



**LOWER FREDERICK TOWNSHIP BOARD OF SUPERVISORS  
ORGANIZATIONAL MEETING AGENDA**

**January 4, 2021**

**5:00PM**

**Lower Frederick Township is currently under a disaster declaration related to the COVID-19 pandemic. This meeting will be held via teleconference. Join the meeting from your computer, tablet or smartphone - <https://zoom.us/j/9421239469> or dial in via phone 1-929-205-6099 and enter the Meeting code: 942-123-9469. Submit comments before and/or during the meeting via email at [manager@lowerfrederick.org](mailto:manager@lowerfrederick.org).**

**Organizational Meeting Called to Order by Solicitor.**  
**(Solicitor acts as President pro-term until a Chairman is selected:**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

*Board:*

Terry Bird  
Noelle Halter  
Marla Hexter  
Dan Orfe  
Chuck Yeiser

*Staff:*

Mark Hudson, Township Manager  
Paul Maxey, Chief of Police  
Carol Schuehler, Engineer  
Peter Nelson, Solicitor

***Announcements – Township meetings are recorded for the purpose of preparing the minutes and the recording is destroyed 6 months after the minutes are approved.***

***It is requested that all persons wishing to speak before the Board shall state their name, address, and the subject matter upon which they wish to speak for the record. In the interest of facilitating the business of the Board, all persons addressing the Board shall be limited to (2) minutes unless such time is extended by the Chairman for good cause. Individuals are requested to remain in their seats and to respect when other persons are speaking. The Board of Supervisors will provide a reasonable opportunity for citizens to comment on any non-agenda items after all agenda items have been addressed, but prior to the adjournment of the public meeting (Adopted 1/30/18)***

## **BOARD OFFICIALS**

Nominations for Chairman of the Board of Supervisors:\_\_\_\_\_

Motion Made:\_\_\_\_\_ Second Motion:\_\_\_\_\_

*Meeting turned over to Chairman of the Board of Supervisors.*

Nominations for Vice-Chairman of the Board of Supervisors:\_\_\_\_\_

Motion Made:\_\_\_\_\_ Second Motion:\_\_\_\_\_

## **APPOINTMENTS**

**Consider motion(s) to appoint the following staff and professionals:**

- |  |  |
|--|--|
| 1. Solicitor                             | Grim, Biehn and Thatcher<br>Peter Nelson   |
| 2. Engineer                              | Value Engineering Inc.<br>Carol Schuehler  |
| 3. Wastewater Engineer                   | Hydraterra Professionals<br>Robert Preston |
| 4. Township Secretary                    | Mark L Hudson                              |
| 5. Treasurer                             | Cindy O'Donnell, CPA                       |
| 6. Assistant Treasurer                   | Bonnie Yoder                               |
| 7. Building Code Official                | LTL Consultants, Ltd.                      |
| 8. Code Enforcement and Zoning Officer   | LTL Consultants, Ltd.                      |
| 9. Assistant Zoning Officer              | Mark L Hudson                              |
| 10. Pension Chief Administrative Officer | Mark L Hudson                              |
| 11. Emergency Management Coordinator     | Patrick Roberts                            |
| 12. Fire Marshall                        | Tom Gamon                                  |
| 13. Vacancy Board                        | Rev. Matthew Finney                        |
| 14. UCC Appeals Board Member             | Joshua Aiken                               |

15. Audit Firm

Herbein + Company, Inc.

Motion to approve appointments: \_\_\_\_\_

Second Motion: \_\_\_\_\_

### **BOARDS AND COMMISSIONS**

- This will be completed at the February 2, 2021 Meeting
- If you are interested in Volunteering for a Board please contact Mark Hudson at [manager@lowerfrederick.org](mailto:manager@lowerfrederick.org)

### **GENERAL REORGANIZATIONAL MATTERS**

#### **A. Motion to approve the following Resolutions:**

- |          |   |
|----------|---|
| 2021R-01 | Victory Bank will be the depository. Checks require two signatures.   |
| 2021R-02 | Univest Bank will be an additional depository. Checks require two signatures                                  |
| 2021R-03 | Great Eastern will be an additional depository. Checks require two signatures                                 |
| 2021R-04 | The rate of compensation for each of the members of the Township Zoning Hearing Board is \$50.00 per hearing. |
| 2021R-05 | Appoint a Tax Collection Committee Delegate & Alternate for the EIT.  |
| 2021R-06 | Tax Credit Requirements for Volunteer Fire Fighters   |
| 2021R-07 | Affixing the Tax Rates for 2021   |
| 2021R-08 | 2021 Fee Schedule   |

**B. Meetings dates and times:** Motion to set the dates, place and times for Board of Supervisors meetings for 2021 as: the first Tuesday and the Fourth Tuesday of each month, starting at 7:00 PM, at the Township building, 53 Spring Mount Road, or during the current Covid-19 Pandemic the township will still host our meetings on the Zoom internet-based platform, and authorize advertising for these meetings, with the following exceptions:

- meeting on November 3<sup>th</sup> rather than November 2<sup>nd</sup> due to Election Day;
- meeting on December 21<sup>st</sup> rather than December 28<sup>th</sup>

**C. Bond amounts:** Motion to approve fixing the amount for the bonds for Township Officers as follows: the Treasurer and for the Assistant Treasurer at \$500,000.00; Township Manager at \$300,000.

**D. Mileage.** Motion to approve the 2021 mileage reimbursement rate at the rate established by the IRS.

**E. PSATS Convention:** Appoint the voting delegate and an alternate delegate to PSATS Convention

**PUBLIC COMMENT**

**ADJOURNMENT**

*January 2021 Township Meetings:*

January 4, Board of Supervisors Organization Meeting	(online)
January 4, Park and Recreation Board Meeting	(online)
January 5, Elected Auditors Meeting	(online)
January 5, Board of Supervisors General Meeting	(online)
January 14, Comprehensive Plan Meeting	(online)
January 21, Planning Commission Meeting	(online)
January 25, Environmental Advisory Board Meeting	(online)
January 26, Board of Supervisors Workshop Meeting	(online)