

A. OPENING

1. **CALL TO ORDER:** The meeting of the Richland Township Board of Supervisors Reorganization meeting was called to order on Monday, January 6, 2025, at 7:00 pm with Kathie Doyle, Chairperson president.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL: Present:** Kathie Doyle, Chairperson; Chris Vanelli, Vice Chair; Tim Arnold, Member; Leslie Huhn, Township Manager; Rich Ficco, Police Chief; Mike Schwartz, Township Engineer; and Vicki Schuller, Administrative Assistant.
Absent: Linc Treadwell, Township Solicitor

B. PUBLIC COMMENT

C. ANNOUNCEMENTS

D. REORGANIZATION

1. **Receive Nominations and Elect Chairperson**
Motion to nominate and elect Tim Arnold as Chairperson of the Richland Township Board of Supervisors for 2025.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
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 2025.

MOTION BY: Kathie Doyle
SECOND BY: Tim Arnold
MOTION CARRIED
3. **Appointment of Township Secretary/Treasurer**
Motion to appoint Leslie Huhn as the Township Secretary/Treasurer of Richland Township for 2025.

MOTION BY: Kathie Doyle
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 \$2,000,000 for 2025.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED
5. **Approval of Resolution #2025-01 – Designating Banks and Financial Institutions**
Motion to adopt Resolution #2025-01 designating the banks and financial institutions for deposits of Township funds.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

- 6. Approval of Resolution #2025-02 – Designating Authorized Check Signers for the Year 2025**
Motion to adopt Resolution #2025-02 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: Kathie Doyle
SECOND BY: Chris Vanelli
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 2025.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED
- 8. Approval of Resolution #2025-03 – Setting the Township's 2025 Right-to-Know Policy**
Motion to adopt Resolution #2025-03 setting the Richland Township Right-to-Know Policy

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED
- 9. Appointment of Township Solicitor – Resolution #2025-04 – Setting the Fee Schedule**
Motion to appoint B. Lincoln Treadwell, Jr., as Richland Townships Solicitor for 2025 and to approve Resolution #2025-04 setting the fee schedule as attached for 2025.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED
- 10. Appointment of Special Counsel for Labor and Personnel Matters – Resolution #2025-05 – Setting the Fee Schedule**
Motion to appoint the firm of Eckert, Seamans, Cherin, & Mellott, LLC as Special Counsel for labor and personnel matters for 2025 and adopt Resolution #2025-05 setting their fee schedule.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED
- 11. Appointment of Township Engineer – Resolution #2025-06 – Setting the Fee Schedule**
Motion to appoint Gilmore & Associates, Inc. as the Township Engineer for general engineering services, inspections, planning, and traffic matters for 2025 and to approve Resolution #2025-06 setting their Fee Schedule as attached.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED
- 12. Appointment of Township Building Code Official**
Motion to appoint Scott Ambron as the Richland Township Building Code Official for 2025.
MOTION BY: Chris Vanelli

SECOND BY: Kathie Doyle
MOTION CARRIED

13. Approval of Resolution #2025-07 – 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 #2025-08 – Establishing the Police Pension Contribution Rate for 2025

Motion to adopt Resolution #2025-08 establishing the 2025 Police Pension contribution rate set at 2%.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED

15. Certify Delegate(s) to the 2025 Pennsylvania State Association's Annual Convention and Authorize Attendees

Motion to approve the following attendees to the 2025 PSATS Conference: Twp. Supervisors, Twp. Manager, Chief of Police or his designee, Emergency Mgmt. Coordinator, Zoning Officer and Dir. Of Public Works.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED

Motion to appoint and certify Tim Arnold as Richland Township's voting delegate to the 2025 PA State Association's Annual Convention.

