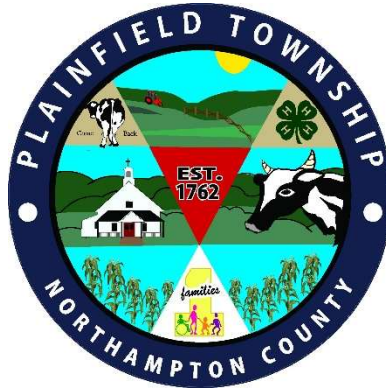


**PLAINFIELD TOWNSHIP REORGANIZATION MEETING**  
**AGENDA**



**JANUARY 2, 2018 – 5:30PM**

*Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, PA 18064*

**CALL TO ORDER BY PRESIDING CHAIRMAN**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**NOMINATION AND ELECTION OF TEMPORARY CHAIRMAN**

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

1. Nomination and Election of Chairman of the Board of Supervisors for 2018 and Assumption of Chair

***(2018 CHAIRMAN IS SEATED)***

**NOMINATION AND ELECTION OF VICE CHAIRMAN:**

1. Nomination and Election of Vice Chairman of the Board of Supervisors for 2018

**TOWNSHIP ADMINISTRATIVE POSITIONS (APPOINTED ANNUALLY):**

1. Appointment of Township Manager/Secretary – Thomas Petrucci
2. Appointment of Township Treasurer – Katelyn Kopach
3. Appointment of Administrative Assistant– Paige Gerstenberg

**TOWNSHIP SOLICITOR (APPOINTED ANNUALLY):**

1. Appointment of Solicitor and Fees – David M. Backenstoe, Esquire

**TOWNSHIP LABOR ATTORNEY (APPOINTED ANNUALLY):**

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

**TOWNSHIP ENVIRONMENTAL LEGAL COUNSEL (APPOINTED ANNUALLY):**

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

**TOWNSHIP ENGINEER (APPOINTED ANNUALLY):**

1. Appointment of Township Engineer and Fees – Ott Consulting Inc. (Michael Kukles, P.E.)  
Rates set pursuant to 2018 Fee Schedule, as provided

**TOWNSHIP ENGINEER (ALTERNATES) (APPOINTED ANNUALLY):**

1. Appointment of Alternate Township Engineer and Fees for Janson Woods Subdivision – Keystone Consulting Engineers, Inc. (Kevin Harwick, P.L.S.)  
Rates set pursuant to 2018 Municipal Professional Fee Schedule, as provided
2. Appointment of Alternate Township Engineer and Fees for Synagro Technologies, Inc. – Hanover Engineering Associates, Inc. (Farley Fry, P.E. and Robert Lynn, P.E.)  
Rates set pursuant to 2018 Municipal Professional Fee Schedule, as provided

**SPECIAL ENVIRONMENTAL ENGINEERING CONSULTANT (APPOINTED ANNUALLY):**

1. Appointment of Special Environmental Engineering Consultant- Michael Brunamonti, P.E.- BCM Engineers (Rates set pursuant to 2018 Professional Fee Schedule)

**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 2018 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 2018 Municipal Professional Fee Schedule, as provided

**ZONING HEARING BOARD (FIVE YEAR TERM):**

1. Appointment of Zoning Hearing Board Member (Full Term)
2. Appointment of Zoning Hearing Board Member (Term Expires 01/01/2019)
3. Appointment of Zoning Hearing Board Alternate Member(s) (Annual)

**ZONING OFFICER (APPOINTED ANNUALLY):**

1. Appointment of Zoning Officer – John Lezoche (KeyCodes Inspection Agency)

**ALTERNATE ZONING OFFICER (APPOINTED ANNUALLY):**

1. Appointment of Alternate Zoning Officer – Thomas Petrucci

**BUILDING CODE OFFICIAL/INSPECTOR (APPOINTED ANNUALLY):**

1. Appointment of Building Code Official/Inspector – KeyCodes Inspection Agency (Rates pursuant to 2018 Fee Schedule, which includes the 5% administrative charges as set forth within the Fee Schedule)

**ZONING HEARING BOARD SOLICITOR RATE:**

1. Zoning Hearing Board Solicitor Fees – James Zulick, Esquire

**PLANNING COMMISSION (FOUR YEAR TERM):**

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

**PLANNING COMMISSION SECRETARY (APPOINTED ANNUALLY):**

1. Appointment of Planning Commission Secretary

**PLANNING COMMISSION SECRETARY RATE:**

1. The Planning Commission Secretary's hourly rate will be the same as the Administrative Assistant hourly rate if position is filled by Administrative Assistant
2. The Planning Commission Secretary's hourly rate will be set by the Elected Auditors if member of Board of Supervisors

