

Parks and Recreation Commission

**Hamiltonban Township
Adams County, Pennsylvania**



**BY-LAWS
&
ESTABLISHING ORDINANCE**

Hamiltonban Township, Adams County, PA
Parks and Recreation Commission

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ARTICLES

I. NAME

101. This Commission is known as the Hamiltonban Township Parks and Recreation Commission (referred to as "PRC"). The Commission was authorized by the Hamiltonban Township Board of Supervisors (referred to as " the Board") and exists as a Parks and Recreation commission pursuant to Hamiltonban Township Ordinance #2007-01.

II. PURPOSE

201. Assist the Board to fulfill the Parks and Recreation mission. The Commission shall work toward the creation and implementation of recreational programs and facilities, and provide oversight of maintenance of those programs and facilities. Until such time as the need exists for a separate executive department with a recreational staff reporting to the PRC, the PRC shall perform those duties.
202. Serve as a liaison between the Department (once needed), the Board, and the citizens of the Township.
203. Serve as liaison between the Hamiltonban Board of Supervisors and the Parks and Recreation Commission of Fairfield Borough as provided for in the Hamiltonban-Fairfield Joint Recreation Plan adopted January 7, 2008 by Hamiltonban Township, and January 22, 2008 by Fairfield Borough.

III. MEMBERSHIP

301. The Commission consists of five (5) voting members (as stated in Ordinance 2012-05) who shall be qualified electors and residents of Hamiltonban Township. Each member shall have one vote.
302. The Board appoints five (5) members. The Commission may recommend individuals for appointment. The Commission Secretary shall submit these appointment recommendations to the appointing authority (the Board of Supervisors) after the Commission has approved them at a meeting. Every effort should be made to supply several recommendations for any opening. All Commission membership recommendations should be made after careful consideration, since the Commission will only be as good as its members. Applicants are to submit resumes to the Township Secretary to be distributed to the Commission and the Board. The resumes are to be kept on file for two years, at which time any former non-selected applicant still interested in appointment shall resubmit an updated resume.
303. Members serve five (5) year terms, which shall conclude on December 31 of their fifth year. (Exception: the first year of institution of the Commission when terms are

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artificially staggered.) Terms of office shall be staggered in such a manner that at least one, but no more than two, expires annually.

- 304. All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Board for misfeasance, malfeasance or nonfeasance of duty.
- 305. Vacancies shall be filled in the same manner as original appointments, except the term of membership is restricted to the unexpired term of the member being replaced.
- 306. The Board may, on recommendation of the Commission, designate a member who has served fifteen (15) or more years and who because of illness, infirmities, advanced age or other legitimate reason must relinquish active Commission status as a Member Emeritus. Such a member has no voting rights.
- 307. Commission members are volunteers who serve without monetary compensation. Members may be reimbursed for expenses incurred due to participation in conferences and/or workshops as approved by the Board in accordance with current Board policies.

IV. OFFICERS

- 401. The officers of this Commission shall be Chairman, Vice Chairman, and Secretary. The Officers shall be elected at the first meeting of each calendar year to serve for one year or until a successor shall be elected. Vacancies in office shall be filled at the next meeting by special election.
 - 1. **Chairman.** The Chairman shall preside at all meetings, appoint committees, call special meetings when he/she deems it advisable, represent the Commission at public affairs, and perform all such duties as usually handled by a Chairman, except when such duties are properly delegated. The Chairman may succeed himself or herself and shall be elected from among the members who have served more than one (1) year.
 - 2. **Vice Chairman.** The Vice-Chairman of the Commission performs all duties of the chairman in his/her absence. The Vice-Chairman is responsible to see that all committees function as directed by the Commission Chairman.
 - 3. **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 Commission at both regular and special meetings. Minutes shall be made available to the Chairman for correction within seven days of the meeting. These corrected minutes shall then be distributed to the full Commission and others, as applicable, for review at least six (6) days prior to the next meeting for final approval. The approved minutes shall be forwarded by the Secretary of the Commission within two (2) days to the Board via the Township Secretary and to the Township Webmaster for inclusion on the Township Webpage. The Commission Secretary shall also attend to all correspondence as may be required

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by the Commission.