MOTION BY: Kathie Doyle
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 2025.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

17. Approval of Resolution #2025-09 – Appointing the Bucks County Tax Collection Committee (TCC) Delegate / Alternate

Motion to adopt Resolution #2025-09 naming Leslie Huhn as the voting delegate and April Hillaert as the alternate to represent Richland Township on the Bucks County Tax Collection Committee.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

18. Approval of Resolution #2025-10 – Establishing the Township Fee Schedule

Motion to adopt Resolution #2025-10 establishing the Township Fee Schedule for 2025.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED

19. Appointment of Park & Rec Committee Member

Motion to appoint Emily Crosby-Piszczek to the Park & Rec Committee Seat A, with a term set to expire on 12/31/2029.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

Motion to appoint Cynthia Rosson to the Park & Rec Committee Seat G, with a term set to expire on 12/31/2029.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

20. Appointment of Zoning Hearing Board Member

Motion to appoint Al McCrae to the Richland Township Zoning Hearing Board Seat B, with a term set to expire on December 31, 2027.

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED

21. Appointment of Planning Commission Member

Motion to appoint Chris Fennell to the Richland Township Planning Commission Seat A, with a term set to expire on December 31, 2027.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

Motion to appoint Matthew Walsh to the Richland Township Planning Commission Seat G, with a term set to expire on December 31, 2027.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

Motion to appoint William (Jeff) McGalliard to the Richland Township Planning Commission Seat E, with a term set to expire on December 31, 2028.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

22. Appointment of Richland Township Water Authority Board Members

Motion to appoint Chris Vanelli to the Richland Township Water Authority Seat E, with a term set to expire on 12/31/2029.

Tim Arnold: In addition to serving as a member of this Board of Supervisors, I am also the Executive Director of the Richland Township Water Authority. In that capacity, I am employed by and subject to direction by the Board of Directors of the Authority. According to the Pennsylvania Public Official and Employee Ethics Act, my participation in the vote for appointment of an Authority Board member constitutes a conflict of interest. However, the Ethics Act states that, where a majority vote is unattainable due to the abstention of two (2) of the members of a 3-member Board of Supervisors, the members who would otherwise abstain from the vote due to a conflict of interest may participate in the vote, provided each member discloses the nature of the conflict and submits such disclosure in writing in addition to announcing the conflict. By announcing the conflict that I have outlined, and by submitting this memorandum to the Secretary of the Board of Supervisors, I have met the conditions required by the Ethics Act and if needed am therefore permitted to vote on the matter of appointment of a member of the Authority Board of Directors.

Chris Vanelli: In addition to serving as a member of this Board of Supervisors, I am also an appointed member of the Richland Township Water Authority Board. In my capacity as a Township Supervisor, I am able to participate in voting on items that are placed on the meeting agenda. One of the items on the agenda for tonight's meeting is the appointment of myself for the board of the RTWA. RTWA Board Members receive a stipend and according to provisions of the Pennsylvania Public Official and Employee Ethics Act, my participation to vote in my own reappointment to a compensated position on the RTWA board constitutes a conflict of interest. However, , the Ethics Act states that, where a majority vote is unattainable due to the abstention of two (2) of the members of a 3-member Board of Supervisors, the members who would otherwise abstain from the vote due to a conflict of interest may participate in the vote, provided each member discloses the nature of the conflict and submits such disclosure in writing in addition to announcing the conflict. By announcing the conflict that I have outlined, and by submitting this memorandum to the Secretary of the Board of Supervisors, I have met the conditions required by the Ethics Act and if needed am therefore permitted to vote on the matter of appointment of myself to the RTWA Board.

MOTION BY: Kathie Doyle
SECOND BY: Tim Arnold
MOTION CARRIED

23. Appointment of Deputy Emergency Management Coordinator

Motion to appoint Greg Reese as the Deputy Emergency Management Coordinator to assist the Emergency Management Coordinator (EMC).

MOTION BY: Kathie Doyle
SECOND BY: Chris Vanelli
MOTION CARRIED

24. Appointment of Vacancy Board Chairman

Motion to appoint James Smith as the Vacancy Board Chairman for 2025.

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED

E. ADJOURNMENT

Motion to adjourn at 7:12 pm

MOTION BY: Chris Vanelli
SECOND BY: Kathie Doyle
MOTION CARRIED