

Neville Township  
5050 Grand Avenue  
Neville Island, PA 15225

Caucus Meeting Agenda  
December 7, 2023  
7:00 PM

### **CALL TO ORDER**

Caucus Meeting call to order by Chairman Rutter at \_\_\_\_\_ pm.

### **ROLL CALL**

#### Officials Present:

Mr. Belsterling \_\_\_\_\_. Mr. Brown \_\_\_\_\_, Mr. Kerr\_\_\_\_\_, Mr. Stewart \_\_\_\_\_, and Mr. Rutter \_\_\_\_\_.

#### Also, Present:

Jeanne Creese, Township Manager

Debra Thomas, Township Clerk

### **SCHEDULED GUESTS**

### **OLD / NEW BUSINESS**

#### **Planning Commission / Land Development Report**

- November 16, 2023 Planning Commission Meeting Report.
- Report of New / Open Applications

#### **Zoning Hearing Board Report**

- Report of New /Open Applications

#### **Manager / Financial Reports**

- November 2023 Payroll and Finance Reports
- 2022 Audit Progress
- 2023 Audit Schedule
- 2024 – Transmittal of Final Budget

#### **Office Assistant Job Posting**

#### **2024 Meeting Calendar / Advertisement**

#### **2024 Reorganization Meeting – Draft Agenda**

#### **2024 Fee Schedule Resolution**

**ACTION ITEMS**

**Motion 1 – Resolution 12-07-2023 - 01, Employment Agreement:**

**Call for a motion to adopt Resolution 12-07-2023-01, an Employment Agreement with Township Manager Jeanne Creese for the period August 1, 2023, through January 1, 2024.**

*Motion by:* \_\_\_\_\_ *Second by:* \_\_\_\_\_.

Roll Call:

Mr. Belsterling \_\_\_\_\_, Mr. Brown\_\_\_\_\_, Mr. Kerr \_\_\_\_\_, Mr. Stewart \_\_\_\_\_, and Mr. Rutter \_\_\_\_\_.

**Motion 2 – Rokicki Plan of Lots.:**

**Call for a motion to approve the Rokicki Plan of Lots Minor Subdivision, the consolidation of existing lots 273-E-57 and 373-F-137, Front River Road, as recommended by the Neville Township Planning Commission on November 16, 2023, and per the Township Engineer’s letter dated October 9, 2023**

*Motion by:* \_\_\_\_\_ *Second by:* \_\_\_\_\_.

Roll Call:

Mr. Belsterling \_\_\_\_\_, Mr. Brown\_\_\_\_\_, Mr. Kerr \_\_\_\_\_, Mr. Stewart \_\_\_\_\_, and Mr. Rutter \_\_\_\_\_.

**TENTATIVE SCHEDULE FOR REGULAR MEETING**

- **2023 “I Will” Volunteer Awards**
- **Ordinance 866 – 2024 Real Estate Tax Rate**
- **Resolution 12-14-2023-01 – ARP Use of Funds**
- **2024 Preliminary Budget**

**EVENTS / REMINDERS**

- Neville Holiday Event – Saturday, December 9, 2023, 6:00 to 8:00 PM
- Neville Active Transportation Plan Public Meeting – Thursday, February 8, 2023, 5:30 PM.

**ANY OTHER BUSINESS**

**EXECUTIVE SESSION**

*Prior Executive Session Announcement: None*

**Call for a motion to adjourn to executive session.**

*Motion made by:* \_\_\_\_\_ *Second by:* \_\_\_\_\_.

*Vote:* \_\_\_/\_\_\_.

**ADJOURN**

**Call for a motion to adjourn the meeting.**

*Motion made by:* \_\_\_\_\_ *Second by:* \_\_\_\_\_.