



## SUMMARY

The Township of Abington's Board of Commissioners have considered developing a parks master plan, with a focus on enhancing the quality of life of all those who live, work and visit Abington Township. The development of a comprehensive recreation, parks, and open space plan and the identifying capital parks investment project goals is a critical step in attaining quality of life goals through recreational services. Assuring citizens are actively engaged in the process and encouraged to collaborate with key stakeholders, residents, and business owners, while meeting the objectives established by the PA Department of Conservation and Natural Resources, a Recreation, Parks, and Open Space (RPOS) Advisory Committee shall be created to serve as a working group to contribute to and guide the Township in developing a Comprehensive Recreation, Parks, and Open Space Plan. This plan may also serve as a basis for the parks master plan in a future chapter of the Township's Comprehensive Plan. This Recreation, Parks, and Open Space Advisory Committee will be working in concert with the Board of Commissioners and Township Administration in reviewing, assessing, and making recommendations to achieve community goals and objectives in accordance with the Pennsylvania PA Department of Conservation and Natural Resources guidelines.

### SECTION 1. Composition of the Recreation, Parks, and Open Space Advisory Committee

Section 1.1 The Recreation, Parks, and Open Space Advisory Committee, hereinafter referred to as "RPOS," shall consist of up to 9 members, whom the Board of Commissioners shall appoint. The RPOS shall strive to include persons knowledgeable in fields related to recreation, parks, and open space. The RPOS shall have one (1) member from the Board of Commissioners appointed by the President of the Board of Commissioners who shall serve as the Chair, and who shall recommend to the Board of Commissioners citizens and individuals to serve on the RPOS Advisory Committee. The RPOS shall have one member from the Township's Environmental Advisory Council and one member from the Township's Shade Tree Commission.

Section 1.2 The RPOS shall work through the Township Manager in utilizing such planning or other technical experts, as may be deemed necessary by the RPOS and approved by the Board of Commissioners to carry out their work. However, due diligence shall be exercised to enlist such voluntary assistance as may be available from research and other knowledgeable and organizations, and other Inter-local or Commonwealth agencies, generally recognized as qualified to aid the RPOS

Section 1.3 ~~The RPOS shall be created with appointments by the Board of Commissioners no later than September 20, 2022.~~ The Task Force shall have its final report and recommended plan to the Board of Commissioners by December 31, ~~2022~~ 2023, with the RPOS sunseting on December 31, ~~2022~~ 2023.

Section 1.4 Disclosure and Conflict of Interest: Notwithstanding any provision of law, RPOS members shall not vote or participate in a determination of any matter in which the RPOS member shall receive a special private gain.



## SECTION 2. Scope and Duties

Section 2.1 The RPOS shall work with the Board of Commissioners, through its Chair and the Township Manager, to develop a plan to recommend to the Board of Commissioners that is in accordance with and within the framework established by the Commonwealth of Pennsylvania, Department of Conservation and Natural Resources, Bureau of Recreation and Conservation Community Conservation Partnerships program guidelines and example scope of work as found in Appendix A.

Section 2.2 The RPOS shall conduct its work in such a manner as to advise the Board of Commissioners and submit periodic reports as requested by the Board of Commissioners, through the Chair and Township Manager, in accordance with timelines prescribed by the Board of Commissioners.

## SECTION 3. Meetings

Section 3.1 Meetings of the RPOS advisory committee shall be in accordance with the following:

- (a) The RPOS shall meet at the call of the Chair or as the work on the plan becomes necessary.
- (b) The RPOS advisory committee shall meet at such time and places as is practical, with the Township Building being the primary place for its public meetings. The Township Manager or his designee shall give notice of such meeting to each member at least five (5) days, where practical, prior to the time affixed for such meeting.
- (c) Minutes are to be kept of all open meetings, including:
  - The date, time, and place of the meeting
  - The names of members present
  - The substance of all actions taken
  - The names of all citizens who appeared officially and the subject of their comments.
- (d) Active member attendance at meetings is a member responsibility. In the event of absence for three consecutive meetings, the Chair shall notify the member to discuss the situation and notify the Board of Commissioners of the member's attendance record and its negative impact on the work of the advisory committee.

## SECTION 4. Quorum and Agenda

Section 4.1 A majority of the appointed members shall constitute a quorum. A quorum must be present in order to conduct the business of the advisory committee.

Section 4.2 The Township Manager or his designee shall prepare an agenda for each meeting of the advisory committee. Copies of the agenda shall be distributed at least twenty-four (24) hours before the meeting, and any matter not on the agenda so distributed will not be considered.