



BOARDS, COMMISSIONS, COMMITTEES AND TASK FORCES HANDBOOK



Prepared by the Township Manager's Office
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Township Boards, Commissions and Committees Process at a Glance

- You must reside within the township limits of Medford to be considered for service on a township board, commission or committee, unless dictated by statute or code.
- If you are interested in serving on a Township board, commission or committee, please complete the Citizen Leadership Application in this handbook or available for download from the Township website. Please attach a copy of your resume or bio, and mail to the Appointing Authority. You may also call or e-mail the Municipal Clerks Office or Township Managers Office if you need additional information.
- Names of individuals who wish to be considered for service must be added to the Townships boards, commissions and committee's register. Individuals cannot be added to the register and appointed at the same meeting.
- The Township Managers Office provides to the Township Council at each regular meeting updated information concerning vacancies on Township boards, commissions and committees, a copy of the data bank listing the names of Medford residents who have expressed an interest in serving on a board, commission or committee, and a roster of current boards, commissions and committee members.
- Some boards, commissions and committees have special requirements for membership. Please call or e-mail the Township Clerks Office or Township Manager's Office if you have specific questions about any board, commission or committee.
- Information related to boards, commissions and committees is available at the Township Manager's Office and is a matter of public record.
- The Township Managers Office is responsible for the Medford Township Council's official boards, commissions and committee's records, including data related to appointments, reappointments, resignations, names added to the register, contact information for boards, commissions and committees, and other information.

CONTACT INFORMATION

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BOARDS, COMMISSIONS AND COMMITTEES HANDBOOK

Definitions

All Boards, Commissions, Committees, and Task Forces under the jurisdiction of the Township of Medford serve at the pleasure of the Township Council. Each of these entities was created for different reasons. Each has a different relationship with both the Township Council and the Township support staff. Each body has specific provinces of jurisdiction and scope of authority as provided by Township Ordinance, State Statute or both. Boards, Commissions, Committees, and Task Forces may have administrative, managerial, quasi-judicial, investigatory, and/or advisory powers dependent upon the enabling legislation. Most of these bodies do not set policy, but rather act as a collective citizen sounding board in the policy process.

Boards

Boards may have administrative, quasi-judicial, or advisory powers, which are stated in the enabling ordinance. For example, the Zoning Board of Adjustments is a quasi-judicial body. Boards are standing or permanent bodies, involved in ongoing subject areas.

Commissions/Committees

Commissions and Committees have more limited roles than do boards in most cases. Commissions usually act in an advisory/or investigatory capacity to the Township Council. Commissions are usually standing bodies, involved with ongoing subject areas but may be subject to statutory authority while Committees are standing bodies established by local ordinance.

Task Forces

Task Forces are issue specific bodies designed to aid in the accomplishment of a specific goal or policy. Task Forces are not usually standing bodies, unless the nature of the subject area dictates otherwise.

The Civic Responsibility Act of the Township of Medford

1-1.1 Intent and Purpose

The purpose of this Ordinance is to foster the openness of government and provide citizens with information concerning the various Appointed Municipal Positions which exist within the Township of Medford. The Ordinance further provides for a procedure whereby a citizen can indicate his/her desire to serve in a particular appointed position. Finally, the Ordinance provides for a notification process so that those citizens who have indicated a desire to hold a position will be notified when that position is under consideration for appointment and will ultimately be notified as to the action that was taken.

1-1.2 Definitions

The following terms as used in this Ordinance shall have the meaning set forth below unless the context within which the term is used clearly provides for a different meaning:

- a. Appointing Authority – The official or body which by virtue of statutory law or by Ordinance or Resolution is given the authority to appoint a person to hold a particular Appointed Municipal Position.
- b. Appointed Municipal Position – Any appointed position within the township government which is created either by statutory law or by Ordinance or Resolution. Examples of such positions are Municipal Historian, member of any board, commission, agency, council or committee of the municipality.

1-1.3 Registry of Appointed Municipal Positions

A register of Appointed Municipal Positions will be prepared and maintained. Such register shall be made available on the township's website and at Town Hall and shall set forth at least the following:

- a. Title of each Appointed Municipal Position.
- b. Brief description of the positions' powers and duties.
- c. Any special credentials or qualifications required to hold the position.
- d. The length of the term for the position.
- e. The name of the person currently holding the position, the expiration date of his or her term, and the number of vacant seats on the board or commission.
- f. The dates/times and frequency of any meetings which the holder of the position must attend.

1-1.4 Vacancies

A current updated listing of all existing vacancies for each Appointed Municipal Position within the municipality shall be maintained by the Township Managers Office. Such list shall be made available at the Township Clerks Office and on the Township's website.

1-1.5 Filling Vacancies

Unless essential for the proper functioning and/or carrying on of business of the local agency upon which the vacancy has occurred, a vacancy shall not be filled for a period of 30 days from its posting in order to allow interested persons time to submit applications as provided in Section 1-1.6 below.

