

**RICHLAND TOWNSHIP  
BOARD OF SUPERVISORS  
REORGANIZATION MEETING  
JANUARY 4, 2016/**

Chairman Rick Orloff called the Richland Township Board of Supervisors Reorganization Meeting to order at 7:00PM. Those present are as follows: Richard Orloff, Supervisor; Timothy Arnold, Supervisor; Timothy Ritter, Supervisor; Stephen Sechriest, Township Manager; Chief Richard Ficco, Township Police Department.

**OPENING**

- A. The meeting was called to order.
- B. The Pledge of Allegiance was recited.
- C. Mr. Orloff gave an Invocation.
- D. The Roll Call was taken.

**ORGANIZE**

**MOTION** *Mr. Orloff made a motion to appoint Mr. Ritter as temporary chairperson for the Richland Township Board of Supervisors. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**RECEIVE NOMINATIONS FOR CHAIRPERSON**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Ritter as chairperson for the Richland Township Board of Supervisors for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**NOMINATE AND ELECT VICE-CHAIRPERSON**

**MOTION** *Mr. Ritter made a motion to appoint Mr. Arnold as vice-chairperson for the Richland Township Board of Supervisors for 2016. Mr. Arnold seconded the motion. Vote: Mr. Orloff abstained from this vote. Vote was 2 to 1. Motion carried.*

**APPOINT TOWNSHIP SECRETARY**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Stephen Sechriest to be the Richland Township Secretary for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP ASSISTANT SECRETARY**

**MOTION** *Mr. Arnold made a motion to appoint Ms. Laura Held to be the Richland Township Assistant Secretary for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP TREASURER**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Charles Botson to be the Richland Township Treasurer for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**TREASURER'S BOND LIMIT**

**MOTION** *Mr. Arnold made a motion to set the Treasurer's Bond Limit for Richland Township for 2016 at \$2,000,000. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP SOLICITOR**

*MOTION Mr. Orloff made a motion to appoint Mr. B. Lincoln Treadwell, Jr. as the Richland Township Solicitor for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT SPECIAL COUNCIL FOR LABOR MATTERS**

*MOTION Mr. Orloff made a motion to appoint Ballard Spahr, LLP as the Richland Township Special Council for Labor Matters for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP ENGINEER**

*MOTION Mr. Orloff made a motion to appoint Gilmore & Associates as Richland Township Engineers for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP ENGINEER FOR INSPECTIONS**

*MOTION Mr. Orloff made a motion to appoint Boucher & James as Richland Township Engineer for Inspections for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP TRAFFIC ENGINEER**

*MOTION Mr. Orloff made a motion to appoint Gilmore & Associates as Richland Township Traffic Engineer for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP PLANNING CONSULTANT**

*MOTION Mr. Orloff made a motion to appoint Boucher & James as Richland Township Planning Consultant for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT CONSULTANT FOR PERSONNEL MATTERS**

*MOTION Mr. Orloff made a motion to appoint Mr. Cameron L. Ferdinand as Richland Township Consultant for Personnel matters for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT VACANCY BOARD CHAIRMAN**

*MOTION Mr. Arnold made a motion to appoint Mr. Steven Tamburri as the Richland Township Vacancy Board Chairman for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**CERTIFY DELIGATE TO STATE ASSOCIATION'S ANNUAL CONVENTION**

*MOTION Mr. Orloff made a motion to appoint and certify Mr. Richard Brittingham as the Richland Township Delegate to the State Association's Annual Convention for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT TOWNSHIP OPEN RECORDS OFFICER**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Stephen Sechriest as the Richland Township Open Records Officer for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT ALTERNATE OPEN RECORDS OFFICER**

**MOTION** *Mr. Arnold made a motion to appoint Ms. Laura Held as the Richland Township Alternate Open Records Officer for 2016. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT DELEGATES TO SUSQUEHANNA MUNICIPAL TRUST**

**MOTION** *Mr. Orloff made a motion to appoint Charles Botson as the Richland Township delegate to the Susquehanna Municipal Trust for the year 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carries unanimously.*

