

**PLAINFIELD TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATION MEETING MINUTES
JANUARY 3, 2011**

PAGE 1

The 2011 Reorganization Meeting of the Plainfield Township Board of Supervisors was held on Monday, January 3, 2011 at the Municipal Building, 6292 Sullivan Trail, Nazareth, Pa. 18064.

Attorney, David Backenstoe called the meeting to order at 5:30pm.

ROLL CALL:

The following Supervisors answered roll call: Glenn Borger, Michael Engler, Randy Heard, Joe Lerch and William Schmauder. Also present were Zoning Officer, Charles Knecht, Treasurer, Virginia Koehler and Executive Secretary.

TOWNSHIP ADMINISTRATIVE POSITIONS:

1. Chairman – annual – **(Michael Engler)**
Motion: Randy Heard Second: Glenn Borger Vote: 4-0-1, with Michael Engler abstaining.
2. Vice-Chairman – annual – **(Joseph Lerch)**
Motion: Randy Heard Second: Glenn Borger Vote: 4-0-1, with Joe Lerch abstaining.
3. Executive Secretary – annual at will – **(Joyce Lambert)**
Motion: William Schmauder Second: Michael Engler Vote: 5-0
4. Township Treasurer – annual at will – **(Virginia Koehler)**
Motion: Randy Heard Second: Joseph Lerch Vote: 5-0

TOWNSHIP SOLICITOR:

1. Solicitor – annual at will – **(David M. Backenstoe, Esquire at the rate of -- \$100/Hour)**
Motion: Joseph Lerch Second: Randy Heard Vote: 5-0

TOWNSHIP ENGINEER:

1. Engineer – annual at will – **(Keystone Consulting Engineers, Inc. – Kevin Harwick with the rates set pursuant to the 2011 Fee Schedule, as provided)**
Motion: Joseph Lerch Second: William Schmauder Vote: 5-0

LANDFILL INSPECTOR:

1. Primary – **(Christopher J. Noll (Keystone Consulting Engineers, Inc.)**
Motion: Randy Heard Second: Michael Engler Vote: 5-0
2. Alternate – **(Jim Iampietro, Keystone Consulting Engineers, Inc.)**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
Rates set pursuant to the 2011 Fee Schedule, as provided

POLICE DEPARTMENT:

1. **Police Chief** – annual (cause for removal) – **(Dean Ceraul)**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
2. **Police Liaison** – annual at will – **(Michael Engler & William Schmauder)**
Motion: Randy Heard Second: Joseph Lerch Vote: 5-0

ZONING HEARING BOARD:

Two Zoning Hearing Board Members are needed (Sam Sanguinito & Fay Fulmer's terms expire 01/01/2011). The term is three years.

1. Glenwood Rissmiller – January 1, 2012
2. Don Lambert – January 1, 2012
3. **Fay Fulmer – January 1, 2011**
4. John Santo – January 1, 2013
5. **Sam Sanguinito – January 1, 2011**

Appointment of Sam Sanguinito and Fay Fulmer to three year terms on the Zoning Hearing Board

Motion: Randy Heard Second: Joseph Lerch Vote: 5-0

There is one Annual appointment for the Zoning Hearing Board Alternate Member.

1. David Wilson

Appointment of David Wilson

Motion: Michael Engler Second: Randy Heard Vote: 5-0

ZONING OFFICER/CODE INSPECTOR:

1. **Zoning Officer/Code Inspector** – annual at will – **(Charles Knecht)**
Motion: Randy Heard Second: Joseph Lerch Vote: 5-0

ALTERNATE ZONING OFFICER:

1. **Alternate Zoning Officer** -- annual at will – **(Joyce Lambert)**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0

ALTERNATE BUILDING CODE INSPECTOR:

1. **Alternate Building Code Inspector** – annual at will – (**Keystone Code Consulting and Enforcement**)

Motion: Glenn Borger Second: Joseph Lerch Vote: 5-0

ZONING HEARING BOARD SECRETARY:

1. **Secretary** – annual at will – (**Joyce Lambert**)

Motion: Glenn Borger Second: Randy Heard Vote: 5-0

ZONING HEARING BOARD SOLICITOR:

1. **Zoning Hearing Board Solicitor** – annual at will – James Zulick, Esquire (the Zoning Hearing Board appoints the Zoning Hearing Solicitor) Rate for 2010 was set at \$100 per hour

Motion: Glenn Borger Second: Randy Heard to set the Zoning Hearing Board Solicitor's rate for 2011 at \$100.00 per Hour. Vote: 5-0

PLANNING COMMISSION:

There are three appointments to be made to the Planning Commission. Two will be for four-year terms and the third would be to fill the unexpired term of James Sandt (3 years) Planning Commission has recommended appointment of Robin Dingle for one of the appointments.

