

LOWER TOWAMENSING TOWNSHIP BOARD OF SUPERVISORS
REORGANIZATIONAL MEETING
AGENDA – January 2, 2024

1. Call Meeting to Order: Organization of the Township

2. Election of Temporary Chairperson Consideration:

A motion to appoint _____ as the Temporary Chairman to oversee the nomination of the Board of Supervisors.

3. Appointments:

a. Motion to appoint a Chairperson to the Board of Supervisors:

Motion by: _____ **Seconded by:** _____

b. Mike Takerer letter of interest for open Board of Supervisors Seat

Motion to fill the vacancy on the Board of Supervisors

Motion by: _____ **Seconded By:** _____

c. Motion to appoint a Vice Chairperson to the Board of Supervisors:

Motion by: _____ **Seconded By:** _____

d. Motion to appoint a Township Secretary/Treasurer:

Motion by: _____ **Seconded by:** _____

4. Appoint All Non-Elected Township Officials, ZHB Members & Commission Members:

a. Township Solicitor James Nanovic

Motion by: _____ **Seconded by:** _____

b. Zoning Officer/BCO Duane Dellecker

Motion by: _____ **Seconded by:** _____

c. Township Engineering Hanover Engineering

Motion by: _____ **Seconded by:** _____

d. Conflict Engineer Keystone Consulting Engineering

Motion by: _____ **Seconded by:** _____

e. Sanitary/Sewer Engineer Arro Consulting Engineering

Motion by: _____ **Seconded by:** _____

f. Sewage/Well Enforcement Officer Scott Brown, Hanover Engineering

Motion by: _____ **Seconded by:** _____

g. Alternate SEO

Motion by: _____ **Seconded by:** _____

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- h. Agency for UCC Reviews & Inspections Barry Isett & Associates / Lehigh Valley Inspections

Motion by: _____ **Seconded by:** _____

- i. Emergency Management Coordinator Rory Koons

Motion by: _____ **Seconded by:** _____

- j. Carbon County T.C.C. Delegate RoniSue Ahner

Motion by: _____ **Seconded by:** _____

- k. Carbon County T.C.C. Alternate

Motion by: _____ **Seconded by:** _____

- l. Chairperson Vacancy Board

The Vacancy Board Chairperson serves as the Chairperson of the Township’s Vacancy Board in the event of a vacancy on the board of Supervisors and only convenes when the Board fails to appoint a successor within (30) days of the vacancy.

Motion by: _____ **Seconded by:** _____

- m. Zoning Hearing Board Solicitor Holly Heintzelman

Motion by: _____ **Seconded by:** _____

- n. Zoning Hearing Board Members – James Ord (2025), Keith George (2024), Ralph Cortazzo (2026) & Alternate Georgia Mock (2024)

The Zoning Hearing Board is a quasi-judicial hearing body that hears zoning appeals, variances and special exceptions related to the Township’s Zoning Ordinance and the Pennsylvania’s Municipality Planning Code. (3-year terms with alternate being a 1-year term)

Motion by: _____ **Seconded by:** _____

- o. Planning Commission Members – Angela Farrell (2024), Jay Mullikin (2025), Gerard Madden (2026), Steve Meining (2026), Daniel Royer (2027)

The Planning Commission shall review all plans and supporting documents, in accordance with Township ordinances and shall either recommend approval, conditional approval or disapproval of the plan or any modification (waiver) request to the Board of Supervisors. (4-year terms)

Motion by: _____ **Seconded by:** _____

- p. Township Auditor – CPA Firm – Kirk, Summa & Company, LLP

Motion by: _____ **Seconded by:** _____

- q. State Convention Voting Delegate

Motion by: _____ **Seconded by:** _____

5. Recommendation to Establish the Township’s Treasurer’s Bond:

A motion to establish the Treasurers Bond at 1,500,000.00.

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6. Recommendation to Designate Township’s Depositories:

A motion to designate Mauch Chunk Trust and PLGIT as the Township’s Depositories for 2024.

7. Recommendation to Designate Bank Signatories:

A motion to designate (1) Supervisor and (1) Secretary to approve and sign checks on the behalf of the Township.

8. Recommendation to Establish the 2024 Employees Hourly Rates:

A motion to approve the established 2024 Employees Hourly Rates per the 2024 Township Budget.

9. Recommendation to Establish the 2024 Mileage Rate:

A motion to establish the 2024 Mileage Reimbursement Rate to follow the IRS rate for 2024.

10. Schedule of Monthly Meetings for Board of Supervisors:

A motion to continue the first Tuesday of every month at 7:00 p.m. for the Board Supervisors Meetings.

11. Adjournment:

Time: _____