

LEHIGH TOWNSHIP
NORTHAMPTON COUNTY
RESOLUTION 2023-4

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
TOWNSHIP OF LEHIGH, NORTHAMPTON COUNTY,
ESTABLISHING A PROCESS TO FILL A VACANT SEAT OF A
TOWNSHIP BOARD, COMMISSION, COMMITTEE AND BOARD OF
SUPERVISORS.

WHEREAS, Lehigh Township is a municipal corporation located in Northampton County, Commonwealth of Pennsylvania, which is governed by the Second Class Township Code; and

WHEREAS, the Second Class Township Code authorizes a municipality to establish various Boards, Commissions, and Committees; and

WHEREAS, the Board of Supervisors wish to establish requirements for individuals who want to serve on the various Boards, Commissions, and Committees of the Township; and

WHEREAS, the Board of Supervisors of Lehigh Township, Northampton County, shall require all individuals who wish to serve on Township Boards, Commissions, and Committees to have resided in Lehigh Township continuously for a period of at least one year prior to their appointment; and

WHEREAS, the Board of Supervisors shall follow the Second Class Township Code as to the process for the Appointment of a vacant seat on the Board of Supervisors; and

WHEREAS, the Board of Supervisors wish to implement the following process to fill the vacant seat of a Board, Commission, or Committee as follows:

1. A Board, Committee or Commission shall immediately notify the Board of Supervisors of a vacancy.
2. The Township shall confirm with the Board, Commission, or Committee the expiration of the term of the vacant seat.
3. The Township shall advertise for the vacant seat(s) to include a deadline for applicants to respond to the advertisement.
4. Applicant(s) shall submit a letter of interest to the Township (as an application to fill the vacant seat) by the deadline stated in the advertisement. All applicants must have continuously resided in Lehigh Township for a

period of one (1) year prior to the appointment to be eligible to fill the vacancy.

5. The Township shall notify the applicant(s) with the date and time of the Board of Supervisors' meeting for participation in a public interview conducted by the Board of Supervisors. Should a candidate not be available for that meeting, that candidate shall attend the next scheduled meeting to be publicly interviewed by the Board of Supervisors. Non-participation by an applicant in either of the scheduled meetings will eliminate the applicant for consideration for the vacant seat.
6. The Township Manager shall place all applicant(s) name(s) on the Board of Supervisors' meeting agenda.
7. The Board of Supervisors shall conduct the public interview(s).
8. The Board of Supervisors shall vote on the applicant(s) to fill the vacant seat for a Board of Supervisors in accordance with the Second Class Township Code, the Board of Supervisors shall fill the vacant seat for all other Boards, Commissions, or Committees within two months of the date of public interview. Members of the Board of Supervisors who are immediate family members of an applicant shall recuse themselves from the vote.
9. The Township shall notify all applicant(s) who are appointed to the Board, Commission, Committee by the Board of Supervisors. The appointee(s) shall be informed about the date and time of the next scheduled Board, Commission, Committee meeting and instructed as to when to pick up the necessary resources for the position.
10. The Township shall notify the chairperson of the Board, Commission, Committee who was appointed to the vacant seat.

NOW THEREFORE, BE IT RESOLVED that the Board of Supervisors of Lehigh Township, Northampton County, hereby requires all applicants for appointment to a Board, Commission, Committee or Board of Supervisor shall follow the process for a vacant seat.

RESOLVED AND ENACTED this ^{28th} day of March, 2023.

Lehigh Township
Northampton County

ATTEST:



Alice A. Rehrig, Secretary



Michael Jones, Chairman