

**LOWER MACUNGIE TOWNSHIP**  
**Lehigh County, Pennsylvania**

**ORDINANCE 2022-06**  
**(Duly Adopted: October 20, 2022)**

**AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF LOWER MACUNGIE, CHAPTER 1, ADMINISTRATION AND GOVERNMENT, PART 2 BOARDS, COMMISSIONS AND COUNCILS, BY DELETING SUB-PART A PARK AND RECREATION BOARD, AND ADOPTING A NEW SUB-PART A PARKS AND RECREATION ADVISORY COMMITTEE, AND BY DELETING SUB-PART C PUBLIC SAFETY COMMISSION AND EMERGENCY MANAGEMENT ORGANIZATION, SECTIONS 1-221, 1-222 AND 1-223, AND ADOPTING A NEW SUB-PART C PUBLIC SAFETY ADVISORY COMMITTEE AND EMERGENCY MANAGEMENT ORGANIZATION, SECTIONS 1-221, 1-222 AND 1-223, INCLUDING FOR EACH THE PARKS AND RECREATION ADVISORY COMMITTEE AND THE PUBLIC SAFETY ADVISORY COMMITTEE, THE RESPECTIVE TERMS, MEMBERSHIP, OBJECTIVES AND LIMITATIONS.**

The Board of Commissioners of the Township of Lower Macungie hereby ordains:

**Section 1.** The Code of Lower Macungie Township, Chapter 1 Administration and Government, Part 2, Boards, Commissions and Councils, sub-Part A, Park and Recreation Board shall be deleted in its entirety, and replaced with a new sub-Part A, Parks and Recreation Advisory Committee, to read as follows:

**A. Parks and Recreation Advisory Committee.**

§ 1-201. Creation of the Parks and Recreation Advisory Committee.

For matters concerning Lower Macungie Township parks and recreation facilities and programs, a Parks and Recreation Advisory Committee is hereby created, to be comprised of seven members. The members shall be appointed as follows:

1. There shall be five residents of Lower Macungie Township, all appointed by the Lower Macungie Township Board of Commissioners. The members of the Parks and Recreation Advisory Committee shall serve without pay for terms of three years or until their successors are appointed. The terms of such members will be staggered so that no more than two members are appointed in any year. Each term shall commence on January 1 and terminate on December 31. Vacancies in the Committee occurring prior to the expiration of a term shall be for the unexpired term and shall be filled in the same manner as original appointments, in accordance with the Appointment Policy. Committee members shall serve at the pleasure of the Board of Commissioners and may be removed for cause by a majority vote of the Board of Commissioners.
2. The Director of Recreation, who shall serve as the Chairperson.

3. A Township staff member, designated by the Township Manager, who is responsible for the Public Works Department maintenance of parks and recreation facilities.

§ 1-202. Meetings.

The Parks and Recreation Advisory Committee shall be advisory to the Board of Commissioners and shall meet no less often than quarterly at a public meeting which has been properly advertised, at which the public shall be given an opportunity to be heard. The Parks and Recreation Advisory Committee may also meet at such special meetings or work sessions, as necessary and properly advertised. The Committee will make every effort to hold meetings in the evening hours to encourage public input and involvement.

§ 1-203. Objectives and Principles.

1. The Parks and Recreation Advisory Committee shall be generally responsible for the periodic review of parks and recreation facilities and programming for the purpose of recommending changes and for advising the Township Manager, the Board of Commissioners, the Department of Parks and Recreation and the Recreation Director on recreation needs, use of facilities, and programs related to Township recreation.
2. The Committee shall incorporate the following principles in its advisory role:
  - A. Welcome various perspectives and ideas;
  - B. Consider broad-based input from Township citizens and local organized groups into planning and decision-making on areas of parks and recreation;
  - C. Develop recommendations based on examination of issues;
  - D. Promote public participation by the residents of Lower Macungie Township;
  - E. Operate transparently, ethically and in the best interest of the public and the Township.

§ 1-204. Duties.

1. Serve as an advisory committee on matters concerning parks and recreation to the Board of Commissioners of Lower Macungie Township.
2. In cooperation with the Director of Recreation, assist in the development of a comprehensive Lower Macungie Parks and Recreation Comprehensive Plan and promote the implementation of the plan.
3. Conduct regular public meetings no less often than quarterly to review, discuss and advise on programs and operations of the Parks and Recreation Department.

4. Promote a harmonious relationship between the Parks and Recreation Department and the general public.
5. Promote a cooperative environment between the Parks and Recreation Department, residents and organized Lower Macungie recreation associations in meeting the parks and recreation needs of the Township.
6. Assist the Director of Recreation as needed in the development of recreation policies for implementation by the Board of Commissioners.
7. Utilize the regular public meetings of the Committee, in addition to its regular business, to serve as a forum to discuss new programs and recreation services that benefit the Township.
8. Perform such other duties relating to parks and recreation as may be assigned from time to time by the Lower Macungie Township Board of Commissioners, Township Manager, and/or the Director of Recreation.

§ 1-205. Limitations.

1. Citizen advisory committees are strictly advisory in nature and have no decision-making authority. Citizen advisory committees are prohibited from incurring expenses, making payments, entering contracts, leases or obligations or otherwise binding the Township without the express written consent of the Board of Commissioners.
2. The Committee shall follow the Township's Social Media Policy and shall refrain from making official statements on behalf of the Township.