V. MEETINGS

501. Regular meetings are held the second Wednesday of each month, unless otherwise agreed upon by the Commission. All regular meetings are held at the Hamiltonban Township Office, 23 Carrolls Tract Road, Fairfield, PA 17320. Meetings will convene at the local prevailing time as set by the Board at its annual organizational meeting, unless otherwise agreed upon by the Commission.
502. Special meetings may be called by the Commission Chairman, Liaison Supervisor or on the written request of at least three (3) Commission members.
503. The first regular meeting in January of each year is the organizational meeting. The purpose of this meeting is to elect officers, review the annual report and all other business.
504. Three (3) voting members constitute a quorum at any regular or special meeting.
505. Commission action requires the concurrence of a majority of voting members present at a properly convened meeting with a quorum in attendance. The Commission is not required to take action on any matter that was not specifically listed on the agenda.
506. All meetings are open to the public and shall be held and conducted in accordance with provisions of the Pennsylvania Sunshine Act. The Township Secretary shall advertise the schedule of the Commission's regular monthly meetings one time each year during January in the *Gettysburg Times*. Notice for all special meetings shall be published *once* in the *Gettysburg Times* as required by the Sunshine Act. Any cancellation of meetings deemed necessary shall result in the Township Secretary posting notice on the Township Office door. Commission members shall be notified via e-mail or telephone of such cancellation. Reasons for cancellation shall include, but not be limited to, inclement weather or lack of a quorum. Lack of a quorum may or may not be constituted as a reason for cancellation as the members may wish to convert the meeting to a workshop for purposes of continuing the work at hand. However, no voting may take place.
507. Meetings are conducted in accordance with the requirements of the Sunshine Act and the procedures published in these Bylaws.
508. The following shall be the order of business of the Commission. These rules of order may be suspended or amended upon member agreement, and any matters may be considered or postponed by Commission action.
 1. Call to Order
 2. Approve Agenda/Public Comment

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3. Prior Meeting Minutes Approval
4. Committee Reports
5. Old Business
6. New Business
7. Commission Member Comments
8. Public Comment
9. Adjournment

509. The Chairman or Secretary shall prepare and distribute an agenda for all meetings. Any member or other person may request that the Chairman or Secretary include an item on the agenda. Requests shall be submitted to the Chairman or Secretary at least fourteen (14) calendar days prior to the meeting date unless urgency is a factor.

VI. DUTIES AND RESPONSIBILITIES OF THE COMMISSION AND MEMBERS

601. **Planning:** The Commission annually assists the Chairman to define specific strategies and objectives to fulfill the Commission's mission and goals. The Commission also periodically assists with a variety of short and long-range planning activities including updating the comprehensive recreation, parks and open space plan, land acquisition and development plans, special purpose studies, etc. The Board may assign projects to the Commission. The Commission shall provide an Annual Report of Commission activity to the Board at the Board's March meeting.
602. **Promotion and Publicity:** Members promote programs and services to the community by distributing materials (flyers, posters, etc.), interacting with people at activities or other special events, and assisting staff to produce materials by writing, providing photos, artwork, etc.
603. **Liaison:** Members are part of the Board's grassroots connection to the community. Members help the Commission learn the needs and desires of the community. The Commission members also support Commission projects by interaction with citizens, community organizations and agencies, businesses, the Board of Supervisors, other elected officials and government agencies.
604. **Finances:** The Commission ensures that adequate funds are available to meet program requirements by, 1) providing the Board with input for the Board's budget process at the Board's August meeting; and, 2) the Commission actively works to supplement the budget through a variety of methods including: conducting fund raising events, soliciting sponsorships and donations, etc. To be effective, all Commission members must take an active hands-on role in this process.
605. **Conduct Activities:** Members assist in conducting activities. This may involve a range of responsibilities from running an entire program to helping where assigned. Members are encouraged to be involved in as many programs as possible, especially special events.

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- 606. **Advise:** The Commission serves as a forum to discuss new ideas, programs, policies and procedures.
- 607. **Evaluation:** The Commission provides the Board with feedback concerning how the programs met established objectives both from personal observation and from interaction with township participants.
- 608. **Meeting Attendance:** Members are expected to attend and take an active role in all meetings. The Board of Supervisors, on recommendation of the PRC, may remove any member who misses three or more regular meetings in any twelve (12) month period.
- 609. **Member Conduct:** Appropriate member conduct is important. Causes for removal from the appointed position shall be nonfeasance, malfeasance or misfeasance.

VII. COMMUNICATION GUIDELINES

Listed below are guidelines to help Commission members interact with each other. These guidelines are important to make the most out of Commission interaction. The guidelines are intended to create a professional atmosphere of mutual respect and cooperation.

