

Board of Supervisors Reorganization Procedures

January 2, 2024

A motion was made by _____, seconded by _____ to appoint _____ as temporary Chairman and _____ as temporary Secretary. Motion carried.

A motion was made by _____, seconded by _____ to appoint _____ as Chairman of the Board for 2024. Motion carried.

A motion was made by _____, seconded by _____ to appoint _____ as Vice-Chairman of the Board for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as full-time Township Administrator / Secretary, Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer, Floodplain Manager, and Emergency Management Coordinator for 2024. Motion carried.

A motion was made by _____, seconded by _____, to set the amount of the Treasurer's bond at \$ _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Township Solicitor for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Township Engineer for 2024. Motion carried.

A motion was made by _____, seconded by _____, to advertise the following township meetings for 2024: Supervisors meetings, 7:30pm – 1/18, 2/15, 3/21, 4/18, 5/16, 6/20, 7/18, 8/15, 9/19, 10/17 11/21 12/19; Supervisor budget/special meetings, at 6:30pm – 9/19 10/17, and 7:00pm - 11/21; Planning Commission meetings as required, 7:30pm – 1/29, 2/26, 3/25, 4/29, 5/20, 6/24, 7/29, 8/26, 9/30, 10/28, 11/25, 12/30; Zoning Hearing Board meetings as required, 7:00pm -1/15, 2/19, 3/18, 4/15, 5/20, 6/17, 7/15, 8/19, 9/16, 10/21, 11/18, 12/16; EAC meetings as required, 7:30pm – 2/13, 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-1 establishing a fee schedule for engineering or municipal consultant fees for subdivision and land development review and for legal consultant fees. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-2 appointing _____ to serve on the Planning Commission for a term of 4 years ending 12/31/27. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-3 appointing _____ to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-4 appointing _____ to serve on the Zoning Hearing Board for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-5 appointing _____ to serve on the Environmental Advisory Council for a term of 3 years ending 12/31/26. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as the Chair for the Environmental Advisory Council for the year 2024. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-6 appointing _____ as a member of the Municipal Building Code Board of Appeals for a term of 5 years ending 12/31/28. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Chairman of the Vacancy Board for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as the Alternate Zoning Officer and Alternate Enforcement Officer of all ordinances and Alternate Parking Enforcement Officer and Alternate Floodplain Manager at a rate set by the KCE fee schedule for 2024. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-7 – to appoint _____ as Sewage Enforcement Officer for 2024 and to appoint _____ as alternate Sewage Enforcement Officer for 2024 at a rate set by the SEO fee schedule. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Building Inspector, Plumbing Inspector, Electrical Inspector and Building Code Official at a rate set by a fee schedule resolution for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Building Inspector, Plumbing Inspector and Electrical Inspector at a rate set by a fee schedule resolution for 2024. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-8 appointing _____ as voting delegate and _____ as alternate delegate to the Lehigh Tax Collection Committee for the year 2024. Motion carried.

A motion was made by _____, seconded by _____, to set the hourly wage of the Township Administrator/Secretary, Zoning Officer, Enforcement Officer of all other ordinances, Parking Enforcement Officer, Floodplain Manager, and Emergency Management Coordinator at _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Township Treasurer / Office Assistant at 16 hours per week with an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as full-time Zoning and Administrative Assistant, including 70 hours of Vacation Paid Time off annually, at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as part-time Office Assistant for 16 hours per week at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Road Superintendent at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Road Crew Worker at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Road Crew Worker at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Road Crew Worker at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as part-time Road Crew Worker at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to set the starting wage for a part-time Road Crew Worker at an hourly wage of _____ for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as part-time working Roadmasters for 2024 at an hourly wage set by the elected auditors. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Director of Office Operations for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Director of Public Works for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ as Director of Parks and Recreation for 2024. Motion carried.

A motion was made by _____, seconded by _____, to appoint the Director of Parks and Recreation as the township representative for the Northwestern Recreation Commission and the Director of Office Operations and Director of Public Works as alternate representatives for 2024. Motion carried.

A motion was made by _____, seconded by _____, to approve the attendance of the Board of Supervisors, Township Administrator, Road Superintendent, and the Zoning & Administrative Assistant at the 2024 PSATS conference paying reasonable expenses as allowed by the Second-Class Township Code. Motion carried.

A motion was made by _____, seconded by _____, to appoint _____ ** as voting delegate to the 2024 PSATS Conference. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution # 2024-9 adjusting the employee titles of whom will hold the roles of "Open Records Officer" and "Alternate Open Records Officer".

A motion was made by _____, seconded by _____, to set the mileage reimbursement rate at current IRS rate per mile through the year 2024. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-10, setting the employee pension contribution made by the Township at _____ of annual gross wages per full-time employee for the year 2024. Motion carried.

A motion was made by _____, seconded by _____, to set the participating employee's contribution toward the health insurance premium at _____ of each employee's total premium to be deducted as a payroll deduction each pay period. Motion carried.

A motion was made by _____, seconded by _____, to set the opt-out rate for an employee not choosing coverage under the township's health insurance plan at _____ for 2024 paid in quarterly payroll installments and proof of other health insurance coverage is required. Motion carried.

A motion was made by _____, seconded by _____, to adopt Resolution #2024-11, setting the township fee schedules for 2024. Motion carried.