

TOWNSHIP OF WASHINGTON
BERKS COUNTY, PENNSYLVANIA

ORDINANCE NO. 2024-3

AN ORDINANCE OF THE TOWNSHIP OF WASHINGTON, BERKS COUNTY, PENNSYLVANIA, AMENDING THE ORDINANCES OF THE TOWNSHIP OF WASHINGTON, PART II, TITLED "GENERAL LEGISLATION," TO ADD A NEW CHAPTER 77, TITLED "PARKS AND RECREATION BOARD," AND TO ESTABLISH A PARKS AND RECREATION BOARD, AND REGULATIONS REGARDING THE BOARD, INCLUDING THE BOARD'S PURPOSE, COMPOSITION, APPOINTMENT OF MEMBERS AND THEIR TERMS, COMPENSATION, COORDINATION WITH OTHER TOWNSHIP AGENCIES, OFFICERS, CONDUCT OF MEETINGS, POWERS AND DUTIES OF THE BOARD, CREATION OF COMMITTEES, APPROPRIATION OF FUNDS, CONFORMANCE WITH LAWS, ORDINANCES, RULES AND REGULATIONS, PROHIBITING DISCRIMINATION AND AMENDMENT OF BY-LAWS OF THE BOARD, AND PROVIDING SEVERABILITY AND REPEAL OF INCONSISTENT ORDINANCES.

IT IS HEREBY ENACTED AND ORDAINED by the Board of Supervisors of the Township of Washington as follows:

SECTION 1. Amendment to Part II of Ordinances of the Township of Washington. The Ordinances of the Township of Washington, Part II, titled "General Legislation," shall be amended to add a new Chapter 77, titled "Parks and Recreation Board" and to read as follows:

CHAPTER 77

PARKS AND RECREATION BOARD

§ 77-1. Establishment of the Board.

An advisory board, to be known as the Washington Township Parks and Recreation Board (the "Board"), is hereby created and shall continue to function until such time that this Chapter is repealed.

§77-2. Purpose.

The purposes of the Board are as follows:

- (A) To act as an advisory body to the Washington Township Board of Supervisors ("Board of Supervisors") and the Washington Township Planning Commission ("Planning Commission") in matters regarding

development of recreational opportunities, areas, and activities within Washington Township ("Township").

- (B) Assist the Board of Supervisors in enhancing community life for all present and future residents and employees of Township businesses by providing adequate opportunities for active and passive recreation.
- (C) Serve as a liaison between the Board, the Township Manager, the Board of Supervisors, and the residents of the Township in matters regarding parks and recreation, and recreational activities.

§ 77-3. Composition.

The Board shall be composed of five (5) residents of the Township.

§ 77.4. Appointment of members; term.

Board members shall be appointed in accordance with the following procedures:

- (A) Each member of the Board shall have one (1) vote.
- (B) The Township Manager shall serve as the chief administrative officer of the Board but shall not be entitled to vote.
- (C) Members shall serve three (3) year terms which shall conclude on December 31 of their third year. Terms of office shall be staggered in such a manner at least one (1) but no more than two (2) expire annually. Vacancies shall be filled by the Board of Supervisors in like manner as original appointments except the term of office is restricted to the unexpired term of the member being replaced.
- (D) Whenever possible, one (1) member of the Board shall also be a member of the Planning Commission.
- (E) The Board of Supervisors may, on the recommendation of the Board, remove any member for misconduct or neglect of duty, including but not limited to failure to attend scheduled meetings.

§ 77-5. Compensation.

Board members shall receive no compensation for their services but may be reimbursed for expenses actually and necessarily incurred by them in the performance of their duties, which must be agreed to in advance by the Board in order to be eligible for reimbursement.

§ 77-6. Coordination with other agencies.

The Board shall be advisory to and shall coordinate its activities with the Board of Supervisors, Planning Commission, and other Township agencies.

§ 77-7. Officers.

The officers of this Board shall be a Chairperson, Vice Chairperson, and a Secretary. The Officers shall be elected at the organization meeting (held in January of each year on a date convenient to the members) to serve for one (1) year or until a successor shall be elected by majority vote of the Board. Vacancies in office shall be filled immediately by special election by the remaining members of the Board. The duties and responsibilities of each officer shall be as follows:

- (A) **Chairperson.** The Chairperson shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the Board at public affairs, and perform all such duties as usually handled by a Chairperson, except when such duties are properly delegated. The Chairperson may succeed himself or herself and shall be elected from among the members who have served for more than one (1) year.
- (B) **Vice Chairperson.** The Vice Chairperson of the Board in the absence of the Chairperson shall perform all the duties of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson Pro Tempore who shall perform the duties of Chairperson. The Vice Chairperson shall be charged with the responsibility to see that all standing and temporary committees function as planned by the Board.
- (C) **Secretary.** The Secretary shall perform the usual duties pertaining to the office. The Secretary shall keep or cause to be kept a full and true permanent record of all meetings of the Board including keeping of minutes of both regular and special meetings. The Secretary shall also attend to all correspondence as may be required by the Board.

§77-8. Meetings.

