



17 North Main Street • Medford • NJ • 08055 • 609/654-2608

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## 2017 APPLICATION FOR APPOINTMENT TO CITIZEN ADVISORY BOARDS, COMMISSIONS & COMMITTEES

*(Please read and complete both sides of this application)*

Date: \_\_\_\_\_

Appointing Authority  
Township of Medford  
17 North Main Street  
Medford, New Jersey 08055  
**ATTN: Kathleen McCrink, Manager's Office**

### **PERSONAL INFORMATION**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you reside within the Township limits?      Yes    No      If yes, how long? \_\_\_\_\_

Are you over the age of 18?    Yes    No      Are you a U.S. citizen?      Yes    No

### **EDUCATION AND RELATED EXPERIENCE**

Diploma/degree and school attended: \_\_\_\_\_

Memberships in fraternal, business, church or social organizations (include offices held): \_\_\_\_\_

Civic Activities (include other boards/commissions/committees): \_\_\_\_\_

**BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK**

**STATEMENT OF INTEREST -- PLEASE CHECK THOSE YOU WISH TO BE CONSIDERED FOR:**

- Economic Development Advisory Committee     Environmental Affairs Advisory Committee
- Neighborhood Services Advisory Committee     Planning Board
- Zoning Board of Adjustment

Please attach or write a brief statement explaining your interest in the board, commission, or committee for which you are applying. Include any experience, training, and/or qualifications you have relating to this board, commission or committee. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate any potential conflicts of interest you may have if chosen to a board, commission, or committee: \_\_\_\_\_

\_\_\_\_\_

**GUIDELINES FOR APPLYING FOR CITIZEN ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

- ✓ Please submit one application per board, commission or committee for which you are applying. The application will be kept on file for two years.
- ✓ To allow a large number of citizens to serve on boards, commissions or committees, the Township Council policy allows individuals to serve only on one (1) standing board, commission or committee at a time. This policy does not apply to ad hoc committees or departmental committees or positions that are designated for members of specific advisory groups.
- ✓ Current board, commission or committee members must submit a new application at the end of their term if they wish to reapply. The deadline for applications from incumbents is the same deadline for new applicants.
- ✓ Township of Medford employees may not serve on Township of Medford boards, commissions or committees except as specifically provided by the Township Code, state statute or as required to perform official duties.

In accordance with the Local Government Ethics Law (N.J.S.A. 40A: 9-22.1 et seq.) annual Financial Disclosure Statements must be filed by elected officials, certain government employees, and members of the housing authority, recreation commission, planning board, zoning board, board of health, board of education, and library board of trustees. Financial Disclosure statements indicate the source of income but not the amount.

**Information submitted on this application is public information. I verify that the information provided herein is true and complete. I understand that false or misleading statements may be cause for elimination from consideration.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Please return completed applications Monday thru Friday, 8:30 am–4:30 pm or mail to the address on page 1 no later than close of business on Tuesday, November 1, 2016.***

## **BOARDS, COMMISSIONS AND COMMITTEES LISTING**

### ***Economic Development Advisory Commission***

There shall be an Economic Development Advisory Commission, to consist of seven voting members and two ex-officio members, which ex-officio members shall be permitted to vote in the absence of any of the seven voting members, and all shall serve without compensation for their services. All appointments shall be made by a majority vote of the Township Council. Four of the voting members shall serve for a term of three years and three of the voting members shall serve for a term of two years. The purpose of this Advisory Commission is to assist the Medford Township Council in the development and maintenance of a positive business environment in the community. All members must have an interest in the economic development of Medford Township and shall preferably have a background in business. The two ex-officio members shall be the Township Manager and the Planning Administrator. The Economic Development Advisory Commission shall meet periodically and shall advise or consult with Council and Manager on the state of the business environment in the Township and recommend measures to improve same. All regular and special meetings of the Commission shall be open to the public.

### ***Environmental Affairs Advisory Committee***

There shall be an Environmental Affairs Advisory Committee to perform such functions, powers and duties as relates to shade trees and for the protection, development, or use of natural resources, located within the Township's territorial limits. The Committee shall consist of nine (9) members appointed by the Township Council for a term of three (3) years, one of which said members shall also be a member of the Township Planning Board, and all of which members shall be residents of the municipality. In order to stagger the appointments, the first appointments shall consist of three (3) one-year terms, three (3) two-year terms, and three (3) three-year terms, and thereafter all appointments shall be for three (3) years. The Committee shall advise and assist the Council and the Manager with respect to shade trees and for the protection, development, or use of natural resources, including open space, located within its territorial limits.