1. **James Sandt** – January 1, 2014
2. **Robert Simpson** – January 1, 2011
3. Paul Levits – January 1, 2014
4. Robert Cornman, Jr. – January 1, 2013
5. **Terry Kleintop** – January 1, 2011

Motion: Randy Heard Second: Michael Engler to appoint **Robin Dingle** and **Robert Simpson** to four-year terms on the Planning Commission and appoint **Terry Kleintop** to fill the unexpired term on Planning Commission of James Sandt until January 1, 2014 Vote: 5-0

PLANNING COMMISSION SECRETARY:

1. This position is handled by the Executive Secretary -- Annual – at will – (**Joyce A. Lambert**)

Motion: Glenn Borger Second: Randy Heard Vote: 5-0

RECREATION BOARD:

Recreation Board. The term is five years. **(One member must be reappointed – Michael Kresch) (Mike would accept reappointment)**

1. **Michael Kresch – January 1, 2011**
2. Alan Roberts – January 1, 2013
3. Ron Waberski – January 1, 2014
4. Glenn Borger – January 1, 2012
5. Nicholas DeFranco – January 1, 2015

Appointment of **Michael Kresch**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

STATE CONVENTION:

1. Appointment of **Delegate** and **Alternate** to the **State Convention**:

Delegate: Glenn Borger

Alternate: Randy Heard

Motion: Randy Heard Second: Michael Engler Vote: 5-0

TAX COLLECTOR:

1. **Tax Collector (Local Service Tax and Earned Income Tax) – annual at will (Rondi Wagner)**

Motion: Glenn Borger Second: Randy Heard Vote: 5-0

2. **Act 511 Per Capita Tax Collector – annual at will – (Susan Lieberman)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

3. **Realty Transfer Tax Collector – annual at will – (Recorder of Deeds Office of Northampton County)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

4. **Delinquent Per Capita Tax, Emergency Services Tax and Earned Income Tax Collector – annual at will – (H.A. Berkheimer, Inc.)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

5. **Waste Disposal Business Privilege Tax Collector – annual at will – (Virginia Koehler)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

ENVIRONMENTAL ADVISORY COUNCIL MEMBERS:

Two appointments are required. Term is for three years (James Sandt has turned in a Letter of Resignation and does not wish to be reappointed)

- | | | |
|--------------------------|----------------|------------------------|
| 1. Jane Mellert | 2 years | January 1, 2012 |
| 2. Terry Klientop | 3 years | January 1, 2011 |
| 3. John Santo | 2 years | January 1, 2012 |
| 4. Robert Cornman, Jr. | 3 years | January 1, 2013 |
| 5. Robert Simpson | 3 years | January 1, 2013 |
| 6. Glenn Borger | 3 years | January 1, 2013 |
| 7. James Sandt | 3 years | January 1, 2011 |

Appointment of: **Terry Kleintop & Bruce Rabenold to three year terms & Robin Dingle to fill the unexpired term of John Santo until 2012**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

ENVIRONMENTAL ADVISORY COUNCIL SECRETARY:

Secretary – Annual at Will – (Jane Mellert)

Motion: Glenn Borger Second: Randy Heard Vote: 5-0

EAC Secretary 2011 salary to be set at \$18.72 per hour only for secretarial work in connection with the EAC not for attendance at the meetings, with a cap of \$1,500 for the year.