1-1.6 Applications

An application form shall be completed by any person interested in serving in an Appointed Municipal Position. Such application shall, at a minimum, contain the following information:

- a. Name
- b. Address
- c. Telephone Number
- d. E-Mail Address
- e. Appointed Municipal Position Sought
- f. Qualifications/Experience for Position
- g. Signature

1-1.7 Filing Applications

Any person interested in serving in an Appointed Municipal Position may file an application for such position with the Township Managers Office. Such application(s) may be filed at any time, whether or not the Appointed Municipal Position sought is vacant. A person may withdraw his or her application at any time.

1-1.8 Maintaining Applications

All filed applications shall be maintained electronically and in a file or binder, segregated for each board or commission. Applications shall be considered void after two years unless renewed by the applicant.

1-1.9 Filling Voluntary Municipal Positions

Prior to filling any Appointed Municipal Position, the appropriate Appointing Authority shall review each application filed for that position. Each person having submitted an application for an Appointed Municipal Position under consideration to be filled shall be notified of said vacancy. The Appointing Authority shall conduct such review, investigation and/or interviews, as the Appointing Authority deems necessary or advisable, in its discretion. After a decision is reached to fill a vacant Appointed Municipal Position, all those who had submitted an application for that position shall be notified of the appointing decision.

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Township of Medford

Application for Appointment to Citizen Advisory Boards, Commissions and Committees

Please read and complete both sides of this application.

Personal Information

Name _____

Home Address _____

City _____ State _____ Zip _____

Home 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): _____

Statement of Interest

For which board, commission or committee would you like to be considered?

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

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Please indicate any conflicts of interest you may have if chosen to this 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 _____

- ❑ Return completed applications Monday through Friday, 8:30 a.m. – 4:30 p.m.:

Township Managers Office
Medford Township
17 North Main Street
Medford, NJ 08055

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.

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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.

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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 Affairs Advisory Committee to advise and assist the Township Council on matters relating to recreation, cultural arts, homeowner's associations, senior citizen services, and municipal alliance activities within the Township of Medford. The Committee shall consist of 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.

It shall be the responsibility of the Neighborhood Services Advisory Committee to study, investigate, counsel and develop and/or update annually and administer recreational, cultural arts, homeowner issues, senior citizen policies, programs and activities within the Township as well as organize and

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coordinate municipal alliance efforts in reducing alcohol, drug abuse and crime related issues within the community.

The Neighborhood Services 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.

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 Affairs Advisory Committee appear before the Township Council.

The Neighborhood Services Advisory Committee shall attempt to coordinate its efforts with the efforts of other 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 Neighborhood Services Advisory Committee. Any person may appeal from any ruling or order of the Neighborhood Services Advisory Committee to the Township Council, which shall hear the matter and render a final decision.

The members of the Neighborhood Services Advisory Committee shall at the first meeting of each calendar year elect, by a majority vote of its members, a chairperson, who shall thereafter be responsible for guiding the work of the Neighborhood Services Advisory Committee during such year.

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.

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

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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.

Additional Advisory Bodies

In addition to such offices and boards as are provided by this article, there shall be such additional advisory boards and committees as are otherwise constituted and empowered by the Charter or this chapter or hereafter created specifically by ordinance by the Township Council.

All members of the boards, committees and commissions, except for the Municipal Court, created pursuant to this article, shall serve without compensation. The Manager shall appoint and may remove such clerical personnel as may be required for the administration of the advisory boards or commissions created herein, in accordance with the Charter. Insofar as practicable, staff services for any such board, committee or commission shall be provided by full-time Township employees. Within the limits of available appropriations, the boards, commissions and committees herein created may request, through the Manager, such professional assistance from the Township Attorney, Township Planner and Township Engineer as may be necessary and proper in the orderly administration of their duties and responsibilities.

Boards, Committees, Commissions and Task Force Rules and Regulations

Compliance with the Open Public Meetings Act (“Act”)

Adequate notice of the meeting(s) will be provided pursuant to the Act and the Township Clerk’s Office Notice Procedures.

Meetings will be open to the public pursuant to the Act except in instances that may fall within the closed/executive session privilege as provided by the Act. The determination of closed/executive session privilege must be approved through the Township Manager or Clerk’s Office. In the event clarification is needed concerning compliance, the issue should be referred to the Township Clerk for resolution by the Township Clerk, Township Manager and/or Township Attorney prior to the meeting.

Compliance with the Open Public Records Act

Records generated by Boards are public records. This includes email communications of its members on activities of the Board by use of private personal computers. Any question should be referred to the Township Clerk.