**MOTION** *Mr. Orloff made a motion to appoint Richard Brittingham as the Richland Township alternate delegate to the Susquehanna Municipal Trust for the year 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carries unanimously.*

**APPOINT TOWNSHIP BUILDING CODE OFFICIAL**

**MOTION** *Mr. Orloff made a motion to appoint Mr. Raymond Constable as the Richland Township Building Code Official for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT PLANNING COMMISSION MEMBER**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Scott Guidos to Seat E of the Richland Township Planning Commission. Term expires January 2020. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**MOTION** *Mr. Arnold made a motion to appoint Mr. Edward Whitham to Seat F of the Richland Township Planning Commission. Term expires January 2020. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**MOTION** *Mr. Arnold made a motion to appoint Mr. Matthew Walsh to Seat G of the Richland Township Planning Commission. Term expires January 2020. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT PARK & RECREATION BOARD MEMBER**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Tom Marino to Seat E of the Richland Township Park & Recreation Board. Term expires January 2021. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT ZONING HEARING BOARD MEMBER**

**MOTION** *Mr. Arnold made a motion to appoint Mr. Thomas Steinfort to Seat B of the Richland Township Zoning Hearing Board. Term expires January 2019. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.*

**APPOINT WATER AUTHORITY MEMBER**

**MOTION** *Mr. Orloff made a motion to let the existing member serve Seat D of the Richland Township Water Authority. Term expires January 2021. Mr. Ritter seconded the motion. Vote: Mr. Arnold abstained from voting. Motion carried.*

**APPOINT INDEPENDENT/CPA ACCOUNTANT TO PERFORM ANNUAL AUDIT**

**MOTION**      *Mr. Orloff made a motion to appoint Lopez, Teodosio & Larkin, LLC as the Richland Township Independent/CPA Accountant to perform the annual audit for 2016. Mr. Ritter seconded the motion. Vote: All in favor. Motion carried unanimously.*

**ADJOURNMENT**

**MOTION**      *Mr. Ritter made a motion to adjourn the Richland Township Board of Supervisors Reorganization Meeting for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.*

Respectfully submitted,  
Catherine Woods  
Recording Secretary

**RICHLAND TOWNSHIP  
BOARD OF SUPERVISORS  
BUSINESS MEETING  
JANUARY 5, 2015**

Chairman, Timothy Ritter called the Richland Township Board of Supervisors Business Meeting to order. Those present are as follows: Richard Orloff, Supervisor; Timothy Arnold, Supervisor; Timothy Ritter, Supervisor; Stephen Sechriest, Township Manager; and Chief Richard Ficco, Township Police Department.

**I. OPENING**

- A. The meeting was called to order at 7:10 p.m.
- B. Appointment of Steven Bauman as a full time Police Officer.

**II. PUBLIC HEARINGS**

Not applicable for this agenda

**III. PUBLIC COMMENT**

There was no public comment at this time in the meeting.

**IV. PRESENTATIONS**

- A. Quarterly Report from Public Works Director Thom Roeder  
Tom Roeder gave a brief report on the following:  
Leaf collection was finished in mid December and they collected 800 cubic yards.  
They currently have 1000 tons of salt and all of the equipment is ready for any storms.  
Road crew will start tree trimming in the Richland Station, Richland Mead and Deer Run developments, until snow.  
Plans were received from Gilmore & Associates for the Morgan Creek Bridge. This needs repairs and concrete culvert replaced. Tom is trying to reduce the costs of the repairs. After the repairs are finished we will be able to lift the truck weight limit.

**V. BOARD AND STAFF REPORTS**

Stephen Sechriest, Township Manager, announced that he received an email from Mike Brown manager from Springfield Township in regards to Keystone Road. Richland Township and Springfield share the road. Mike Brown said they have gotten some complaints from residents about the truck using this a shortcut. Springfield Township had their traffic engineer do a study and it appears that the road is not wide enough for trucks. Springfield Township would like to restrict truck traffic on Keystone Road and since half the road is on our township they asked if Richland Township would also restrict truck traffic on Keystone Road. Timothy Ritter stated that he would want to prohibit trucks from using California Road at the same time due to the "S" curves. We would have to pass an ordinance if this is what Richland Township wants to do.