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

MISCELLANEOUS TOWNSHIP OFFICIALS:

1. **Subdivision Administrator** – annual at will – **(Joyce Lambert)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

2. **Refuse Fee Collector** – annual at will – **(Joyce Lambert)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

3. **Junkyard Administrator** – annual at will – **(Charles Knecht, Zoning Officer)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

4. **Road Master** – annual at will – **(Joseph Lerch)**

Motion: Randy Heard Second: Glenn Borger Vote: 5-0

4. **Sewage Enforcement Officer & Fee Schedule** – annual at will –
(Christopher J. Noll)
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
5. **Alternate Sewage Enforcement Officer & Fee Schedule** – annual at will
(Keystone Consulting Engineers – Lisa Kern and Joseph Bednarick)
Motion: Randy Heard Second: Joseph Lerch Vote: 5-0
6. **Chief Administrator for Plainfield Township Police Pension Plan and Plainfield Township Non-Uniform Pension Plans** – annual at will –
(Virginia Koehler)
Motion: Randy Heard Second: Glenn Borger Vote: 5-0

ASSOCIATION REPRESENTATIVE:

1. Slate Belt Council of Governments
 1. **Primary – Joseph Lerch**
 2. **Alternate – Michael Engler**Motion: Glenn Borger Second: Randy Heard Vote: 5-0

MISCELLANEOUS:

1. **Vacancy Board** – annual at will – **(Wanda Gruber)**
Motion: Randy Heard Second: Joseph Lerch Vote: 5-0

AUDITORS: (ELECTED POSITIONS):

1. Marilyn Lieberman – 12/31/2011
2. Barry Portz – 12/31/2014
3. Gary Schlegel – 01/01/2015

January 3, 2011

Page 7

BANK ACCOUNTS:

1. General Checking & Payroll Checking – Wachovia
 2. General Cash Management – PLGIT
 3. Highway Aid – PLGIT
 4. Plainfield Refuse Fund -- PLGIT
 5. Recreation Fund – AmeriPrise
Recreation Fund – PLGIT
 6. Police Pension – AmeriPrise
 7. Employee Pension – AmeriPrise
 8. Community Development Block Grant – Wachovia
 9. Other Escrow Accounts – Chandler Estates, Constitution Avenue, Country Quest, Estates at Sullivan Trail, Fotopoulos, Gap View Partners, Green Knight's (GCS Holding Tank), GCS Southern Expansion, Mintbrook – Phase II, Mintbrook Farms, N. Perin (Sullivan Trail Estates), Pfeffer Subdivision (Estates at Colony Park), NAPER Development, Open Space, R. Perin (Maintenance Agreement), RPM Recycling Holding Tank, Rich Roy Farms, Rolling Meadows, RPM Recycling, Samuel Baurkot, Slate Belt Nazareth Baptist, Slate Hills (Gibraltar), Sullivan Trail Business Center, Sussick Maintenance (Trees), Tree Cycle, Triple Net Investments, Vanhorn Holding Tank, William Sparrow Holding Tank, Dennis Riley, Michael McGurk/Mutchler, Hicks Paving, Deer Foot/Cozze and Cingular Wireless
 10. BPT – PLGIT
 11. Trust Fund – Smith/Barney
- Motion to approve the list of bank accounts #1 thru #11, as listed: Michael Engler
Second: Randy Heard Vote: 5-0

TAXES:

1. **Real Estate Tax – 5 Mills (Rate set and adopted in December)**
 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)**
 9. **Retro Fee -- \$1.65 per ton (PLGIT Special Account)**
- Motion to approve the taxes for 2011 as listed in #1 thru #9 Glenn Borger
Second: Michael Engler Vote: 5-0

MEETINGS:

1. **Supervisor's Meetings to be the second Wednesday of each month at 7:00 P.M. at the Plainfield Township Municipal Building, 6292 Sullivan Trail, Nazareth, Pa. 18064.**

Motion: Glenn Borger Second: Randy Heard Vote: 5-0

SALARIES:

1. Police Chief – (Pursuant to Police Chief's Contract)
2. Police Officer's – pursuant to Collective Bargaining Agreement (current agreement expires 12/31/2011)
3. **Appointment of Douglas Lockard from full-time Probationary Patrol Officer 2 to full-time Patrol Officer 1, retroactive to 01/01/2011 Salary pursuant to the Police Collective Bargaining Agreement)**
Motion: Michael Engler Second: Randy Heard Vote: 5-0
4. Road Crew – pursuant to Collective Bargaining Agreement – (current agreement expires 12/31/2014)
5. Road Foreman – pursuant to the collective Bargaining Agreement
6. Road Master – (Wages set by the Elected Auditors at their meeting on January 4, 2011)
7. Road Department – Part-time Snow Removal – \$15.00 per hour
Motion to set the Part-time Snow Removal employees rate at **\$15.00** per hour
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
8. Road Department – Summer Part-time Grass Mowing – \$11.00 per hour
Motion to set the Part-time Summer Grass Mowing employees rate at **\$11.00** per hour
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
9. Zoning Officer/Code Inspector – **\$62,400 per year**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
10. **Sewage Enforcement Officer and Alternate Sewage Enforcement Officers – pursuant to the Keystone Consulting Engineers', Inc. Fee Schedule for 2011**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0

SALARIES CONTD:

11. Treasurer – **\$21.06 per hour**. Attendance at Supervisor Meetings for 2011--
\$25 per meeting or **\$21.06 per hour** if higher.
Motion: Glenn Borger Second: Randy Heard Vote: 5-0
12. Executive Secretary – **\$21.90 per hour**. Attendance at all Township Meetings
for 2011 -- **\$25 per meeting** or **\$21.90 per hour** if higher.
Motion: Glenn Borger Second: Michael Engler Vote: 5-0
13. Mileage Allowance – **2011 mileage rate, as set by the IRS, is \$.51 per mile**
Motion: Randy Heard Second: William Schmauder Vote: 5-0
14. Zoning Hearing Board Members -- **\$35 per Hearing**
Motion: Glenn Borger Second: Randy Heard Vote: 5-0
15. Zoning Hearing Board Secretary -- **\$50 per Hearing** (Secretarial work to be
done on Township time, additional hours to be requested, if needed)
Motion: Randy Heard Second: Glenn Borger Vote: 5-0
16. Planning Commission Members -- **\$35 per meeting**
Motion: Glenn Borger Second: Michael Engler Vote: 5-0
17. Planning Commission Secretary (Executive Secretary) – **\$25 per meeting, or
hourly rate of \$21.90/Hour if higher.**
Motion: Glenn Borger Second: Randy Heard Vote: 5-0
18. **Earned Income Tax Collector Salary – The Earned Income Tax
Collector’s salary for 2011 to be set at \$38,000.00 for EIT collections.**
Motion: Randy Heard Second: Glenn Borger Vote: 5-0

SUPERVISOR LIAISON POSITIONS:

Road Department Liaison:

1. **Joe Lerch**
2. **William Schmauder**

Motion: Michael Engler Second: Randy Heard Vote: 5-0

Office Liaison:

1. **Michael Engler**
2. **Randy Heard**

Motion: Joseph Lerch Second: Glenn Borger Vote: 5-0

January 3, 2011
Page 10

Financial Liaison:

1. Board of Supervisors

Motion: Randy Heard Second: William Schmauder Vote: 5-0

MISCELLANEOUS:

- 1. Resolution #2011-01 -- Police Pension Fund Resolution**
- 2. Resolution #2011-02 – Non-Uniform Pension Plan -- Chief Administrator (Virginia Koehler) Resolution**
- 3. Resolution #2011-03 – Police Pension Plan -- Chief Administrator (Virginia Koehler) Resolution**
- 4. Resolution #2011-04 -- Resolution for Reappointment of Kirk, Summa & Co., LLP, Auditor**
- 5. Resolution #2011-05 – Resolution readopting the Fees for Plainfield Township (All same as 2010)**

Motion to adopt Resolutions #2011-01 through 2011-05, as listed Randy Heard
Second: Glenn Borger Vote: 5-0

EMERGENCY MANAGEMENT COORDINATOR:

Appointment of Dean Ceraul, Police Chief to the position of **Temporary Emergency Management Coordinator for the year 2011**

Motion: Michael Engler Second: Glenn Borger Vote: 5-0

January 3, 2011
Page 11

ADJOURNMENT:

The regular monthly meeting of the Board of Supervisors will be held on Wednesday, January 12, 2011 at 7:00pm.

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

Meeting adjourned at 6:05pm.

Respectfully submitted,

Joyce A. Lambert, Executive Secretary
Plainfield Township
Board of Supervisors