



# LOWER PROVIDENCE TOWNSHIP

100 Parklane Drive • Eagleville, PA 19403 • [www.lowerprovidence.org](http://www.lowerprovidence.org)

Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5901 • Fax: 610-630-2219



## LOWER PROVIDENCE TOWNSHIP BOARD OF SUPERVISORS REORGANIZATION MEETING Tuesday, January 3, 2023 – 6:30 p.m.

*NOTE: The meeting is being held as an in-person and virtual public meeting using Zoom. Directions on how to access the meeting online or via phone are available at [lowerprovidence.org](http://lowerprovidence.org).*

- The meeting is video recorded for posting on the Township website.
- A video camera has been installed in the Township Auditorium for security purposes.

**The Township Manager shall act as Temporary Chair for the purpose of organization.**

### Call to Order

### Pledge of Allegiance

### Protocol for Hybrid Meetings

### Announcement of Executive Session (6:00 PM)

### Roll Call

C. Coless \_\_\_\_ J. Darby \_\_\_\_ P. MacFarland \_\_\_\_ G. Neights \_\_\_\_ J. Sorgini \_\_\_\_ A. Jeyapratap \_\_\_\_

#### 1. Nomination and Election of Chair

Nominee \_\_\_\_\_ Nominated By \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Nominee \_\_\_\_\_ Nominated By \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

#### 2. Nomination and Election of Vice-Chair

Nominee \_\_\_\_\_ Nominated By \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Nominee \_\_\_\_\_ Nominated By \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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### **Administrative Appointments**

#### 3. Approval of Township Manager Employment Agreement Addendum Motion \_\_\_\_ Second \_\_\_\_ Vote \_\_\_\_ Abstained \_\_\_\_

4. Appointment of Secretary
5. Appointment of Assistant Secretary
6. Appointment of Treasurer
7. Appointment of Assistant Treasurer
8. Appointment of Open Records Officer
9. Appointment of Alternate Open Records Officer
10. Appointment of Police Department Open Records Officer
11. Appointment of Deputy Fire Marshal / Assistant Emergency Management Coordinator
12. Appointment of Zoning Officer
13. Appointment of Building Code Official / Building Inspector

**Motion to Approve Agenda Items 4 - 13** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

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**Board/Committee/Commission Appointments**

14. Appointment to Library Board of Trustees  
Two (2) three-year terms  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
15. Appointment to Sewer Authority  
One (1) five-year term  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
16. Appointment to Planning Commission  
Two (2) four-year terms  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
17. Appointment to Zoning Hearing Board by Resolution #2023-01  
One (1) five-year term  
One (1) five-year term - alternate  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
18. Appointment to Parks & Recreation Board  
One (1) five-year term  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
19. Appointment of Vacancy Board Chair  
One (1) one-year term  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
20. Appointment to UCC Board of Appeals  
One (1) three-year term  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
21. Adoption of Ordinance 675 amending Chapter 11A of Lower Providence Township Code, Environmental Advisory Council ordinance regarding membership  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

22. Environmental Advisory Council  
One (1) unexpired term – term expires 2023  
Two (2) three-year terms  
One (1) one-year term  
One (1) two-year term  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
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**Consultant Appointments**

23. Appointment of Consulting Engineer and Fixing of Compensation  
24. Appointment of Traffic Engineer and Fixing of Compensation  
25. Appointment of Landscape Architectural Consultant and Fixing of Compensation  
26. Appointment of Actuary for Township Pension Plans, Township Employees' Pension Plan and the Defined Contribution (401(a)) Plan and Fixing of Compensation  
27. Appointment of Labor Attorney and Fixing of Compensation  
28. Appointment of Solicitor and Fixing of Compensation

**Motion to Approve Items 23- 28** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

29. Fixing of Compensation for Zoning Hearing Board Solicitor  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

30. Appointment of Board of Supervisors liaisons:  
Business Development Committee  
Emergency Services Committee  
Environmental Advisory Council  
Library Board of Trustees  
Parks & Recreation Board  
Pension Committee  
Planning Commission  
Sewer Authority  
Zoning Hearing Board

31. **Resolutions**

- a. Resolution No. 2023-02 designating depositories for Township Funds.  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
- b. Resolution No. 2023-03 authorizing the appropriate Township Officials to affix signatures on checks.  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
- c. Resolution No. 2023-04 establishing the amount of the Treasurer's and Assistant Treasurer's Bond at \$1,000,000 which will apply to the Township Manager-Secretary and Finance Director, respectively.  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
- d. Resolution No. 2023-05 establishing the Police Officers' contributions to the Police Pension Plan for the Year 2022.  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_
- e. Resolution No. 2023-06 establishing member contributions to the Employees Pension Fund for the Year 2022.  
**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

- f. Resolution No. 2023-07 appointing the certified public accounting firm of BBD LLP to serve as auditors to audit the accounts of Lower Providence Township for Fiscal Year 2022.

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

- g. Resolution No. 2023-08 approving the 2023 Fee Schedule.

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

- h. Discussion of Resolution Establishing Roles, Responsibilities, and General Code of Conduct for the Board of Supervisors.

32. Certification of voting delegate, alternate voting delegate, and attendees to the PSATS Annual State Convention (April 23-26, 2023 in Hershey, PA).

*Voting Delegate* \_\_\_\_\_

*Alternate Voting Delegate* \_\_\_\_\_

*Attendees* \_\_\_\_\_

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

33. Approval of 2023 meeting dates and authorization to advertise

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

34. **Other Business**

- a. Authorization to advertise for bids for installation of Accessible Pedestrian System (APS) at Ridge Pike/Parklane Drive intersection

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

- b. Acceptance of retirement of Susan Law

**Motion** \_\_\_\_ **Second** \_\_\_\_ **Vote** \_\_\_\_ **Abstained** \_\_\_\_

35. **Announcements**

36. **Courtesy of Floor** (not to exceed 3 minutes per person)

## **Adjournment**

**Next Business Meetings:** January 19, 2023  
February 2, 2023

### **Please note:**

- The meeting is video recorded for rebroadcast on the Community Access Channel.
- A video camera has been installed in the Township Auditorium for security purposes.

The Board of Supervisors meets on the first and third Thursday of each month. The agenda can be found approximately 3 to 5 days in advance on the Township website: [www.lowerprovidence.org](http://www.lowerprovidence.org). Click on the "Agenda" tab.