- 701. Be open and honest while always remembering to respect other member(s) point of view even though it may be different from your own.
- 702. Actively support Commission programs and initiatives whenever possible.
- 703. Commission members are volunteers who accepted an appointment to assist the Board with the recreational aspect of the government. This assistance is provided by the Commission at its meetings, through Commission committees, or by individual members helping with defined tasks. No one should ever knowingly embarrass any Commission member nor put them "on the spot." The Commission members should be protective of the Commission, while remembering that they have an obligation to serve the public.
- 704. Members must act in an ethical manner in their dealings with each other and staff. Please avoid gossiping, asking for special favors or consideration, etc.
- 705. Members should always contact the Chairman or Secretary if they will not be able to attend a meeting or other event if they are expected. This notification is a courtesy for other Commission members.

VIII. COMMITTEES

- 801. Members or other interested individuals are appointed to chair committees as needed by the Commission Chairman. Appointments shall be made at the annual meeting or as soon thereafter as possible. Committee chairmen serve until their successors are appointed or their function is completed. The Commission Chairman and Director

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serve as *ex officio* on all committees.

802. Committee chairmen reports will be presented at each Commission meeting. Reports will summarize all action by the committee since the last meeting. Interim reports shall be made to the Director or other staff as requested or as needed to complete committee duties.
803. Membership in all committees is open to any interested individual (does not have to be a Commission member or a Township resident). Committee chairmen are responsible to recruit committee members. Committee chairmen are encouraged to include as many people as needed on their committees. Consideration should be given to the expertise of those additional committee members.
804. Special Committees may also be appointed at any time that the Commission Chairman deems necessary to address a specific subject.

IX. CONFORMANCE WITH LAWS, ORDINANCES, RULES, AND REGULATIONS

901. The Commission shall at all times comply with all laws, ordinances, rules, policies and regulations as may be adopted from time to time.
902. The Board shall be provided with a copy of the Bylaws and all amendments.

X. NON-DISCRIMINATION

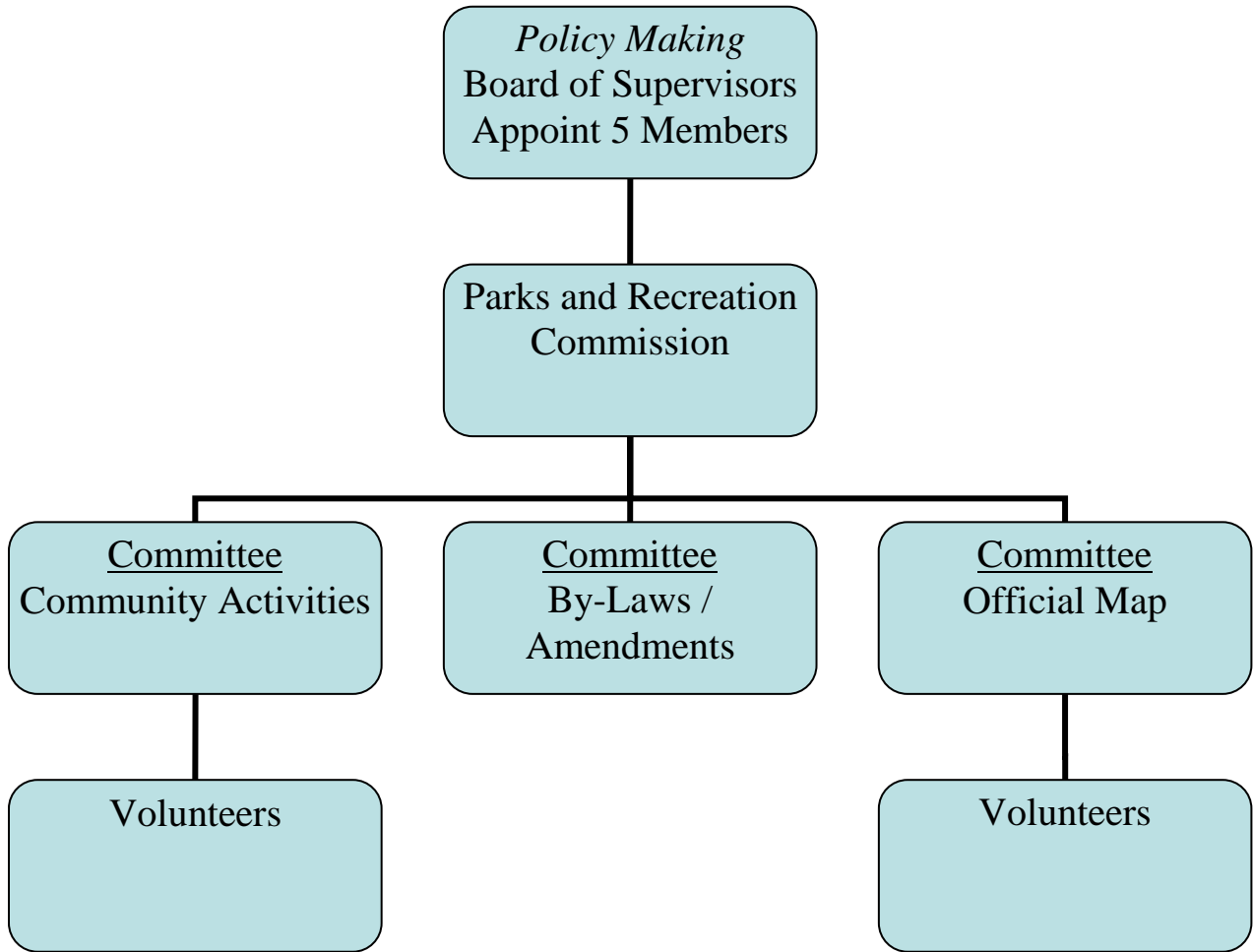
1001. The Commission shall not discriminate in any manner against any person by reason of race, color, national origin, religious creed, ancestry, age, sex, handicap, or political affiliation.