The Board shall hold regular and special meetings in accordance with the following:

- (A) Regular meetings shall be held on the second Tuesday of each month, January through December each year unless otherwise agreed upon by the Board.
- (B) Special meetings may be called by the Chairperson or on the written request of at least three (3) members and after a minimum of five (5) days' notice to the Board.

- (C) All regular meetings are to be held at the Township Office, 120 Barto Road, Barto, PA 19504.
- (D) The meetings shall convene at 6:00 p.m. unless otherwise agreed.
- (E) The first regular meeting in January of each year shall be called the organizational meeting. The purpose of this meeting shall be the election and installation of officers, the presentation of the annual report, and other business.
- (F) A quorum shall be one half (1/2) plus one (1) of the seated members of the Board, and a vote of the majority of the quorum present shall be considered to be a vote of the majority.
- (G) All meetings are open to the public and shall be advertised at least once (either individually, or in one (1) December or January advertisement) in a newspaper of general circulation.
- (H) Meetings shall be conducted in accordance with procedures prescribed in the by-laws.
- (I) The following shall be the order of business of the Board:
 - 1. Call to Order
 - 2. Public Portion
 - 3. Minutes of Prior Meeting(s)
 - 4. Department Reports
 - 5. Old Business
 - 6. New Business
 - 7. Correspondence & Contacts
 - 8. Board Member Comments
 - 9. Next Meeting
 - 10. Adjournment
- (J) The Rules of Order may be suspended, and any matters considered or postponed by action of the Board.
- (K) The Board shall keep records of its meetings and activities. Minutes shall be approved by the Board and a copy forwarded to the Board of Supervisors. The Board shall make monthly and annual reports, which shall be forwarded to the Board of Supervisors and printed in the annual municipal report or otherwise made known and available.

§ 77.9. Powers and Duties of the Board.

The powers and duties of the Board shall consist of the following:

- (A) Define the Board objectives and establish plans, policies, and standards required to meet these objectives.
- (B) Establish and periodically update a comprehensive recreation, parks & open spaces plan.
- (C) Provide an adequate system of recreation areas/facilities and programs/services.
- (D) Promote and explain the Board programs and services to the community and explain the needs and desires of the community to the Township Board of Supervisors.
- (E) Serve as a forum for the introduction of new ideas, programs, policies, and procedures.
- (F) Review all subdivision and land development plans situated within the Township that are submitted for approval to the governing body.
- (G) Advise the Board of Supervisors of the acceptance of any open space, grant, gift, or donation for the recreation and park program.
- (H) Prepare an annual operating and capital budget proposal for the Board of Supervisors.
- (I) Advise the Board of Supervisors of the establishment of fees and charges for Park and Recreation programs and services.
- (J) Aid in coordinating the services and programs of other agencies, both public and private, providing recreation in the community.
- (K) To undertake such other recreational tasks as requested by the Board of Supervisors.

§77.10. Committees.

The Board will be responsible for creating and overseeing the following committees:

- (A) Special Committees

Special Committees may be appointed from time to time as the Board Chairperson deems necessary to address specific subject.

- (B) Appointment and Personnel Committees.

All Committees shall be appointed by the Chairperson of the Board at the annual meeting or as soon thereafter as possible and serve until their successors are appointed or their function is completed. The Chairperson shall serve *ex officio* on all committees.

(C) Committee Reports.

All action by a Committee shall be reported by the Committee Chairperson to the board at its next meeting.

§ 77.11. Appropriation of funds.

The Board of Supervisors may, from time to time, appropriate funds for the expenses incurred by the Board.

§ 77.12. Conformance with laws, ordinances, rules, and regulations.

The Board shall at all times comply with all laws, ordinances, rules, and regulations as may be adopted from time to time governing public park and recreation.

§77.13. Non-discrimination.

The Board shall not discriminate in any manner against any person by reason of race, color, national origin, religious creed, ancestry, age, sex, handicap, political affiliation, or other protected status under state or federal law.

§77.14. Amendments.

The by-laws may be amended by the membership of the Board at a meeting at which there is a quorum, held after reasonable notice to the members of the Board and upon concurrence of the Board of Supervisors.

SECTION 2. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 3. If any sentence, clause, section, or part of this ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, legality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this ordinance. It is hereby declared as the intent of the Township that this ordinance would have been adopted had such unconstitutional, illegal, or invalid sentence, clause, section, or part thereof not been included herein.

SECTION 4. The Code of the Township shall be and remain unchanged and in full force and effect except as amended, supplemented or modified by this Ordinance. This

Ordinance shall become a part of the Ordinances of the Township of Washington, Berks County, Pennsylvania, upon adoption.

SECTION 5. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

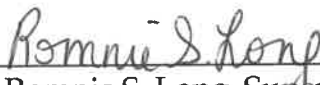
SECTION 6. This Ordinance shall become effective on the earliest date permitted by law.


DULY ENACTED AND ORDAINED this ____ day of October, 2024.

**TOWNSHIP OF WASHINGTON
BERKS COUNTY, PENNSYLVANIA**

By: 
David Moyer, Chairman

By: 
Thomas Powanda, Vice Chairman

By: 
Ronnie S. Long, Supervisor

Attest: 
Susan J. Brown, Township Manager

