

A. **OPENING**

1. **CALL TO ORDER:** The meeting of the Richland Township Board of Supervisor's was called to order on Tuesday, January 2, 2024, at 7:00 p.m. with Tim Arnold, Chairman.
2. **ROLL CALL: Present:** Tim Arnold, Chairman; Kathie Doyle, Vice Chair; Chris Vanelli, Member; Leslie Huhn, Township Manager; Rich Ficco, Police Chief; Mike Schwartz, Township Engineer; and Vicki Schuller, Administrative Assistant; **Absent:** Linc Treadwell, Township Solicitor
3. **PLEDGE OF ALLEGIANCE**

B. **PUBLIC COMMENT**

C. **ANNOUNCEMENTS**

D. **REORGANIZATION**

1. **Receive Nominations and Elect Chairperson**  
Motion to nominate and elect Kathleen Doyle as Chairperson of the Richland Township Board of Supervisors for 2024.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
2. **Receive Nominations and Elect Vice-Chairperson**  
Motion to nominate and elect Chris Vanelli as Vice-Chairperson of the Richland Township Board of Supervisors for 2024.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Kathie Doyle  
**MOTION CARRIED**
3. **Appointment of Township Secretary/Treasurer**  
Motion to appoint Leslie Huhn as the Township Secretary/Treasurer of Richland Township for 2024.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
4. **Approval of Setting the Treasurer's Bond Limit**  
Motion to set the Richland Township Treasurer's Bond Limit at \$2,000,0000 for 2024.  
  
**MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
5. **Approval of Resolution #2024-01 – Designating Banks and Financial Institutions**  
Motion to adopt Resolution #2024-01 designating the banks and financial institutions for deposits of Township funds.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**

6. **Approval of Resolution #2024-02 – Designating Authorized Check Signers for the Year 2024**  
Motion to adopt Resolution #2024-02 naming Asst. Twp. Manager/Zoning Officer Rich Brittingham, Police Chief Rich Ficco, Admin. Asst. Vicki Schuller, and Township Manager Leslie Huhn as authorized check signers.  
  
**MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
  
7. **Appointment of Township Right-to-Know Open Records Officer and Alternate Right-to-Know Officer**  
Motion to appoint Township Manager, Leslie Huhn, as the Township's Right-to-Know Open Records Officer and to appoint Police Chief, Rich Ficco, as the Alternate Right-to-Know Officer for 2024.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
  
8. **Approval of Resolution #2024-03 – Setting the Township's 2024 Right-to-Know Policy**  
Motion to adopt Resolution #2024-03 setting the Richland Township Right-to-Know Policy for 2024.  
  
**MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
  
9. **Appointment of Township Solicitor – Resolution #2024-04 – Setting the Fee Schedule**  
Motion to appoint B. Lincoln Treadwell, Jr. as Richland Twp.'s Solicitor for 2024 and to approve Resolution #2024-04 setting the fee schedule for 2024.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
  
10. **Appointment of Special Counsel for Labor and Personnel Matters – Resolution #2024-05 – Setting the Fee Schedule**  
Motion to appoint the firm of Eckert, Seamans, Cherin, & Mellott, LLC as Special Counsel for labor and Personnel matters for 2024 and adopt Resolution #2024-05 setting their fee schedule.  
  
**MOTION BY:** Kathie Doyle  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
  
11. **Appointment of Township Engineer – Resolution # 2024-06 – Setting Fee Schedule**  
Motion to appoint Gilmore & Associates, Inc. as the Township Engineer for general engineering services, inspections, planning, and traffic matters for 2024 and to approve Resolution #2024-06 setting their Fee Schedule as attached.  
  
**MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**

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- 12. Appointment of Township Building Code Official**  
Motion to appoint Scott Ambron as the Richland Twp. Building Code Official for 2024
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
- 13. Approval of Resolution #2024-07 – Naming a Chief Administrative Officer for the Uniform and Non-Uniform Pension Plans**  
Motion to name the Township Manager as the Chief Administrative Officer for the Township's pension plans.
- MOTION BY:** Chris Vanelli  
**SECOND BY:** Kathie Doyle  
**MOTION CARRIED**
- 14. Approval of Resolution #2024-08 – Establishing the Police Pension Contribution Rate for 2024**  
Motion to adopt Resolution #2024-08 establishing the 2024 Police Pension contribution rate set at 2%.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
- 15. Certify Delegate(s) to the 2024 Pennsylvania State Association's Annual Convention and Authorize Attendees**  
Motion to approve the following attendees to the 2024 PSATS Conference: Twp. Supervisors, Twp. Manager, Chief of Police, Emergency Mgmt. Coordinator, Zoning Officer and Dir. Of Public Works.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
- Motion to appoint and certify Kathleen Doyle as Richland Township's voting delegate to the 2024 PA State Association's Annual Convention.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
- 16. Appoint Delegate and Alternate Delegate to Susquehanna Municipal Trust**  
Motion to appoint Leslie Huhn, Township Manager, as the Delegate and Rich Ficco, Chief of Police, and an alternate delegate to the Susquehanna Municipal Trust for 2024.
- MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**

- 17. Approval of Resolution #2024-09 – Appointing the Bucks County Tax Collection Committee (TCC) Delegate/Alternate**  
Motion to adopt Resolution #2024-09 naming Leslie Huhn as the voting delegate and Chris Vanelli as the alternate to represent Richland Township on the Bucks County Tax Collection Committee.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Kathie Doyle  
**MOTION CARRIED**
- 18. Approval of Resolution #2024-10 – Establishing the Township Fee Schedule**  
Motion to adopt Resolution #2024-10 establishing the Township Fee Schedule for 2024.
- MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
- 19. Approval of Resolution #2024-11 – Appointing and Independent CPA/Accountant to Perform the Annual Audit for 2023**  
Motion to appoint Hutchinson, Gillihan and Freeh as the Independent CPA/Accountant to perform Richland Township's 2023 Annual Audit at a cost not to exceed \$19,950.00
- MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
- 20. Appointment of Vacancy Board Chairman**  
Motion to appoint James Smith as the Vacancy Board Chairman for 2024.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**
- 21. Appointment of Preservation Board Member**  
Motion to appoint Rick Taylor to the Preservation Board for a term expiring 12/31/24.
- MOTION BY:** Chris Vanelli  
**SECOND BY:** Tim Arnold  
**MOTION CARRIED**
- 22. Appointment of Park & Rec Committee Member**  
Motion to appoint Barbara Beck to the Park & Rec Committee Seat B, with a term set to expire on 12/31/26.
- MOTION BY:** Tim Arnold  
**SECOND BY:** Chris Vanelli  
**MOTION CARRIED**

**23. Appointment of Zoning Hearing Board Member**

Motion to appoint Todd Koch to the Richland Township Zoning Hearing Board Seat C, with a term set to expire on 12/31/26.

**MOTION BY:** Chris Vanelli

**SECOND BY:** Kathie Doyle

**MOTION CARRIED**

**24. Appointment of Richland Township Water Authority Board Members**

Motion to appoint Kenneth Mitchell to the Richland Township Water Authority Seat A, with a term set to expire on 12/31/28.

Tim Arnold abstained from voting on this matter because of his position with the Water Authority.

**MOTION BY:** Kathie Doyle

**SECOND BY:** Chris Vanelli

**MOTION CARRIED**

**25. Appointment of Deputy Emergency Management Coordinator**

Motion to appoint Greg Reese as the Deputy Emergency Management Coordinator.

**MOTION BY:** Chris Vanelli

**SECOND BY:** Kathie Doyle

**MOTION CARRIED**

**E. ADJOURNMENT**

Motion to adjourn at 7:15 p.m.

**MOTION BY:** Tim Arnold

**SECOND BY:** Chris Vanelli

**MOTION CARRIED**