**RECREATION BOARD (FIVE YEAR TERM):**

1. Appointment of Recreation Board Member (Full Term)
2. Appointment of Recreation Board Member (Term Expires 01/01/2020)

**VACANCY BOARD CHAIRMAN: (ONE YEAR TERM):**

1. Appointment of Vacancy Board Chairman

**PSATS STATE CONVENTION/COUNTY CONVENTION/ICMA ANNUAL CONFERENCE:**

1. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2018 PSATS' Annual Education Conference April 22-25, 2018 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 2018 PSATS' Annual Education Conference April 22-25, 2018 State Convention
3. Authorization for the Board of Supervisors (up to 5) and Township Manager to attend the 2018 County Convention; authorizing the reimbursement of expenses of those officials attending the County Convention

4. Authorization for the Township Manager to attend the 2018 International City/County Management (ICMA) Annual Conference- September 23-26, 2018; authorizing the reimbursement of expenses of Township Manager attending the ICMA Annual Conference (2018 Budget Line Item 401.46)

**TAX COLLECTOR:**

1. EIT TAX COLLECTOR (PURSUANT TO ACT 32) – Keystone Collections Group – Contracted by the Northampton County Tax Collection Committee
2. Northampton County Tax Collection Committee Delegate and Alternate
3. Local Service Tax Collector – Keystone Collections Group (Contracted by the Board of Supervisors)
4. Act 511 Per Capita Tax Collector – annual at will – Susan Lieberman
5. Realty Transfer Tax Collector – annual at will – Recorder of Deeds Office of Northampton County
6. Delinquent Per Capita Tax and Local Services Tax Collector – annual at will – H.A. Berkheimer, Inc.
7. Waste Disposal Business Privilege Tax Collector – annual at will – Treasurer

**ENVIRONMENTAL ADVISORY COUNCIL MEMBERS (THREE YEAR TERM):**

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

**ENVIRONMENTAL ADVISORY COUNCIL SECRETARY (APPOINTED ANNUALLY):**

1. Appointment of Environmental Advisory Council Secretary – Jane Mellert

**EAC SECRETARY’S RATE:**

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

**APPOINTMENT AND SWEARING IN OF SPECIAL FIRE POLICE:**

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

**INFORMATION TECHNOLOGY (IT) SERVICES PROVIDER RENEWAL OF CONTRACT (2018 CALENDAR/FISCAL YEAR):**

1. Approval of 2018 IT Services Provider Contract (no change in rates from 2017)- Valley Networks

**JANITORIAL SERVICES PROVIDER RENEWAL OF CONTRACT (2018 CALENDAR/FISCAL YEAR)**

1. Approval of 2018 Janitorial Services Provider Contract- Vanguard Cleaning Systems

**MISCELLANEOUS TOWNSHIP OFFICIALS (APPOINTED ANNUALLY):**

1. Subdivision Administrator – Thomas Petrucci
2. Refuse Fee Collector – Katelyn Kopach
3. Right-to-Know/Open Records Officer- Thomas Petrucci
4. Junkyard Administrator – John Lezoche, Zoning Officer
5. Floodplain Administrator- John Lezoche, 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) Municipal Solid Waste and Recycling Ordinance of Plainfield Township- Township Manager and Zoning Officer;
  - e) Uniform Construction Code- Appointed Building Code Official/Municipal Code Official
7. Road Foreman - Larry Sapone (pursuant to Collective Bargaining Agreement effective 01/01/2015 through 12/31/2018)
8. Sewage Enforcement Officer and Fee Schedule – Daniel Mantz, Ott Consulting, Inc. (SEO #03919)
7. Alternate Sewage Enforcement Officers and Fee Schedule – Jeff Ott, Ott Consulting Inc. (SEO #03381); Steve Sell, Ott Consulting Inc. (SEO #03842);  
  
Christopher Taylor, Hanover Engineering, Inc., (SEO #03138); Jacob A. Schray, Hanover Engineering, Inc. (SEO # 03134); Scott J. Brown, Hanover Engineering, Inc. (SEO # 01716)
8. Chief Administrator for Plainfield Township Police Pension Plan and Plainfield Township Non-Uniform Pension Plans – (Treasurer)

**BONDS:**

1. Establishing the amount of the Township Treasurer's Bond (\$2,000,000.00)-  
*Increase from \$500,000.00 to \$2,000,000.00*
2. Establishing the amount of the Township Manager's Bond (\$500,000.00)

