WILLIAMS TOWNSHIP BOARD OF SUPERVISORS

RESOLUTION CREATING AND AUTHORIZING THE SEWER ADVISORY COMMITTEE

SUBJECT: WILLIAMS TOWNSHIP SEWER ADVISORY COMMITTEE

RESOLUTION 2010-12

WHEREAS, The Williams Township Board of Supervisors desire to create an advisory committee to make recommendations to them and the Township Manger in developing rates for public sewer customers and to make recommendations to the Board of Supervisors in regards to the budget for public sewer, customer billing, capital plan and budget, inflow and infiltration and repair and maintenance; and

WHEREAS, the Board of Supervisors also desire to establish the qualifications and terms of the members of the Sewer Advisory Committee; and

WHEREAS, the Williams Township Board of Supervisors desire to take action to create the Sewer Advisory Committee.

NOW THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Williams Township, Northampton County, Commonwealth of Pennsylvania:

1. The Sewer Advisory Committee (the "Committee") shall consist of five people who are residents of the Township. Each member shall be appointed by the Williams Township Board of Supervisors to a three year term. The initial terms of the members shall be staggered so that one member shall have a one year term, two members shall have a two year term and two members shall have three years terms. As the initial terms expire, the subsequent appointment shall be for three year terms. Since the initial appointments to the Committee have been made in the middle of the calendar year, an appointment made in 2010 shall count as one full year for purposes of calculating the terms of the initial appointees. Terms shall expire on December 31 of the calendar year.

2. The Committee each year at its first meeting of the calendar year shall reorganize and elect a Chair, Vice-Chair and Secretary.

3. The Committee shall meet as often as it desires at times and dates selected by the Committee; however, the Committee shall meet at least quarterly in each calendar year. All meetings of the Committee shall be advertised in accordance with Pennsylvania law.

4. All meetings of the Committee shall be open to the public. Under the advice of the Williams Township Solicitor, the Committee may convene into Executive Session when appropriate pursuant to Pennsylvania law. No minutes shall be recorded for the Executive Session. In order for a meeting to occur a quorum of the Committee must be present. A quorum shall consist of three members of the

Committee. All action and recommendations of the Committee must be decided by a majority of the Committee as a whole; or in other words by at least three members regardless of the number of members present.

5. The Chair shall conduct the meetings. In the absence of the Chair, the Vice-Chair shall conduct the meetings. The Secretary shall record the minutes of the meetings. Once the minutes of a meeting are approved by the Committee, the approved minutes shall be filed with the Williams Township Secretary.

6. The Committee shall act in an advisory role only. The purpose of the Committee is to make recommendations to the Board of Supervisors and the Township Manager in developing rates for public sewer customers and to make recommendations to the Board of Supervisors in regards to the budget for public sewer, customer billing, capital plan and budget, inflow and infiltration and repair and maintenance.

RESOLVED, **ADOPTED,** and **APPROVED**, this 8th day of September, 2010 at a regular public meeting of the Board of Supervisors of Williams Township.

WILLIAMS TOWNSHIP
BOARD OF SUPERVISORS

ATTEST:

Melody Ashmore, Secretary

George Washburn, Chairman

Fred Mebus, Vice-Chairman

Sally Hixson