchant’s Bank; and the Retro Fee – \$1.65 per ton (Special Account) Merchant’s Bank. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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):

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve the meeting schedules for 2021, as presented. *Prior to the vote, Chairman, Randy Heard, 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. 2021 Community Wide Yard Sale- July 9, 10 and 11, 2021 (Rain or Shine):

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Jane Mellert to approve the 2021 Community Wide Yard Sale- July 9, 10 and 11, 2021 (Rain or Shine). *Prior to the vote, Chairman, Randy*

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

2. Trick or Treat Night- Thursday, October 31, 2021 (6:00pm- 8:00pm) (Rain or Shine):

This matter has been tabled. No action has been taken at this time.

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)

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to confirm all Paid Holidays for Non-Union Personnel as per the adopted Personnel Manual. Prior to the vote, Chairman, Randy Heard, 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 Joyce Lambert 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)

Ryan Hester- \$21.72

Prior to the vote, Chairman, Randy Heard, 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 Stephen Hurni and seconded by Glenn Borger to approve the Road Foreman hourly rate in the amount of \$29.92 pursuant to the CBA, as presented. *Prior to the vote, Chairman, Randy Heard, 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 Stephen Hurni and seconded by Jane Mellert to approve the Road Department Seasonal Snow Removal hourly rate at the amount of \$20.00. *Prior to the vote, Chairman, Randy Heard, 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 Stephen Hurni and seconded by Chairman, Randy Heard, to approve the Road Department Seasonal Summer Grass Mowing/Laborers hourly rate at the amount of \$15.00. *Prior to the vote, Chairman, Randy Heard, 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 Glenn Borger and seconded by Chairman, Randy Heard, to approve the Zoning Officer Wage Rate in the amount of \$33.65 per hour with a flexible schedule and a maximum of forty (40) hours per week. *Prior to the vote, Chairman, Randy Heard, 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. No action was taken at this time.

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:

ACTION: Motion was made by Stephen Hurni and seconded by Jane Mellert to approve the Treasurer Hourly Wage Rate at the amount of \$19.90. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Chairman, Randy Heard, abstaining.

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 Glenn Borger and seconded by Stephen Hurni to approve the Administrative Assistant/Building Code Official Hourly Wage Rate/Building Code Official Compensation in the combined total amount of \$19.71, with the Administrative Assistant hourly rate set as \$17.31 per hour and the Building Code Official position compensated at an annual allocation of \$5,000.00 to be paid in twenty-six (26) equal installments throughout the 2021 calendar year. *Prior to the vote, Chairman, Randy Heard, 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 – 2021 mileage rate for business use, as set by the IRS:

ACTION: Motion was made by Glenn Borger and seconded by Jane Mellert to approve the Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – 2021 mileage rate for business use, as set by the IRS in the amount of \$0.56 per mile. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni 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 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Glenn Borger and seconded by Stephen Hurni to authorize the Compensation for the Planning Commission Members in the amount of \$50.00 per meeting for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

12. Authorization of Compensation of Emergency Management Coordinator:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to authorize the Compensation for the Emergency Management Coordinator in the amount of \$2,400.00 for 2021. *Prior to the vote, Chairman, Randy Heard, 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 01/01/2021);
(2 Year Term of Jane Mellert expires 01/01/2021):

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve the Slate Belt Regional Police Commissioners Delegate and Alternate as Stephen Hurni and Jane Mellert for a 2 year term expiring 1/1/2023. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 3-0-2 with Stephen Hurni and Jane Mellert abstaining.

2. Road Department Liaison(s):

ACTION: Motion was made by Stephen Hurni and seconded by Chairman, Randy Heard, to approve Glenn Borger as the Road Department Liaison for 2021. *Prior to the vote, Chairman, Randy Heard, 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 Chairman, Randy Heard, to approve Joyce Lambert and Jane Mellert as the Office Liaisons for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve Township Manager, Tom Petrucci, as the Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

5. Wind Gap Municipal Authority Ad HOC Committee:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve Randy Heard as the representative of the Township on the Wind Gap Municipal Authority Ad HOC Committee for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

6. Farmer's Association Advisory Committee:

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve the Farmer's Association Advisory Committee for 2021. *Prior to the vote, Chairman, Randy Heard, 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 Chairman, Randy Heard, and seconded by Glenn Borger to approve Randy Heard as the Emergency Services Liaison for 2021. *Prior to the vote, Chairman, Randy Heard, 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 Glenn Borger to approve the Northampton County Association of Township Officials Delegate and Alternate as Township Manager, Tom Petrucci, and Stephen Hurni for 2021. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

RESOLUTIONS:

1. **Resolution #2021-01 – Resolution Adopting and Setting the 2021 Schedule of Fees for Plainfield Township:**

ACTION: Motion was made by Stephen Hurni and seconded by Glenn Borger to approve Resolution #2021-01 as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

2. **Resolution #2021-02 – Non-Uniform Pension Plan Resolution:**

ACTION: Motion was made by Jane Mellert and seconded by Glenn Borger to approve Resolution #2021-02 as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

3. **Resolution #2021-03 – Appointing the Chief Administrator for Plainfield Township Non-Uniform Pension Plan – (Township Treasurer):**

ACTION: Motion was made by Jane Mellert and seconded by Glenn Borger to approve Resolution #2021-03 as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 4-0-1 with Chairman, Randy Heard, abstaining.

4. **Resolution #2021-04– Resolution Designating Depositories for Township Funds:**

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve Resolution #2021-04 as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

5. **Resolution #2021-05 – Township Manager Compensation Resolution (Required by Second Class Township Code):**

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Stephen Hurni to approve Resolution #2021-05 as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

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)

ACTION: Motion was made by Glenn Borger and seconded by Chairman, Randy Heard, to approve Resolution #2021-06 as presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

7. **Resolution #2021-07 – Tax Collector Compensation for 2021, 2022, 2023, and 2024:**

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve Resolution #2021-07 as presented. Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public. Motion approved. Vote 5-0.

8. **Appointment of Certified Public Accountant firm to audit 2020 fiscal year will be listed on Wednesday, January 13, 2021 regular meeting agenda:**

This item is informational only. No action was taken at this time.

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 – Uninvest 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 – Uninvest 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

ACTION: Motion was made by Chairman, Randy Heard, and seconded by Glenn Borger to approve all Plainfield Township accounts as presented. *Prior to the vote, Chairman, Randy Heard, asked if there were any comments from the governing body or the public.* Motion approved. Vote 5-0.

ADJOURNMENT:

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

The meeting adjourned at 6:48 P.M.

Respectfully submitted,

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

These minutes were prepared with the assistance of the Administrative Assistant of the Township, Paige Stefanelli, under the direction of the Township Manager/Secretary.

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.