

# MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS MEETING AGENDA

JANUARY 4, 2010 3:30 P.M.

*In accordance with Act 98, 1998,*

*Prior to the Board of Supervisors vote on any matter, the chairperson will allow for public comment on that particular item.*

*Individuals wishing to be heard at that time please indicate so by raising your hand, and the chairperson will recognize you. Those members of the audience that wish to address the Supervisors must advance to the lectern give their name, address and the agenda item that they wish to discuss. Cell Phones should be turned off when entering the meeting room*

## **Pledge of Allegiance**

### **Organization -**

1. Chairman
2. Vice Chairman
3. Public Works Directors
4. Operations Director
5. Administrative Director
6. Township Secretary and Administrative Coordinator
7. Human Resources Coordinator & Finance and Budget Secretary
8. Treasurer
9. Assistant Treasurer
10. Tax Collector Committee Delegate
11. Tax Collector Committee Delegate Alternates
12. Open Records Officer and Archives & History Coordinator
13. Sewer Director
14. Public Affairs Coordinator
15. Township Solicitor
16. Alternate Township Solicitor
17. Planning Commission Solicitor
18. Zoning Hearing Board Solicitor
19. Township Engineer
20. Sewage Enforcement Officer
21. Alternate Sewage Enforcement Officer
22. Zoning, Code Enforcement Officer and BCO
23. Building Inspector(s)
24. Board of Appeals for Building Codes
25. Chairman of Vacancy Board
26. Planning Commission
27. Zoning Hearing Board
28. Emergency Management Director
29. Regional Park Commission
30. Representative to COG
31. Voting Delegate at PSATS Convention
32. Regular Meetings

33. Scheduled Work Sessions
34. Set Treasurer's Bond
35. Assistant Treasurer's Bond
36. Employee Bond
37. Depository of the General Fund and Payroll Account
38. Depository of the Sewer Fund
39. Depository for the State Fund
40. Salary, Benefits and Personnel Package – Employee Handbook
41. Bills that impact normal operation, are subject to discounts or penalties are payable when due with approval confirmation at the following meeting. (examples, Payroll, taxes, electric, telephone, postage).
42. Set mileage rate at IRS guideline for use of personal vehicle on township business

#### **Other Business**

1. Approval of previous minutes - December 31, 2009
2. Approval of payables
3. Correspondence
  - a. Joe Squires; Letter of Resignation as Township Auditor
4. Solicitors Report
  - a. Resolution 01-2010-01; Plan Application and Retainer Fee Calculation Form
  - b. Resolution 01-2010-02; Middle Smithfield Township Fee Schedule
  - c. Resolution 01-2010-03; Middle Smithfield Township Residential Building Code Fee Schedule
  - d. Resolution 01-201004; Middle Smithfield Township Other Than Residential Building Code Fee Schedule
5. Engineers Report
  - a. Parking Regulations
6. New Business
  - a. Sewer Related Issues
7. Public Comment
8. Executive Session (if necessary)
9. Adjournment