XI. AMENDMENTS

1101. The Commission members may amend, revise or replace these procedures at any time as deemed necessary following consideration, advice and recommendation from the Board or Commission members. Notice of any change will be provided to all Commission members at the next regular meeting following the change.

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XII. ORGANIZATIONAL CHART



XIII. EFFECTIVE DATE

This policy was approved by the Commission on the ____ day of _____, 2012.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

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XIV. ORDINANCE 01-2007

ORDINANCE NO. 01-2007

**AN ORDINANCE CREATING AN ADVISORY RECREATION COMMISSION;
ESTABLISHING THE NUMBER AND TERM OF MEMBERS; AND
DESIGNATING DUTIES AND POWERS OF THE COMMISSION.**

The Board of Supervisors of Hamiltonban Township, Adams County, Pennsylvania, does hereby ordain the following:

Article 1. **ESTABLISHMENT.** Pursuant to the authority granted under the Recreation Enabling Legislation of the Commonwealth of Pennsylvania, it is the considered judgment of the Board of Supervisors of Hamiltonban Township that adequate public recreation programs and facilities for Hamiltonban Township ("Township") would be best advanced by the establishment of a Parks and Recreation Commission ("Commission").

Article 2. **APPOINTMENTS, TERMS, VACANCY.** The Parks and Recreation Commission shall consist of seven (7) members, appointed by the Board of Supervisors and shall serve a term of five (5) years, except that members first appointed shall be appointed so that no more than two (2) members expire annually. All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Board of Supervisors for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of the Board of Supervisors after the member has received fifteen (15) days advance notice of the intent to take such a vote. Any appointment made to fulfill a vacancy shall be only for the unexpired term.

Article 3. **GEOGRAPHIC CONSIDERATION.** Whenever possible, due consideration will be given to representation from various geographic sections within the township so that all members shall not be from the same general area.

Article 4. **COMPENSATION.** Commission members shall serve without compensation but may be reimbursed by the Township for expenses incurred in performing their duties upon approval by the Board of Supervisors.

Article 5. **ORGANIZATION OF THE COMMISSION.** The members of the Commission shall elect a Chairperson and Vice-Chairperson and create and fill such other offices as it may determine to serve for a period of one (1) year, to be reorganized annually. The Commission may adopt rules and regulations for the conduct of all business within its jurisdiction and exercise powers and functions concerning parks and recreation facilities as may be delegated by the Board of Supervisors.

Article 6. **COMMISSION AUTHORITY.** The Commission shall have the following Powers and Duties:

- A. Identify the open space, recreation, park and trail needs of the Township.
- B. Advise and assist in the development and adequate financial support for park and recreation facilities and programs.
- C. Recommend plans, programs and policies regarding the provision of recreation and park services that complement the County and Township Parks, Recreation and Greenways Plans.

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- D. Advise the Board of Supervisors on how to maintain and operate parks and other recreational facilities.
- E. Develop, plan, supervise and evaluate recreation activities and services designed the leisure time interests of all residents.
- F. Periodically review programs and facilities and advise the Board of Supervisors of successes or failures.
- G. Advise the Board of Supervisors in acquisition and development of parklands.
- H. Undertake recreation and park tasks as requested by the Board of Supervisors.

