

TOWNSHIP OF WASHINGTON  
FRANKLIN COUNTY, PENNSYLVANIA

RESOLUTION NO. 505

A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
THIS TOWNSHIP REVISING RESOLUTIONS 176, 227 and  
456 CONCERNING THE HAPPEL'S MEADOW ADVISORY  
COMMITTEE.

WHEREAS, on March 5, 1990, the Washington Township Supervisors accepted the donation of the Happel's Meadow wetland as a Township wetland recreation area; and

WHEREAS, the Board of Supervisors by adopting Resolution 176 established an Advisory Committee to provide guidance and recommendations on the management of the Happel's Meadow wetlands; and

WHEREAS, the Board of Supervisors amended Resolution 176 a number of times with Resolutions 227, 456, and 500; and

WHEREAS, the Board of Supervisors at this time would like to amend Resolution 500 expanding the number of committee members from eight (8) to nine (9).

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the Township of Washington hereby amend Resolutions 176, 227 456, and 500 as herein provided.

**SECTION 1. NAME OF COMMITTEE**

This committee shall be known as the "Happel's Meadow Wetland Advisory Committee."

**SECTION 2. AUTHORIZATION**

Article VI, Section 607 of the Act of May 1, 1933, P.L. 103, No. 69, also known as the Second Class Township Code (53 P.S. Section 65607) as amended, provides as follows: "The board of supervisors shall:

- (1) Be charged with the general governance of the township and the execution of legislative, executive and administrative powers in order to ensure sound fiscal management and to secure the health, safety and welfare of the citizens of the township.
- (2) Have the responsibility for maintenance of township-owned equipment and facilities."

Article XV, Section 1506 of the Act of May 1, 1933, P.L. 103, No. 69, also known as the Second Class Township Code (53 P.S. Section 66506), as amended, provides as follows:

"The board of supervisors may make and adopt any ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth necessary for the proper management, care and control of the township and its finances and the maintenance of peace, good government, health and welfare of the township and its citizens, trade, commerce and manufacturers."

### **SECTION 3. MEMBERSHIP**

Members of the committee shall consist of nine (9) persons to be appointed by the Board of Supervisors and to serve at the pleasure of the Board of Supervisors. The term of office of each member shall be three years. In the event of vacancies, the Board of Supervisors shall appoint a member to fill the unexpired term. Members' terms shall expire on December 31 of each year, unless reappointed by the Board of Supervisors. All members of the Committee shall reside within the limits of Franklin County, Pennsylvania; Adams County, Pennsylvania; Washington County, Maryland; or Frederick County Maryland. Each member shall be entitled to one vote in matters coming before the Committee. Committee members shall serve without compensation except that they shall be reimbursed for expenses incurred in carrying out their duties. The nine person board after the adoption of Resolution 505 shall consist of three (3) members whose terms shall expire December 31, 2010, three (3) members whose terms shall expire December 31, 2011, and three (3) members whose terms shall expire December 31, 2012.

### **SECTION 4. OFFICERS**

A. General: The officers of the Committee shall consist of a Chairman, Vice-Chairman, and Secretary.

B. Chairman: The Chairman shall preside at all meetings and hearings of the Committee and shall have the duties normally conferred by parliamentary usage of such officers.

C. Vice Chairman: The Vice-Chairman shall act for the Chairman in the Chairman's absence and shall perform such other duties as directed from time to time by the Chairman.

D. Secretary: The Secretary shall keep the minutes and records of the Committee with the assistance of such staff or Committee members as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings, attend to correspondence of the Committee, and such other duties as are normally carried out by a secretary.

E. Treasurer: The Township Supervisors shall act as Treasurer for the Committee and shall maintain a complete set of records of all receipts & disbursements. Financial reports shall be provided to the Committee on a regular basis.

### **SECTION 5. ELECTION OF OFFICERS**

A. In the first instance, the election of officers in Section 4 shall occur at the Committee's first meeting. Thereafter, officers shall be elected at the annual meeting which shall be held in January of each year. This annual meeting shall be the reorganizational meeting for the Committee.

B. Nominations: At the annual reorganizational meeting, members shall make nominations; and the election of officers specified in Section 4 shall follow immediately thereafter.

C. Term: A candidate receiving a majority vote of the entire membership of the Committee shall be declared elected, and shall serve for one (1) year or until his successor shall take office.

D. Vacancies: Vacancies in office shall be filled immediately by regular election procedure.

## **SECTION 6. MEETINGS**

A. General: Meetings shall be held once a month at a place and time to be decided by the Committee. The regular meeting schedule for the year shall be set by the Committee at its annual reorganizational meeting. Once the regular meeting schedule has been set, no notice shall be necessary preceding each regular meeting.

B. Quorum: A quorum shall consist of five (5) members of the Committee. The number of votes necessary to transact business shall be four (4). Voting may be by roll call. When voting is by roll call, a record of the roll call votes shall be kept as part of the Secretary's minutes.

C. Special Meetings: Special meetings may be called by the Committee. It shall be the duty of the Chairman to call a special meeting when requested to do so by a majority of members of the Committee. The Secretary, or his designee, shall notify all members of the Committee in any reasonable manner not fewer than three days in advance of such special meeting. The notice shall specify the reason for the special meeting and/or the business to be conducted.

D. Public Meetings: All meetings or portions of meetings at which official action is taken shall be open to the general public.

E. Conduct of Meetings: Unless otherwise specified, Robert's Rules of Order shall govern the proceeds at meetings of the Committee.

## **SECTION 7. ORDER OF BUSINESS**

A. Generally: The order of business at regular meetings shall be substantially as follows:

1. Call to order
2. Reading of minutes of previous meeting and action thereon
3. Communications and bills
4. Reports of Officers
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

B. Protocol: A motion from the floor must be made and passed In order to dispense with any item on the agenda.

**SECTION 8. DUTIES AND RESPONSIBILITIES**

A. The committee shall serve in an advisory capacity and provide operational strategies, develop policy recommendations, and implement schedules for the approval of the Board of Supervisors as the Township's official wetlands policy.

B. To establish committees to develop and implement this policy.

C. To establish an annual budget to implement this policy which shall be recommended to the Board of Supervisors for their approval.

D. To recommend to the Board of Supervisors the hiring of employees, consultants, and others which may from time to time be needed to implement this policy.


E. To pursue all sources of funding from Federal, State, and Local governments, non-profit organizations, and private individuals to implement this policy.


F. To perform other wetland related duties as are needed from time to time.

**DULY RESOLVED** this 3<sup>rd</sup> day of May, 2010 by the Board of Supervisors of Washington Township, Franklin County, Pennsylvania in lawful session duly assembled.

**TOWNSHIP OF WASHINGTON  
FRANKLIN COUNTY, PENNSYLVANIA**

**Attest:**

  
\_\_\_\_\_  
**Karen S. Hargrave**  
**Secretary**

  
\_\_\_\_\_  
**Stephen D. Kulla**  
**Chairman, Board of Supervisors**