

**LOWER TOWAMENSING TOWNSHIP**  
**BOARD OF SUPERVISORS ORGANIZATION MEETING AGENDA**  
**JANUARY 3, 2023 at 5:00 PM**

**CALL TO ORDER: ORGANIZATION OF THE TOWNSHIP:**

**1. Election of Temporary Chairperson Consideration** of a Motion to nominate and elect \_\_\_\_\_, Temporary Chairperson to oversee the nomination of Chairperson of the Board of Supervisors.

**2. Election of Chairperson Consideration** of a Motion to nominate and elect \_\_\_\_\_, Chairperson of the Board.

**3. Election of Vice Chairperson Consideration** of a Motion to nominate and elect \_\_\_\_\_, Vice Chairperson of the Board.

**4. Motion to Appoint Township Secretary/Treasurer:** Consideration to Appoint Secretary/Treasurer per wages and benefits as adopted in the 2023 Budget.

**5. Appointment of Vacancy Board Chairperson** – One Year Term Consideration of a motion to appoint \_\_\_\_\_, as Vacancy Board Chairperson for a term of (1) year that expires on December 31, 2023. 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.

**6. Appointment of the Zoning Hearing Board Three Vacancies 4 Year Term and Alternates** Consideration of a motion to appoint \_\_\_\_\_, to the Zoning Hearing Board for a term of (4) years that expires on December 31, 2027. Consideration of a motion to reaffirm \_\_\_\_\_, & \_\_\_\_\_, to the Zoning Hearing Board. 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.

**7. Appointment of the Planning Commission Board Three Vacancies 4 Year Term and Alternates** Consideration of a motion to appoint \_\_\_\_\_, to the Planning Commission Board for a term of (4) years that expires on December 31, 2027. Consideration of a motion to reaffirm \_\_\_\_\_, & \_\_\_\_\_, to the Planning Commission Board.

**7. Recommendation to Appoint All Non-Elected Township Officials** Consideration of a motion to appoint the following Non-Elected Township Officials:

- a. Township Solicitor James Nanovic, Nanovic Law Offices
- b. Zoning Hearing Board Solicitor Holly Heintzelman
- c. Township Engineer- Hanover Engineering

- d. Conflict Engineer-Keystone Consulting Engineering
- e. Sanitary Engineer-Arro Consulting Engineering
- f. Sewage Enforcement Officers
- g. Alternate Sewage Enforcement Officers
- h. Zoning Officer/ Building Code Official Duane Dellecker
- i. Agency for UCC Reviews & Inspections –Barry Isset & Associates, Base Engineering & Lehigh Valley Inspections
- j. Emergency Management Coordinator Rory Koons
- k. Carbon County T.C.C. Delegate Jennifer Ketchledge
- l. Carbon County T.C.C. Alternate Brent Green

**8. Recommendation to Establish the Township Treasurer’s Bond** Consideration of a motion to establish the Treasurer’s Bond at \$1,500,000.00.

**9. Recommendation to Designate Township Depositories** Consideration to designate Mauch Chunk Trust and PLIGIT as the Township’s Depositories for 2023.

**10.Recommendation to Designate Bank Signatories** Consideration to designate (1) Supervisor and (1) Secretary to approve and sign checks on behalf of the Township.

**11.Recommendation to Establish the 2023 Employee Salaries and Hourly Rates** Consideration of a motion to establish the 2023 Employees' Salaries and Hourly Rates per the 2023 Township Budget.

**12.Recommendation to Establish the 2023 Mileage Rate** Consideration of a motion to establish the 2023 Mileage Reimbursement Rate to follow the IRS rate for 2023.

**13.Appointment of State Association Convention Delegate** Consideration of a motion to appoint and certify a Supervisor to serve as the State Association Convention Voting Delegate.

PUBLIC COMMENT:

ADJOURNMENT: