

# **Agenda**

## **Township of Marple – Board of Commissioners** **Reorganization – January 2, 2018 – 7:00 pm**

### **1. Call to Order**

### **2. Pledge of Allegiance**

#### **◆ Oath of Office– Newly Elected Officials** by the Honorable John P. Capuzzi, District Justice

- Robert Knapp - 2<sup>nd</sup> Ward Commissioner
- John J. Lucas – 4<sup>th</sup> Ward Commissioner
- Michael Molinaro - 6<sup>th</sup> Ward Commissioner
- Kathleen M. Yanoshak – Controller
- John P. Capuzzi, Jr. - Treasurer

### **3. Nomination – Temporary Reorganization meeting Chairperson**

### **4. Nomination – President, Board of Commissioners**

### **5. Nomination – Vice President, Board of Commissioners**

### **6. Appointment – Township Manager**

### **7. Appointment – Township Secretary**

### **8. Appointment – Township Solicitor**

### **9. Appointment – Township Engineer**

### **10. Appointment – Township Treasurer**

### **11. Appointment – Zoning Hearing Board Solicitor**

### **12. Appointment – Police Surgeon**

### **13. Appointment – Fire Marshal**

### **14. Appointment – Assistance Fire Marshals (2)**

### **15. Appointment – Emergency Management Coordinator**

### **16. Appointment – Deputy Emergency Management Coordinators (3)**

## **17. BOARDS & COMMISSIONS APPOINTMENTS**

- a. Zoning Hearing Board (1) Member**
- b. Planning Commission (2) Members**
- c. Library Board (3) Members**
- d. Board of Health (1) Member**
- e. Board of Environmental Advisory Committee (2) Members**
- f. Park and Recreation Board (7) Members**
- g. Ethics Committee (2) Members**
- h. 1696 Massey House Corporation (1) Member**
- i. Historic Commission (3) Members**
- j. Civil Service Commission (1) Member**
- k. Leisure Services Commission (2) Members**
- l. Pension Advisory Committee (4) Members**
- m. Police Pension Trustee (1) Member**
- n. Non-Uniformed Trustee (1) Member**
- o. Property Maintenance Code Board of Appeals (1) Solicitor**
- p. Property Maintenance Code Board of Appeals (1) Member**
- q. Property Maintenance Code Board of Appeals (2) Alternate Members**
- r. Vacancy Committee (1) Member**
- s. Marple Tree Commission (2) Members**
- t. Workplace Safety Committee (6) Members**
- u. Senior Citizens Commission**
- v. Darby Cobbs Watershed Partnership & Crum Creek Watershed Partnership**

## **18. COMMISSIONER COMMITTEE APPOINTMENTS**

- Public Safety Committee –
- Personnel & Administration Committee–
- Public Works Committee –
- Finance & Budget Committee –
- Bid Committee –
- Ethics Committee –
- Planning & Development Committee –
- Non-Uniformed Negotiation Committee –
- Uniformed Negotiation Committee –
- Economic Development & Smart Growth –

## **19. COMMISSIONER LIAISON REPRESENTATIVES**

- Board of Health –
- Library Board –
- Zoning Hearing Board –
- Planning Commission –
- School Board –
- Environmental Advisory Committee –
- Massey House Committee –
- Historical Commission –
- Park and Recreation Board –
- Emergency Management –
- Senior Citizens Commission –
- Marple Tree Commission
- Pension Advisory Committee and all Pension Services –
- Paxon Hollow Committee –
- First Class Township Representative –
- Cable Communication Committee –
- Marple Township Golf Tournament Committee –
- Solicitor Liaison –

## **20. Resolution #3900– 2018 Meeting Procedures**

## **21. Public Forum**

## **22. Adjourn**

Happy New Year!

MARPLE TOWNSHIP

RESOLUTION NO. 3900

WHEREAS, the Board of Commissioners desire to establish rules and procedures for the conduct of its meetings to promote effective and efficient government; and

WHEREAS, the Board of Commissioners desires to encourage meaningful and orderly citizen input into the deliberative process of Board of Commissioners; and

WHEREAS, the Board of Commissioners desires to have meetings which provide for timely consideration of agenda items of interest to meeting attendees and which provide for timely completion thereof; and

WHEREAS, the Board of Commissioners deems the following rules and procedures to further the goals of Board of Commissioners.

WHEREAS, at all meetings of the Board of Commissioners, a majority of the members present shall constitute a quorum for the purpose of transacting business; however, one or more members may participate in any meeting of the Board by means of conference telephone or similar voice or video communication equipment by means of which all persons participating in the meeting can hear the proceedings and communicate with other members Board.