Confidentiality

The Township may disclose certain of its Confidential Information and proprietary information (the “Confidential Information”) to a Volunteer member. Confidential Information shall include all data, employee list, materials, products, technology, computer programs, specifications, manuals, business plans, licenses, software, marketing plans, financial Informational information and other information disclosed or submitted, orally or in writing, or by any other media to a Volunteer member by the Township. Confidential Information disclosed orally shall be identified as such within five (5) days of disclosure. Nothing herein shall require the Township to disclose any of its information.

Volunteer(s) will assist the Township in a variety of activities and functions including but not limited to accounting issues, budget line item and procedures, RFP’s , contracts and other issues that are presented by the Township to the Volunteer member or Volunteer Board or Committee. The Township agrees not to disclose confidential communications with Township officials and any data or material presented to the Township that has not been made public.

A Volunteer member or members of the Volunteer Boards and Committees will agree to, and, if requested by the Township, will sign a written agreement to the effect that the Volunteer(s) will, maintain the confidentiality of all and shall not disclose to an unauthorized third person any Confidential Information until such time as the Township advises in writing that the Confidential Information is no longer confidential.

Recording of Meeting Agenda

An agenda of the meeting will be made available no less than three (3) days prior to the meeting date to the Township Clerk’s Office for distribution. Agenda’s may be made available via the Township’s website and by posting on the Town Hall lobby bulletin board.

Preparation and Submission of Meeting Minutes

Written minutes of meetings shall be prepared within twenty-one (21) days of the meeting and will be submitted to the Township Clerk's Office for distribution to the Township Council within a week after their approval, which shall occur not more than forty-five days (45) from the date of the meeting.

Annual Report Prepared and Presented to the Township Council

A summary annual report of activities and the status of each activity will be submitted to the Township Clerks Office for distribution to the Township Council by December 1 of the current year.

Consistency with Township Values: Respect, Integrity, Competence, Teamwork, and Service

While hard to measure, how the boards go about doing their business as they represent the Township reflects on the Township as a whole. Therefore, each body shall exercise respect, integrity, competence, teamwork and service.

Meet Their Legal Responsibilities

Board members are expected to meet their legal responsibilities, including those provided by Township Code and the applicable state laws, e.g. open meetings, conflict of interest, etc, and Township policies as determined by the Township Council.

Reflect What is Best for the Entire Township

While board members may represent specific geographic areas or interests, they are expected to consider what is best for the entire Township when they make their decisions or recommendations.

Support and Advance of Township Council Goals

The Township Council is charged with providing overall direction for the Township. It does this in many ways including setting annual goals. Boards should look for ways within their own unique responsibilities to advance the goals of the Township Council.

Respect Township Council Decisions

The Township Council is the final decision maker on all Township policy. Therefore, once Township Council makes a decision, boards should accept the decision and focus their energies on other issues.

Note: Notwithstanding its authority to set policy, the Township Council will not interfere with a Planning Board or Zoning Board Adjustment in the performance of its independent statutory responsibilities under the provisions of the Municipal Land Use Law, NJSA 40:55D-1 et seq.

Understand Their Role with Respect to Township Council and Staff

The Township Council sets policy. The Township Manager determines use of Township resources. Therefore, major initiatives may need approval of the Township Council and/or Township Manager.

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Boards generally research, discuss, and seek public input leading to recommending a course of action to the Township Council. As volunteers, boards may need support from staff to accomplish their work. However, boards need to understand that staff works for the Township Manager and boards have no authority over staff. Boards may also advise staff on issues, including the preparation of plans or budgets; however, they have no responsibility for the day-to-day operations and should not intervene in the daily activities of a department or office. Sometimes staff may not agree with a board recommendation and will bring that to the Township Council's attention. If a board feels it is receiving insufficient staff support, the Chairperson should contact the Department Head or Township Manager.

Standardized Letterhead

Standardized letterhead will be provided for use by Boards. Letterhead is to be consistent throughout the municipal organization. Centered below "Township of Medford" title bar will be the name of the specific Board.

Disclaimer

Any board or board member providing an opinion, commentary, etc. without Township Council approval must provide a disclaimer that indicates the views or opinions of the board or board member are not necessarily that of the Township Council. Furthermore, communications with outside agencies, including the news media, on behalf of the Township must be authorized through the Township Manager's Office when representing Township activities, etc.

Political Activity

Boards and board members shall not engage in political activity while conducting business on behalf of the Township. Furthermore, board members shall refrain from making statements for the public press or at meetings attended by the public for or against a municipal candidate for public office or as a municipal ballot issue, in their capacity as a board member.

Access to Township Records

Board members requiring Township records for matters within their jurisdiction should make such request through their Chairperson to the Township Manager. All other records must be accessed through an Open Public Records request.

Honors and Awards

From time to time, various members may wish to nominate their own for various honor and award opportunities. All nominations should be with Township Council knowledge. Nominations should be directed to the Township Manager who will communicate with the Township Council through appropriate personnel procedures for confidentiality purposes.