

# CRANBERRY TOWNSHIP

## Application for Consideration to be Appointed to a Township Board, Commission, or Ad Hoc Committee

Thank you for your interest in serving Cranberry!

The information that you will provide on this application will assist the Cranberry Township Board of Supervisors in getting to know you and making sure you are given consideration for appointment to the Board, Commission, or Committee which best matches your interests.

**Your Name** \_\_\_\_\_

**I.** The opportunities for service are outlined on the attachment. Please indicate your preference to serve by indicating beside each of the following, a 1 thru 8, with 1 being your preferred appointment. You do not have to indicate a preference for all of the Boards.

\_\_\_\_\_ BUILDING AND FIRE CODE BOARD OF APPEALS

\_\_\_\_\_ LIBRARY BOARD

\_\_\_\_\_ PLANNING COMMISSION

\_\_\_\_\_ POLICE ADVISORY COUNCIL

\_\_\_\_\_ ZONING HEARING BOARD

\_\_\_\_\_ PARKS AND RECREATION ADVISORY BOARD

\_\_\_\_\_ VOTER PARTICIPATION COMMITTEE

\_\_\_\_\_ AD-HOC COMMITTEE (SPECIFICALLY \_\_\_\_\_)

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**II. PERSONAL INFORMATION**

\_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

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

Day Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ Years

Name of Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

\_\_\_\_\_

**III. GENERAL INFORMATION**

\_\_\_\_\_ Have you previously served in an appointed capacity for Cranberry Township?

No \_\_\_\_\_ Yes \_\_\_\_\_, Where \_\_\_\_\_

Have you served on a Board or Commission organized by the governing body of another community?

No \_\_\_\_\_ Yes \_\_\_\_\_, Where \_\_\_\_\_

What special experiences or qualifications/skills do you have that you would apply in the appointed position(s)?

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

**IV.** In the space below please provide any additional information that you wish, including a brief statement of why you are interested in serving on a Township Board or Commission.

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5. Are there any reasons why you would have to normally miss regularly scheduled meetings of the Board or Commission applied for?

(If so, please explain) \_\_\_\_\_

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**VI. CERTIFICATION**

I certify that the information provided by me in this application is true and correct to the best of my knowledge. I understand that if appointed to a Board, Commission or Committee organized by the Cranberry Township Board of Supervisors, I will be responsible for adhering to any policies, rules, laws or guidelines established for the appointed position by the Township of Cranberry and the Commonwealth of Pennsylvania. I have reviewed with this application and read a copy of SECTION 3 of the STATE ETHICS ACT. I understand that my actions as an appointed public official must conform to the requirements and guidelines of the State Ethics Act.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Thank you very much for taking the time to complete this application and for your interest in your community. The Board of Supervisors will consider your application, along with all other current applications, when an opening occurs on a Township Board or Commission. The Board of Supervisors or a representative of the appropriate Board or Commission may contact applicants for additional information or personal interviews when an opening occurs. The Township will retain this application for two (2) years from date of submittal.

If you have any questions or comments, please call the Township Manager at (724) 776-4806, Ext. 1103. Thank you.

Return completed application to:

Cranberry Township Board of Supervisors  
Attn: Township Manager  
2525 Rochester Road, Suite 400  
Cranberry Township PA 16066-6499

**SUPPLEMENTAL TO APPLICATION (Do not return with completed application)**

**OPPORTUNITIES FOR SERVICE**

Listed below are the various permanent Boards and Commissions which have been formed by the Township; including a brief description for each of its functions, number of members, length of term, and current meeting schedule. All members of these Boards and Commissions are appointed by the Board of Supervisors.

**BUILDING AND FIRE CODE BOARD OF APPEALS**

Hears and rules on appeals taken by applicants from determinations of the Building/Fire Official, under the B.O.C.A. Building and Fire Prevention Codes enforced by the Township.

**Five Members - Three Year Term**

**Meetings scheduled upon request**

**LIBRARY BOARD\***

Operates the Township's Public Library.

**Seven Members - Three Year Term**

**Meetings on the Third Monday of Each Month**

**PLANNING COMMISSION\***

Reviews all development plans within the Township and advises the Supervisors on development matters, under the Township Zoning and Subdivision Ordinances and Comprehensive Plan.

**Seven Members - Four Year Term**

**Meetings on the Second Wednesday of Each Month**

**POLICE ADVISORY COUNCIL**

Advises the Supervisors on matters pertaining to the provision of Police Services for the Township.

**Seven Members - Three Year Term**

**Meetings scheduled as needed**

**ZONING HEARING BOARD\***

Hears and rules on appeals taken by applicants, from determinations of the Zoning Officer, for requests for variances or special exceptions, or challenges of the zoning ordinance, under the Township Zoning Ordinance.

**Five Members - Five Year Term**

**Meetings on the Second Monday of Each Month, as needed.**

**PARKS AND RECREATION ADVISORY BOARD**

Advises the Board of Supervisors on matters concerning the provision of Parks and Recreation services and meets regularly with the Director of Parks and Recreation in determining the direction of those services.

**Seven Members - Four Year Term**

**Meetings on the First Wednesday of Each Month**

**VOTER PARTICIPATION COMMITTEE**

Explores the issue of low voter turn-out in Cranberry Township in a non-partisan way and recommends action to improve voter participation, while maintaining an excellent relationship with the Butler County Bureau of Elections.

**Seven Members - Four Year Term**

**Meetings on the Third Monday of Each Month, as needed.**

**OTHER SPECIFIC COMMITTEES**

The Board of Supervisors periodically creates special purpose Ad-Hoc Committees to advise the Board on particular projects (such as the Township Community Center Project). Please specify on your application if you have an interest to be for appointment to a specific Committee.

**PENNSYLVANIA ETHICS ACT**

Appointments to certain Boards or Commissions listed above (indicated by an \*) may subject you as an "appointed public official" to the requirements of the Pennsylvania Ethics Act (Act 170 of 1978). Such requirements may include:

- 1) The filing of an annual "Financial Interest Statement" with the Township and/or Commonwealth of Pennsylvania, and
- 2) Adherence to guidelines to avoid conflict of interest situations involving your appointment to a Township Board or Commission. Attached is a copy of Section 3 of the State Ethics Act regarding "restricted activities" for your information and review. Please contact the Township Office if you want additional information concerning the "Ethics Act" guidelines, or visit the web site of the Pennsylvania State Ethics Commission at [www.ethics.state.pa.us](http://www.ethics.state.pa.us)