**ASSOCIATION REPRESENTATIVES (APPOINTED ANNUALLY):**

1. Slate Belt Council of Governments – Delegate & Alternate

**AUDITORS: (ELECTED POSITIONS) – (ACTION REQUIRED BY BOARD)**

1. Barry Portz – 01/01/2020
2. Kevin Phillips – 01/01/2022
3. **VACANT as of 1/1/2018**

**TAXES:**

1. Real Estate Tax – 6.5 Mills (**Rate set and adopted in December via Resolution**)
2. Act 511 Taxes – keep the same
3. Per Capita Tax -- \$5.00
4. Local Services Tax -- \$52.00
5. Earned Income Tax – 1.60% (Resident) (Set by Ordinance December 26, 2007)
6. Earned Income Tax – 1.00% (Non-Resident)
7. Waste Disposal Business Privilege Tax – \$ .45 per ton (Trust Fund)
8. Host Municipal Fee -- \$1.00 per ton (General Fund) – Merchant's Bank
9. Retro Fee -- \$1.65 per ton (Special Account) Merchant's Bank

**MEETING SCHEDULES:**

1. Board of Supervisor's Meetings to be the second Wednesday – 7:00pm to 10:30pm and Workshop Meetings, if necessary, the fourth Thursday from 7:00pm to 9:00pm (with the exception of Thursday, November 22, 2018) 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 2018 (advertised in the December 11, 2017 issue of the Express-Times)

**DATES OF TOWNSHIP WIDE SPECIAL EVENTS ESTABLISHED BY BOARD:**

1. 2018 Community Wide Yard Sale- July 6, 7 and 8, 2018 (Rain or Shine)
2. Trick or Treat Night- Wednesday, October 31, 2018 (6:00pm- 8:00pm) (Rain or Shine) (additional coordination/discussion required with Slate Belt COG)

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

New Year's Day- January 1, 2018  
Presidents' Day- February 19, 2018  
Good Friday- March 30, 2018  
Memorial Day- May 28, 2018  
Independence Day- July 4, 2018  
Labor Day- September 3, 2018  
Thanksgiving Day- November 22, 2018  
Day After Thanksgiving- November 23, 2018  
Christmas Day- December 25, 2018\*

*\*Christmas Eve falls on Monday, December 24, 2018; approval is requested from the Board of Supervisors to close the Municipal Office (one time only- not to set a precedent) on 12/24/2018.*

**Road Department paid holidays are set pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA)**

**SALARIES:**

1. Road Crew – pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA)
2. Road Foreman – pursuant to the 2015 through 2018 Collective Bargaining Agreement (CBA)
3. Road Department – Seasonal Snow Removal with CDL (\$20.00 per hour)
4. Road Department – Seasonal Snow Removal without CDL (\$15.00 per hour)
5. Road Department – Seasonal Summer Grass Mowing/Laborers (\$14.00 per hour)
6. Zoning Officer – Pursuant to the 2018 Fee Schedule from KeyCodes Inspection Agency: \$51.00 per hour during normal working hours (7AM to 5PM Monday thru Friday) \$71.40 per hour during non-normal working hours
7. Township Manager/Secretary Salary (Exempt) (Compensation of Township Manager set via Resolution)
8. Treasurer Hourly Wage Rate (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings and other Special meetings as required

9. Administrative Assistant Hourly Wage Rate (Non-Exempt); Authorization to attend all regular Board of Supervisors meetings, Budget Workshop meetings, Planning Commission meetings and other Special meetings as required.
10. Mileage Allowance for Employees (Non-Union and Union) Using Own Vehicles – **2018 mileage rate, as set by the IRS, is \$ .545 (\$54.5) cents per mile**
11. Authorization of Compensation for Zoning Hearing Board Members
12. Authorization of Compensation for Planning Commission Members
13. Authorization of Compensation of Planning Commission Secretary (Non-Member of Board of Supervisors only) and to attend all Planning Commission meetings
14. Authorization of Compensation of Emergency Management Coordinator

#### **SUPERVISOR LIAISON POSITIONS:**

1. Slate Belt Regional Police Commissioners (Delegate and Alternate)  
(2 Year Term of Stephen Hurni expires 01/01/2019);  
(2 Year Term of Jane Mellert expires 01/01/2019)
2. Road Department Liaison(s)
3. Office Liaison(s)
4. Liaison to the Wind Gap Sewer Authority & Pen Argyl Sewer Authority
5. Wind Gap Municipal Authority Ad HOC Committee
6. Farmer's Association Advisory Committee
7. Emergency Services Liaison
8. Northampton County Association of Township Officials (Delegate and Alternate)
- 9.