Timothy Arnold, Township Supervisor, had no reports at this time.

Richard Orloff, Township Supervisor, stated that he met with the homeowners of Arbours at Morgan Creek. The HOA would like to meet on February 8, 2016 with the Board of Supervisors and staff in regards to the performance Bond, potential litigation, etc.

Mr. Orloff would also like to trim back on the staff going to PSATS Conference this year. He would like to have an executive session after the meeting to discuss this.

Timothy Ritter, Township Supervisor, Announced there will be an executive session after the meeting, as requested by Supervisor Orloff

Chief Richard Ficco, Township Police, had no reports at this time.

**VI. DEVELOPERS' ISSUES**

Not applicable for this agenda.

**VII. TOWNSHIP BUSINESS ITEMS (OLD AND NEW)**

- A. Approve Minutes from the December 14, 2015 Business Meeting

- MOTION**      **Mr. Arnold made a motion to approve the minutes from the Richland Township Board of Supervisors December 14, 2015 Business Meeting as edited. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.**
- B.      Financial Business – Approve payment of bills summarized below:  
 General Fund Total: \$191,669.14  
 Police-Emergency Services Fund Total: \$33,108.99  
 Developer Escrow Fund Total: \$34,158.85  
 Township Volunteer Boards Fund Total: \$1,310.00  
 Recreation Fund Total: \$8,911.84
- MOTION**      **Mr. Orloff made a motion to approve the payment of bills as summarized. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.**
- C.      Resolution designating banks and financial institutions for deposit of Township funds
- MOTION**      **Mr. Orloff made a motion to adopt Resolution #16-01, designating Quakertown National Bank, PLGIT, First Savings Bank of Perkasio, and Citizens Bank for deposits of Township funds for 2016. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.**
- D.      Resolution Approving the Fee Schedules for the Township’s Engineering and Planning Consultants for 2016.
- MOTION**      **Mr. Arnold made a motion to adopt Resolution #16-02 setting the 2016 fee schedules for Richland Township’s Planning Consultant, Inspections Engineer (Boucher & James, Inc.) and Township Engineer and Traffic Engineer (Gilmore & Associates, Inc.). Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.**
- E.      Resolution Approving the Fee Schedule for the Township’s Solicitor for 2016
- MOTION**      **Mr. Orloff made a motion to adopt Resolution #15-03 setting the 2016 fee schedule for Richland Township’s Solicitor B. Lincoln Treadwell, Jr. for the 2016 year. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.**
- F.      Township Fee Schedule Resolution
- MOTION**      **Mr. Arnold made a motion to adopt Resolution #16-04 establishing fees for the filing of applications, permits and licenses and for the use of facilities and other services for the Township. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.**
- G.      Resolution Reappointing Delegates to the Bucks County Tax Collection Committee
- MOTION**      **Mr. Arnold made a motion to adopt Resolution #16-05 naming the Primary voting delegate as Mr. Charles Botson; and the alternate voting delegate as Mr. Richard Brittingham to the Bucks County Tax Collection Committee. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.**
- H.      Consideration of a Resolution Establishing a Whistleblower Protection Policy
- MOTION**      **Mr. Orloff made a motion to adopt Resolution #16-06 to establish a Whistleblower Protection Policy. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.**
- I.      Consideration of additional proposed amendments to the Police Department’s Policy and Procedures Manual

**MOTION**      **Mr. Orloff made a motion to adopt the proposed changes to the Police Department's Policy and Procedures Manual. Mr. Arnold seconded the motion. Vote: All in favor. Motion carried unanimously.**

**VIII. PUBLIC COMMENT**

There was no public comment at this time in the meeting.

**IX. ADJOURNMENT**

**MOTION**      **Mr. Arnold made a motion to adjourn the Richland Township Board of Supervisors Business Meeting at 8:00 p.m. Mr. Orloff seconded the motion. Vote: All in favor. Motion carried unanimously.**

An executive session was held after the Board of Supervisors meeting.

Respectfully submitted,  
Laura Held  
Recording Secretary

Note: The next business meeting of the Richland Township Board of Supervisors will be held on Monday, February 8, 2016 at 7:00 p.m.