It shall be the responsibility of the Environmental Affairs Advisory Committee to study, investigate, counsel and develop and/or update annually and administer the Master Plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Such plan will be presented annually to the Township Council and, upon its acceptance and approval, shall constitute the Official Comprehensive Tree Plan for Medford Township, State of New Jersey. The Environmental Affairs Advisory Committee when requested by the Township Council, shall consider, investigate, make finding, report and recommend upon any special matter or question coming within the scope of its work.

No species other than those recommended by the Advisory Board may be planted as street trees:

- (1) The spacing of street trees will be in accordance with the Master Plan.
- (2) Distance from curb and sidewalks will be in accordance with the Tree Master Plan.
- (3) Distance from street corners and fireplugs will be in accordance with the Tree Master Plan.
- (4) Utilities will be in accordance with the Tree Master Plan.

## ***BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK***

Medford Township shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, land, squares and public grounds as may be necessary to ensure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The Environmental Affairs Advisory Committee may remove or order to be removed any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines of other public improvements or is affected with any injurious fungus, insect or other pest. This section does not prohibit the planting of street trees by adjacent property owners, provided that the selection and location of said trees is in accordance with Subsection B.

It shall be unlawful as a normal practice for any person, firm or Township department to top any street tree, park tree or other tree on public property. "Topping" is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this provision at the discretion of the Environmental Affairs Advisory Committee.

Every owner of any tree overhanging any street or right-of-way within Medford Township shall prune the branches so that such branches shall not obstruct the light from any streetlamp or obstruct the view of any street intersection and so that there shall be a clear space of 12 feet above roadway and eight feet above walkway. Said owners shall remove all dead, diseased or dangerous trees or broken or decayed limbs which constitute a potential safety hazard to the public. Medford Township shall have the right to prune any tree or shrub on private property when it interferes with the proper spread of light along the street from a streetlight or interferes with visibility of any traffic control device or sign.

Medford Township shall have the right to cause the removal of any dead or diseased trees on private property within Medford Township when such trees constitute a hazard to life and property or harbor insects or disease, which may constitute a potential threat to other trees within Medford Township. The Environmental Affairs Advisory Committee will notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within 60 days after the date of service of notice. In the event of failure of owners to comply with such provisions, Medford Township shall have the authority to remove such trees and charge the cost of removal on the owners' property tax notice.

All stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

It shall be unlawful for any person to prevent delay or interfere with the Environmental Affairs Advisory Committee or any of its agents while engaging in and about the planting, cultivating, mulching, pruning, spraying or removing of any street trees, park trees or trees on private grounds as authorized in this chapter.

To conduct research into the use and possible use of the open land areas of the Township.

To keep an index of all open areas, publicly or privately owned, in order to obtain information on the proper use of such areas, and may, from time to time, recommend to the Planning Board and Township Council programs for inclusion in the Municipal Master Plan and the development and use of such areas.

***BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK***

Subject to the approval of Council, to recommend the acquisition of property, both real and personal, in the name of the Township, by gift, purchase, grant, bequest, devise or lease.

To make an annual report to the Township Council of its activities and recommendations.

To study and make recommendations concerning open space preservation, water resource and management, air pollution control, solid waste management, noise control, soil and landscape protection, environmental appearance, marine resources and protection of flora and fauna.

The Environmental Affairs Advisory Board shall attempt to coordinate its efforts with the efforts of the Planning Board and such other commissions and advisory boards as may be empowered to deal with and study similar issues.

The Township Council shall have the right to review the conduct, acts and decisions of the Environmental Affairs Advisory Committee. Any person may appeal from any ruling or order of the Environmental Affairs Advisory Committee to the Township Council, who may hear the matter and render a final decision.