**Section 2.** The Code of Lower Macungie Township, Chapter 1 Administration and Government, Part 2 Boards, Commissions and Councils, sub-Part C Public Safety Commission and Emergency Management Organization, Section 1-221 (Creation), Section 1-222 (Jurisdiction) and Section 1-223 (Membership) are hereby deleted in their entirety, and replaced with new sub-Part C Public Safety Advisory Committee and Emergency Management Organization, Sections 1-221, 1-222 and 1-223, to read as follows:

**C. Public Safety Advisory Committee and Emergency Management Organization.**

§ 1-221. The Public Safety Advisory Committee.

The Public Safety Advisory Committee shall be composed of seven members. The members shall be appointed as follows:

1. There shall be three residents of Lower Macungie Township, all appointed by the Lower Macungie Township Board of Commissioners. The members of said Public Safety Advisory Committee shall serve without pay for terms of three years or until their successors are appointed. The terms of such members will be staggered so that no more than one member is appointed in any year. Each term shall commence on January 1 and terminate on December 31. Vacancies in the Committee occurring before the expiration of a term shall be for the unexpired term and shall be filled in the same manner as original appointments, in accordance with the Township's Appointment Policy. Committee members shall serve at the pleasure of the Board of Commissioners and may be removed for cause by a majority vote of the Board of Commissioners.
2. The Township's Fire Chief or designee.
3. The Director of the Macungie Ambulance Corps or designee.
4. The Township's Emergency Management Coordinator.
5. A Township staff member designated by the Township Manager. This staff member shall serve as Chairperson.

§ 1-222. Meetings.

The Public Safety Advisory Committee shall meet no less often than quarterly at a duly advertised public meeting at which the public shall be given an opportunity to be heard. The Public Safety Advisory Committee may also meet at such special meetings or work session as necessary, provided the meeting or work session is duly advertised. Meeting times should be scheduled to include evenings for public input and involvement.

§ 1-223. Objectives, Principles, Duties and Limitations.

1. The Public Safety Advisory Committee shall be generally responsible for recommendations to the Board of Commissioners concerning the general safety, health, and welfare of the residents of Lower Macungie Township.
2. Objectives and Principles. The Advisory Committee should seek to incorporate the following objectives and principles in its Advisory Committee role:
  - A. Have broad-based input from Township citizens, staff and volunteers into planning and decision-making on areas of public safety;
  - B. Develop recommendations based on an examination of the relevant issues;
  - C. Welcome various perspectives and ideas;
  - D. Promote public participation by the citizens of Lower Macungie Township; and,

- E. Operate transparently, ethically and in the best interest of the public.

3. Duties of the Public Safety Advisory Committee.

- A. Serve as an Advisory Committee on matters concerning public safety to the Board of Commissioners of Lower Macungie Township.
- B. In cooperation with the Township's public safety agencies, assist in the development of comprehensive plans for public safety and promote the implementation of any such plans.
- C. Coordinate matters of mutual concern between the Township, Fire Department, Emergency Management Agency, Law Enforcement, and Emergency Medical Services.
- D. Assist with providing feedback to the Department of Community and Economic Development in the development, implementation, and evaluation of Life Safety Codes and Standards.
- E. Assist when requested in providing feedback to the Department of Community and Economic Development as part of the land development planning process.
- F. Review traffic safety concerns as per policies adopted by the Board of Commissioners.
- G. Actively promote public safety activities throughout the Township.
- H. Promote a cooperative and harmonious relationship between the Township, Public Safety Agencies, the business community, and residents in order to meet the public safety needs of the Township.
- I. Assist the Township Manager and staff as needed in the development of public safety policies and operating guidelines for the Board of Commissioners to implement in their management of public safety.
- J. Utilize the regular public meetings of the Advisory Committee, in addition to its regular business, to serve as a forum to discuss new programs, initiatives, and strategies to enhance public safety of the Township.
- K. Perform such other duties that will serve to enhance and promote public safety as may be assigned to it from time to time by the Board of Commissioners, Township Manager and staff.

4. Jurisdiction and Limitations.

- A. Citizen advisory committees are strictly advisory in nature and have no decision-making authority. Citizen advisory committees are prohibited from incurring expenses, making payments, entering contracts, leases or obligations or otherwise binding the Township without the express written consent of the Board of Commissioners.
- B. The Committee shall follow the Township's Social Media Policy and shall refrain from making official statements on behalf of the Township.

**Section 3.** Nothing in this Ordinance or in Chapter of the Code of the Township of Lower Macungie, as hereby amended, shall be construed to affect any suit or proceedings in any Court, any rights acquired or liability incurred, any permit issued, or any cause or causes of action existing under the said Chapter prior to the adoption of this amendment.

**Section 4.** The provisions of this Ordinance are severable, and if any section, sentence, clause, part, or provision thereof shall be held illegal, invalid, or unconstitutional by any Court of competent jurisdiction, such decision of this court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this ordinance. It is hereby declared to be the intent of the Board that this ordinance would have been adopted if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

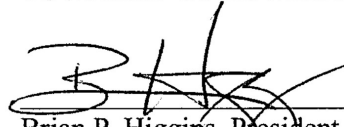
**Section 5.** This Ordinance shall take affect and be in force from and after its approval as required by law.

Approved by the Board this 20<sup>th</sup> day of October, 2022.

BOARD OF COMMISSIONERS OF  
TOWNSHIP OF LOWER MACUNGIE

ATTEST:

  
Renea Flexer, Secretary

  
Brian P. Higgins, President

	Motion	2nd	Yes	No	Abstain
R. Beitler			X		
B. Higgins			X		
M. Robert	X		X		
B. Shoemaker			X		
R. Ward		X	X		