NOW, THEREFORE, BE IT RESOLVED that the order of business of regular public meetings shall be as follows:

Call to Order at 7:00 P.M.  
Pledge of Allegiance  
Roll Call  
Awards, Announcements and Presentations  
Public Forum  
Approval of Meeting Minutes  
Disbursement Report and Check Register  
Legislative  
Finance  
Administrative  
Code Enforcement, Planning and Zoning  
Other Business  
Board Administrative Reports and Comments  
Adjournment  
Executive Session (maybe be held prior to meeting)

Any Board of Commissioners member may place an item on the agenda for motion and debate:

- (i) By notifying the person charged with the preparation of the agenda, and
- (ii) By providing a copy of the proposed motion or action to be considered with any informational material to the Township Secretary by 12:00 p.m. on the Wednesday before the scheduled Board of Commissioners Meeting or as otherwise directed by the Board President. The item to be considered shall first be set forth in the draft of the agenda by descriptive title and a copy of the proposed action or motion and informational material shall be appended to the agenda. The draft agenda shall be sent to the Board President, Commissioners and Township

Solicitor on the Wednesday prior to the scheduled meeting for comment. All comments are to be forwarded to the Township Secretary by 5PM on the Thursday prior to the scheduled meeting.

The final agenda, with motions appended unless of standard content (motions to adjourn, approve minutes, etc.), shall be published and delivered to of each Board of Commissioners member by the close of the business on the Friday of the week preceding the scheduled meeting. At such time shall also be posted publicly in the township building, on the Government Access Channel and on the Township Website.

MARPLE TOWNSHIP  
BOARD OF COMMISSIONERS MEETINGS  
PUBLIC PARTICIPATION PROCEDURE

PUBLIC FORUM - 7:00PM to 7:30 PM at Board of Commissioner's Regular monthly and work session meetings unless extended by the Board President or presiding officer.

The public is invited to address Board of Commissioners on any matter including, particularly, agenda items. This will be the opportunity for public input on the agenda. The agenda is available at the Township Building by the close of business on the last business day of the week preceding the scheduled meeting, notwithstanding special meetings called by the Board. The Agenda will also be posted on the Township's Government Access Cable Channel and Website.

The public is required to register with the Secretary by 7:00PM the night of the meeting, their name, address, and subject of discussion. The Board President or presiding officer shall determine speaking order and duration according to the number of speakers and topics. The presiding officer may limit the time each person shall speak to 3 minutes, giving equal time to all. When a group of persons wishes to address the Board of Commissioners on the same subject matter, it shall be proper for the President or presiding officer to request that a spokesperson be chosen by the group to address the Board of Commissioners and to limit the number of persons addressing the Board of Commissioners on the same matter so as to avoid unnecessary repetition.

All persons shall speak at the podium and shall identify themselves and their street address. In no case shall speakers be permitted to address the Board from the audience and only dialogue with the speaker at the podium shall be acknowledged. Audience members are encouraged to follow proper decorum and allow those speaking all due courtesies. Any audience member causing a disruption of the meeting shall be promptly removed.

Speakers are requested to furnish to the Secretary copies of any prepared statement/presentation.

All speakers shall address their comments to the Board President or presiding officer. The Board shall not permit the direct address of any staff member, Township Solicitor or Township Engineer. The Board members shall also refrain from making comments to the speaker and engaging in direct conversation with the speaker unless directed by the Board President or presiding officer.

The Board President or presiding officer shall respond, if determined to be appropriate, to all questions raised by the speakers once the public forum is closed. The Board President may defer to another Commissioner to provide an answer or ask a staff member to respond. In no case shall the Board permit a staff member to respond without being recognized by the President.

For items added to the agenda during the meeting, an opportunity to speak thereon will exist prior to the vote.

Unless otherwise required all proceedings will be governed by "Robert's Rules of Order, Newly Revised." All debates by Board of Commissioner members shall be limited to five (5) minutes in lieu of the ten (10) minute time limit as set forth in Robert's Rule of Order. The Chairman may upon application or request from a Board of Commissioners member, waive this provision.

RESOLVED, this 2<sup>nd</sup> day of January 2018.

TOWNSHIP OF MARPLE  
BOARD OF COMMISSIONERS

Attest: \_\_\_\_\_  
Sharon L. Angelaccio  
Township Secretary

By: \_\_\_\_\_  
, President  
Board of Commissioners