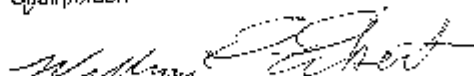
Article 7. DONATION, GRANTS, GIFTS. The Commission may not accept any grant, gift, bequest, donation of services, equipment, real estate or money from any individual or group, to be used as specified by the donor, by the terms of acceptance or contract without the approval of the Board of Supervisors. The Commission shall have no authority to incur any obligation binding upon the Township.

Article 8. REPORTING AND BUDGETING. The Commission shall keep minutes of its meetings, which it shall submit to the Board of Supervisors. The Commission shall submit an Annual Report to the Board of Supervisors, including an analysis of the adequacy and effectiveness of community recreation areas and facilities. The Commission shall submit by October 15th of each year an annual proposed budget for the ensuing year, setting forth all expenditures, salaries and programs with sufficient justification. The Commission shall not in any manner obligate the Board of Supervisors for the payment of any Township funds until the Board of Supervisors appropriates the same.


ADOPTED this 1 day of MAY, 2007. The ordinance shall become effective five (5) days after adoption.

BOARD OF SUPERVISORS OF HAMILTONBAN TOWNSHIP
BY:


Chairperson


Vice-Chairperson


Supervisor


Supervisor


Supervisor

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XIV. ORDINANCE 2012-05 AMENDING ORDINANCE 2007-01

ORDINANCE 2012-05

AN ORDINANCE AMENDING
THE HAMILTONBAN TOWNSHIP ORDINANCE 2007-01 CREATING AN
ADVISORY RECREATION COMMISSION BY REDUCING THE NUMBER OF
MEMBERS TO THE COMMISSION FROM SEVEN TO FIVE.

The Board of Supervisors of Hamiltonban Township, Adams County, Pennsylvania, hereby amends Article 2. of Ordinance 2007-01 which states:

Article 2. APPOINTMENTS, TERMS, VACANCY. The Parks and Recreation Commission shall consist of seven (7) members, appointed by the Board of Supervisors and shall serve a term of five (5) years, except that members first appointed shall be appointed so that no more than (2) members expires annually. All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Board of Supervisors for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of the Board of Supervisors after the member has received fifteen (15) days advance notice of the intent to take such a vote. Any appointment made to fulfill a vacancy shall be only for the unexpired term.

The amendment will reduce the number of members on the Recreation and Park Commission from seven (7) members to five (5) members.

Article 2 shall now be amended and read as :

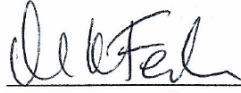
Article 2. APPOINTMENTS, TERMS, VACANCY. The Parks and Recreation Commission shall consist of five (5) members, appointed by the Board of Supervisors and shall serve a term of five (5) years, except that members first appointed shall be appointed so that no more than (2) members expires annually. All persons appointed shall serve their full term unless they voluntarily resign or are removed by the Board of Supervisors for malfeasance, misfeasance or nonfeasance in office or for other just cause by a majority vote of the Board of Supervisors after the member has received fifteen (15) days advance notice of the intent to take such a vote. Any appointment made to fulfill a vacancy shall be only for the unexpired term.

In all other respects the aforesaid Ordinance 2007-01 is ratified and confirmed.

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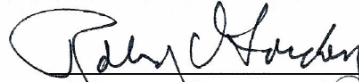
Enacted and ordained as an amendment to Ordinance 2007-05 this 4th day of September, 2012 to be effective five (5) days after adoption.

ATTESTED BY:

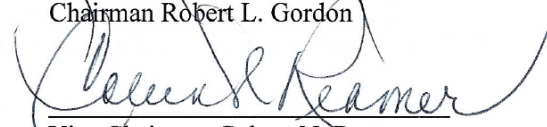


Deborah K. Feiler
Secretary/Treasurer

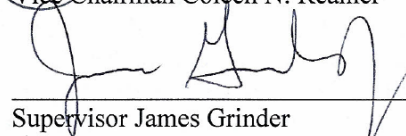
Board of Supervisors
Hamiltonban Township



Chairman Robert L. Gordon



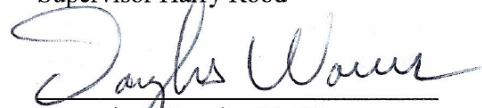
Vice Chairman Coleen N. Reamer



Supervisor James Grinder



Supervisor Harry Rood



Supervisor Douglas W. Woerner