

## **Appointment Policy for Township Authorities, Boards, And Commissions (ABC's)**

### **Policy Intent**

The purpose of this policy is to encourage widespread, fair, and ongoing civic involvement by ensuring that service on the Township's Authorities, Boards, and Commissions is accessible to all. By accepting applications continuously and carrying out regular public outreach, the Township aims to assemble a group of qualified candidates, minimize obstacles to participation caused by restricted application periods, and facilitate prompt appointments when vacancies occur. This strategy is designed to enhance governance, foster institutional continuity, and promote public engagement across all Township advisory and governing entities.

### **General Policy**

Vernon Township accepts applications to serve on Township Authorities, Boards, and Commissions (ABCs) on a rolling, year-round basis. Applications will be maintained on file and reviewed as vacancies arise.

The Township Manager will notify all ABC members whose terms will expire within ninety (90) days of expiration and will notify the Board of Supervisors of all upcoming vacancies. An appointment vacancy exists when a member resigns, passes away, or a member's term expires.

### **Public Advertisement of Opportunities**

Township staff will publicize opportunities to serve on ABCs as follows:

- Quarterly advertisements reminding residents that applications are accepted on a rolling basis, distributed via the Township's website, Township social media accounts, and press release list; and
- Additional or more frequent advertisements when a vacancy exists and there are insufficient or no potential applicants on file for that vacancy.

Vacancy-specific postings may occur at any time as needed to ensure adequate applicant pools.

### **Appointment Process**

1. The Board of Supervisors and affected authorities/boards/commissions are notified of vacancies or upcoming expirations.
2. Applications on file are reviewed, and additional outreach is conducted if necessary.
3. Applications are reviewed and applicants are interviewed as appropriate by the ABC Chair (or their designee), Supervisor liaison, and staff liaison.
4. Appointments are approved at a Board of Supervisors meeting.

### **Eligibility and Residency**

All applicants must meet any residency requirements set forth in the controlling legislation or ordinance applicable to the specific Authority, Board, or Commission.

## **To Apply**

Any person making an application to serve on a Vernon Township Authority, Board, or Commission must meet the eligibility requirements of the controlling body of legislation (e.g., Municipal Authorities Act, Municipal Planning Code, or local ordinance) and be over the age of eighteen (18).

Applicants must complete the application form and submit it to the Township Manager via:

- Email: [rhovrat@vernontwp-pa.gov](mailto:rhovrat@vernontwp-pa.gov)
- Mail or in-person delivery to:  
Township Manager, Vernon Township  
16678 McMath Ave  
Meadville, PA 16335

Applications will be retained for consideration as vacancies arise unless withdrawn by the applicant.

## **Selection Process**

The Township Manager shall acknowledge receipt of each application within ten (10) days of submission via email or letter. The Township Manager is authorized to administratively disqualify applications that do not meet requirements established by The Board of Supervisors or governing legislation. A list of any disqualified applicants and the reason for disqualification shall be submitted along with all qualifying applications to the Supervisor liaison, Chairperson of the applicable ABC, and the staff liaison.

The Township Manager will forward applications to the Supervisor-appointed liaison for each ABC, the Chair of each ABC, and the staff liaison. Liaisons and Chairs may review applications and conduct follow-up interviews as they deem necessary to select the best and most qualified candidate. The Board of Supervisors will receive a recommendation for appointments from each liaison and Chair.

Recommendations will be brought before the Board of Supervisors for a vote at the next available meeting. If no applicant receives a consensus recommendation, the Board of Supervisors will determine the appointment from among the recommended applicants. The Township Manager will notify all applicants of the decision following the Board of Supervisors action and will update the Township website accordingly.

**Due to the uniqueness of the Vacancy Board this position will be decided upon solely by the Board of Supervisors when a Vacancy of the position occurs. Likewise, a MARA position will utilize the Board and Staff Liaison only for recommendations.**

## **Reappointment Process**

ABC members with expiring terms will be notified ninety (90) days prior to expiration. Members seeking reappointment must submit an application in accordance with this policy and will be considered alongside other eligible applicants.

**APPLICATION TO SERVE ON AN AUTHORITY, BOARD, OR COMMISSION**

**Applicants making an application to serve on a Vernon Township Authority, Board, or Commission must meet the eligibility requirements of the ABC they are applying to and be over the age of 18. Questions on eligibility requirements should be directed to the Township Manager. Applications may be returned to the Township Manager's office either in-person, by mail, or via email.**

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_ **Cell Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Preferred Contact Method:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Are you over the age of 18?** \_\_\_ Yes \_\_\_ No

**Please indicate your status in Vernon Township (check all that apply)**

\_\_\_ Resident \_\_\_ Taxpayer \_\_\_ Business Owner

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**Please check all for which you wish to be considered.**

- Meadville Area Recreation Authority (MARA)** (meets third Friday of every month at 7:30am)
- Vernon Township Planning Commission (VTPC)** (meets third Thursday of every month 6:30pm)
- Vernon Township Sanitary Authority (VTSA)** (meets third Monday of every month at 7:00pm)
- Vernon Township Water Authority (VTWA)** (meets second Thursday of every month at 7:00pm)
- Vernon Township Zoning Hearing Board (ZHB)** (meets as requested)
- Vernon Township Vacancy Board** (meets as requested when vacancy occurs on the Board of Supervisors)

**Please provide a brief statement as to why you wish to serve on the selected committee(s):**

**Please list any civic or professional organizations to which you belong to:**

**Please state briefly your relevant qualifications, experiences, and/or skills that would make you an ideal candidate for the selected committee(s):**

*By submitting this application, I acknowledge that the information provided here is accurate and true to the best of my knowledge.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **For Township Use Only**

**Application Received:** \_\_\_\_\_ **Manager Acknowledged Application :** \_\_\_\_\_

**Application Forwarded to ABC Chair & Liaisons on:** \_\_\_\_\_

**Application to be Interviewed:** \_\_\_ Yes \_\_\_ No

**Recommendation Presented to the Board on:** \_\_\_\_\_

**Applicant Appointed by Board;** \_\_\_ Yes \_\_\_ No

**Applicant Notified of Decision on:** \_\_\_\_\_

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### **Staff Liaisons**

**Planning Commission – Zoning Officer**

**Sanitary Authority – Township Manager**

**Water Authority – Head Water Operator**

**Zoning Hearing Board – Zoning Officer**

**Meadville Area Recreation Authority – Township Manager**

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### **Supervisor Liaison**

**Planning Commission – TBD**

**Sanitary Authority – TBD**

**Water Authority – TBD**

**Zoning Hearing Board – TBD**

**Meadville Area Recreation Authority - TBD**