***Neighborhood Services Advisory Committee***

There shall be a Neighborhood Services Advisory Committee to advise and assist the Township Council on matters relating to recreation events and activities, cultural arts events and activities, homeowners associations, senior citizen services, and municipal alliance activities within the Township of Medford. It is the intent of the Township Council that the Committee will serve the Township Council and will take direction from the Township Council as to any matters Township Council does or does not want the Committee to consider. The Committee shall consist of up to fifteen (15) members, who shall be residents of Medford Township, appointed by the Township Council as follows:

- (1) One member of MYAA for a term of one year.
- (2) One member of the Medford School Board, or their designee, for a term of one year.
- (3) One member of the Lenape Regional High School Board, or their designee, for a term of one year.
- (4) One member of the Medford Arts Council for a term of one year.
- (5) One member of the business community for a term of one year.
- (6) One member of a civic association for a term of one year.
- (7) One member of the Homeowners' Alliance, or their designee, for a term of one year.
- (8) One senior citizen for a term of two (2) years.
- (9) One high school junior member for a term of two (2) years.
- (10) Six (6) at-large members of the community, two (2) for a term of two (2) years and four (4) for a term of three (3) years.

In the event that the Township Council is unable for any reason to appoint any members in categories one (1) through nine (9) above, the Township Council may, in its discretion, appoint an additional at-large member in place of such category.

## ***BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK***

- A. It shall be the responsibility of the Neighborhood Services Advisory Committee, upon request and referral from Township Council to:
1. Identify and consider resident needs related to recreation events and activities, cultural events and activities, homeowners associations and senior citizen services,
  2. Identify and consider potential activities and events related to recreation, cultural arts, and senior citizen services that would be beneficial to residents and Medford Township,
  3. Investigate the identified needs, activities and events related to recreation, cultural arts, and senior citizen services and determine benefits and costs associated with the identified needs, activities and events,
  4. Summarize and report to Township Council on the identified needs, activities and events related to recreation, cultural arts, and senior citizen services and make recommendations with regard to such items.
  5. Inform residents about municipal alliance efforts and coordinate volunteer efforts related thereto as requested by Township Council, and
  6. Inform Homeowners' Associations about Township initiatives and other items as requested by Township Council and coordinate volunteer efforts as requested by Township Council.
  7. Annually review the recreational facilities of Medford Township and report to Township Council on the adequacy of such facilities to meet the recreational needs of our residents

The Neighborhood Services Advisory Committee, when requested by the Township Council, shall consider, investigate, report and recommend upon any special matter or question coming within the scope of its work.

B. The Neighborhood Services Advisory Committee shall make an annual report to the Township Council in December of each year of its activities and recommendations during such year. Such report may be in writing unless the Township Council shall request that a representative of the Neighborhood Services Advisory Committee appear before the Township Council.

C. The Township Council shall appoint annually a chairperson who shall thereafter be responsible for guiding the work of the Neighborhood Services Advisory Committee during such year.

D. Township Council has sole discretion to dissolve and reorganize the Neighborhood Services Advisory Committee at any time by majority vote of Township Council. Upon reorganization, all appointed member's terms will expire at the end of the calendar year in which the reorganization takes place.

### ***Planning Board***

There shall be a Planning Board of the Township of Medford, which, as heretofore constituted pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and the Medford Development Ordinance, 1979-1, with specific reference to Article IV thereof, is hereby continued with the functions, powers and duties prescribed by said statute and ordinance, except to the extent that the provisions of said ordinances are inconsistent herewith.

***BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK***

The Planning Board shall consist of nine members appointed by the Council, provided that the Class I member shall be the Mayor or the Township Manager, in the discretion of the Township Council, in accordance with N.J.S.A. 40:55D-23; the Class II member shall be appointed from among officials of the Township other than a member of the governing body, provided that if there is an Environmental Commission, a member of that Commission in accordance with N.J.S.A. 40:55D-23; the Class III member shall be appointed by the Council from among its members other than the Mayor; and the Class IV members from among the other residents of the Township.

***Zoning Board of Adjustment***

There shall be a Zoning Board of Adjustment, which, as heretofore constituted pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-1 et seq., and the Medford Development Ordinance, 1979-1, with specific reference to Article IV thereof, is continued with the functions, powers and duties prescribed by said statute and ordinance, except to the extent that the provisions of said ordinance are inconsistent herewith.

The Zoning Board of Adjustment shall consist of seven members, appointed by the Township Council.