

JEFFERSON TOWNSHIP, BERKS COUNTY, PENNSYLVANIA

RESOLUTION NO. 2016-8

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF JEFFERSON, BERKS COUNTY, PENNSYLVANIA, ESTABLISHING A POLICY THAT ALL RESIDENT COMPLAINTS SHALL BE IN WRITING ON A FORM PROVIDED BY THE TOWNSHIP

WHEREAS, pursuant to Section 1506 of the Second Class Township Code, 53 P.S. §666506, the board of supervisors of a Second Class Township may make and adopt any ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution and laws of this Commonwealth necessary for the proper management, care and control of the township and its finances and the maintenance of peace, good government, health and welfare of the township and its citizens, trade, commerce and manufacturers; and

WHEREAS, Jefferson Township is a Second Class Township governed by the Second Class Township Code; and

WHEREAS, pursuant to Section 1506 of the Second Class Township Code, 53 P.S. §666506 and other authority granted it by the Second Class Township and statutes of the Commonwealth of Pennsylvania, the Board of Supervisors of Jefferson Township have enacted Ordinances and Regulations to ensure the maintenance of peace and health and welfare of the Township; and

WHEREAS, from time to time the Township of Jefferson receives complaints from residents of the Township about actions of other residents of the Township regarding alleged violations of Ordinances and Regulations enacted by the Board of Supervisors to ensure the maintenance of peace and health and welfare of the Township; and

WHEREAS, per the authority granted it by Section 1506 of the Second Class Township Code, 53 P.S. §666506, to ensure the complaints are timely addressed by the appropriate Township representative, the Board of Supervisors desires to establish a policy requiring all complaints submitted to the Township alleging violations of Ordinances and Regulations to be in writing on a form provided by the Township; and

WHEREAS, to further ensure the complaint is appropriately reviewed, the Board of Supervisors desires to also establish a policy for review of the written complaint upon receipt; and

WHEREAS, the complaints and identity of complainants will remain confidential and not disclosed per the Pennsylvania Right-to-Know Law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Township of Jefferson, Berks County, Pennsylvania, that all complaints submitted to the Township alleging

violations of Township Ordinances and Regulations shall be on a form provided by the Township in substantially the format attached hereto as Exhibit "A."

FURTHER RESOLVED, upon receipt of a written complaint form, the Township Secretary shall advise the Board of Supervisors of receipt of the complaint and provide the Supervisors a copy of the complaint.

FURTHER RESOLVED, upon receipt and review of the complaint, the Board of Supervisors shall direct the Township Secretary how to respond to the complaint, including but not limited to forwarding it to the appropriate Township representative or official with instructions on how to proceed in accordance with the representative's powers, authority and duties.

FURTHER RESOLVED, that if any provision, sentence, clause, section, or part of this Resolution shall for any reason be found to be unconstitutional, illegal or invalid, such determination shall not affect or impair any of the remaining provisions, sentences, clauses, sections, or parts of this Resolution, and it is hereby declared to be the intent of the Board of Supervisors of Jefferson Township that this Resolution would have been adopted had such unconstitutional, illegal or invalid provision, sentence, clause, section or part not been included herein.

FURTHER RESOLVED, that all Resolutions or parts of any Resolution inconsistent with this Resolution are hereby superseded.

FURTHER RESOLVED, that this Resolution shall become effective immediately.

IN WITNESS WHEREOF, the Board of Supervisors of Jefferson Township has adopted this Resolution in lawful session this 10th day of September, 2016.

BOARD OF SUPERVISORS OF
JEFFERSON TOWNSHIP,
BERKS COUNTY, PENNSYLVANIA.

By:

Chairman

Joel Hetrick

Member

Daniel R. Lora

Member

Mary L. Kimmelberg


Attest:

Secretary

[Signature]

CERTIFICATE

I hereby certify that the foregoing is a true and accurate copy of a Resolution of the Board of Supervisors of JEFFERSON TOWNSHIP, Berks County, Pennsylvania, which was fully adopted at a public meeting held pursuant to notice as required by law on the 10th day of September, 2016.


Secretary of Jefferson Township

Dated: 9/10/16

FOR TOWNSHIP USE ONLY:

VIOLATION PROPERTY ADDRESS: _____

RESIDENT NAME: _____

DATE COMPLAINT FORM RECEIVED BY TOWNSHIP: _____

DATE BOARD OF SUPERVISORS REVIEW: _____

BOARD OF SUPERVISORS ACTION: _____

COMPLAINT FORWARDED TO: _____

DATE COMPLAINT FORWARDED TO ABOVE OFFICIAL: _____

TOWNSHIP OFFICIAL'S ACTION ON COMPLAINT: _____