#### **MISCELLANEOUS:**

**Ordinance Adoption (required in order to appropriate the required formula for the 2018 Slate Belt Regional Police Department Budget- advertised in 12/20/17 issue of Express-Times**



1. **Ordinance #383 – AN ORDINANCE AMENDING ARTICLE V, SECTION B OF THE SLATE BELT REGIONAL POLICE DEPARTMENT CHARTER AGREEMENT WITH REGARD TO COST SHARING; AMENDING THE DEFINITION OF INCIDENT TO PROVIDE THAT IT SHOULD BE DETERMINED BY USING THE ACTUAL INCIDENT DATA AS COMPILED BY THE CHIEF OF THE SLATE BELT REGIONAL POLICE DEPARTMENT; SEVERABILITY; REPEALER; EFFECTIVE DATE**

### **Resolutions**

1. **Resolution #2018-01** – Resolution Adopting and Setting the 2018 Schedule of Fees for Plainfield Township
2. **Resolution #2018-02** – Non-Uniform Pension Plan Resolution
3. **Resolution #2018-03** – Appointment of Certified Public Accountant Firm to Conduct the 2017 Fiscal Year Audit of the Accounts of Plainfield Township and the Officers of Plainfield Township; Affixing the Compensation of Certified Public Accountant Firm (Legal Advertisement was published in the November 15, 2017 issue of the *Express-Times*)
4. **Resolution #2018-04** – Resolution Designating Depositories for Township Funds
5. **Resolution #2018-05** – Township Manager Compensation Resolution (Required by Second Class Township Code)

### **BANK ACCOUNTS:**

1. General Checking, Payroll Checking, Real Estate Taxes & Environmental Fund – Merchant’s Bank
2. General Cash Management – Merchant’s Bank
3. Highway Aid Fund – Merchant’s Bank
4. Plainfield Refuse Fund – First Northern
5. Recreation Fund – Merchant’s Bank
6. Police Pension – Ameriprise
7. Employee Pension – Uninvest & Ameriprise
8. 2014 DEP Growing Greener Grant – Merchants Bank
9. 2013 DEP Growing Greener Plus – Merchants Bank
10. ATC Mini-Grant – Merchants Bank
11. Open Space – Merchant’s Bank
12. Capital Construction – Merchant’s Bank
13. Capital Reserve – Merchant’s Bank
14. Capital Reserve CD’s – ESSA Bank
15. Host Retro – Merchant’s Bank
16. Environmental CD’s – ESSA Bank

17. Open Space CD's – ESSA Bank
18. Other Escrow Accounts – 136 Jason Terrace, 634 Bangor Road, Adams, Advantage Propane, Chandler Estates, Country Quest, East Penn Auto, Estates at Sullivan Trail, LLC, Estate Living by Countryquest, Eugene Stock Subdivision, Fields Floodplain, Fotopoulos, Gap View Partners, Green Knights (GCS Holding Tank), Green Knight Economic Development Corporation, Hope U.C.C., Jacobsburg Medical Office, Kennel/Dog-Training, Kostenbader and Pipeline Petroleum, Metrotek, Mintbrook Farms/Faust, Nolan Perin West Side Sullivan Trail, NAPER Development, PA American Water, Phase II City West Pen Argyl, R.R. Perin Maintenance Agreement, Recycling Holding Tank, Rich Roy Farms Cell Tower, Rolling Meadows, R. Perin/Sussick, RPM Recycling, Sawmill Golf Course, Strouse, Sullivan Trail Business Center, Synagro Alt. Site, Synagro Sketch Plan, Synagro Technologies, Taco Bell, Triple Net Investments XXIV LP, Vanhorn Holding Tank, William Sparo- Holding Tank, Wind Gap Logistics Center – Merchant's Bank
19. Business Privilege Tax (BPT) – Morgan Stanley
20. Trust Fund – Morgan Stanley
21. 2014 NC Low Volume Books Hill Grant – Merchants Bank
22. LSA Monroe Multi-Municipal Grant – Merchants Bank

## **COURTESY OF THE FLOOR**

## **ADJOURNMENT**

## **UPCOMING MEETINGS**

***The Elected Auditors Reorganization meeting will be held on Wednesday, January 3, 2018 at 8:00am.***

***The next regular monthly meeting of the Board of Supervisors will be held on Wednesday, January 10, 2018 from 7:00pm to 10:30pm***