



ORDINANCE #99-¹⁵
HILLTOWN TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA

AN ORDINANCE TO CONFIRM AND RE-ESTABLISH THE HILLTOWN TOWNSHIP PLANNING COMMISSION, PROVIDING FOR THE APPOINTMENT OF MEMBERS, REMOVAL OF MEMBERS, ORGANIZATION, POWERS AND DUTIES OF THE PLANNING COMMISSION; AND REPEALING AN ORDINANCE ADOPTED ON MARCH 8, 1958.

BE IT HEREBY ORDAINED AND ENACTED by the Board of Supervisors of Hilltown Township, Bucks County, Pennsylvania, as follows:

Section 1. Establishment. There is hereby confirmed and re-established a Township Planning Commission to be known as the "Hilltown Township Planning Commission."

Section 2. Membership; Terms of Office. The Hilltown Township Planning Commission shall consist of seven (7) members, to be appointed by the Board of Supervisors. The terms of each of the members of the Commission shall be for four (4) years or until a successor is appointed and qualified. The terms of the members shall be fixed so that no more than two (2) shall be reappointed or replaced during any future calendar year. The Chairperson of the Planning Commission shall promptly notify the Board of Supervisors concerning vacancies in the Commission, and such vacancies shall be filled for the unexpired term.

Section 3. Qualifications; Compensation.

- A. All of the members of the Planning Commission shall be residents of the Township. Members of the Planning Commission shall not be officers or employees of Hilltown Township, except that one (1) member may also be a member of the Board of Supervisors.
- B. All members shall serve without compensation, but they may be reimbursed for necessary expenses.
- C. All members shall attend planning seminars at least once annually as approved by the Board of Supervisors.

Section 4. Removal From Office.

- A. Any member of the Planning Commission, once qualified and appointed, may be removed from office for malfeasance or nonfeasance in office or for other just cause by a majority vote of the Board of Supervisors. The vote of the Board of Supervisors may be taken after the member has received fifteen (15) days' advance notice of the intent to take such a vote. A hearing shall be held in connection with the vote if the member shall request the same in writing. Any appointment to fill a vacancy created by removal shall be only for the unexpired term.
- B. Any member of the Planning Commission, once qualified and appointed, may be removed from office for lack of meeting attendance, at the discretion of the Board of Supervisors, as follows:
 - 1. Absence from two (2) regular meetings in a row.
 - 2. Absence from two (2) worksession meetings in a row.
 - 3. Absence from six (6) combined meetings per year.

Section 5. Organization; Reports. The Commission shall elect its own Chairperson and Vice-Chairperson, and shall create and fill such other offices as it may determine. Officers shall serve annual terms and may succeed themselves. The Commission may make rules and regulations to govern its procedures, consistent with the Ordinances of Hilltown Township and the laws of the Commonwealth of Pennsylvania. The Commission shall keep a full record of its business and shall annually make a written report by March 1 of each year of its activities to the Board of Supervisors. Interim reports may be made as often as may be necessary or as requested by the Board of Supervisors.

Section 6. Election of Officers.

- A. Annual Meeting: An annual organization meeting shall be held on the third Monday in January.
- B. Nominations: At the annual organization meeting, members shall make nominations; and the election of officers specified in Section 5 shall follow immediately thereafter.
- C. Term: A candidate receiving a majority vote of the entire membership of the Commission shall be declared elected, and shall serve for one year until his successor shall take office.
- D. Vacancies: Vacancies in office shall be filled immediately by regular election procedure.

Section 7. Meetings.

- A. General: Worksession meetings will be held on the first Monday of every month at 7:30PM. Regular meetings will be held on the third Monday of every month at 7:30PM. All meetings will be held at the Hilltown Township Municipal Building located at 13 West Creamcry Road in Hilltown Township, Bucks County, Pennsylvania. In the conflict with holidays or other events, a majority at any meeting may change the date of said meeting. A schedule of meeting dates for any year shall be published in a newspaper of general circulation in December of the prior year.
- B. Quorum: A quorum shall consist of four (4) members of the Commission and a quorum must be present to transact business. If a quorum is present, then a majority of the votes cast on any particular matter of business will carry the issue, except for election. Voting shall be by voice vote. This is the case even if this number does not constitute a majority of the quorum. It is immaterial if all members present did not vote or abstained. Abstentions shall be publicly explained. Non-voting members cannot prevent action or recommendation by the Planning Commission by their silence.
- C. Public Meetings: All meetings or portions of meetings at which official action is taken shall be open to the general public.
- D. Conduct of Meetings: Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Commission.

Section 8. Powers and Duties. The Planning Commission shall, at the request of the Board of Supervisors, have the power and shall be required to do and perform all actions requested by the Board of Supervisors, pursuant to the provisions of the Pennsylvania Municipalities Planning Code, Act of July 31, 1968, P.L. 805, No. 247, as amended.

Section 9. Effective Date. This Ordinance shall take effect and be in force five (5) days after its approval as required by law.

DULY ENACTED AND ORDAINED this 27th day of DEC, 1999, by the Board of Supervisors of the Township of Hilltown, Bucks County, Pennsylvania, in lawful session dully assembled.

HILLTOWN TOWNSHIP BOARD OF SUPERVISORS

