

BOROUGH OF FRANKLIN PARK

Board and Commission Descriptions

BOROUGH COUNCIL

Borough Council is the governing body of the Borough. Registered electors of the Borough shall be eligible to hold elective Borough offices. All elected Borough officers shall reside in the Borough and shall have resided in the Borough continuously for at least one year before their election.

Council consists of six (6) members, elected by residents for a four-year term. Two (2) members are elected to serve each of the three (3) Wards in the Borough. Council holds two regularly scheduled meetings each month. The Work Session meeting is held on the first Wednesday of each month at 7:30 p.m. The Regular Meeting is held on the third Wednesday of each month starting at 8:00 p.m. A pre-meeting is held starting at 7:00 p.m. and post meetings are held if necessary. Committee meetings are held on an as-needed basis on the first and third Wednesday of each month at 6:00 p.m.

MAYOR

The Mayor is responsible for the public safety of the Borough. The Mayor oversees the operations of the Franklin Park Police Department and works closely with the Franklin Park Volunteer Fire Department. The Mayor is elected by residents for a four-year term.

BUILDING BOARD OF APPEALS

The Building Board of Appeals reviews and adjudicates decisions made by the Borough Building Inspector when an applicant believes the true intent of the 2018 International Building Code or the rules legally adopted thereunder have been incorrectly interpreted or the provisions of the Building Code do not fully apply.

The Building Board of Appeals consists of five (5) members, appointed by Borough Council for five-year terms. Meetings of the Building Board of Appeals are held on an as-needed basis.

CIVIL SERVICE COMMISSION

The Civil Service Commission oversees the hiring and promotion of police officers. The Civil Service Commission also hears appeals relative to administrative or disciplinary action against the Borough police officers.

The Civil Service Commission consists of three (3) members and one (1) alternate, appointed by Borough Council for six-year terms. Meetings of the Civil Service Commission are held on an as-needed basis.

EMERGENCY MANAGEMENT COORDINATOR (EMC)

The Emergency Management Coordinator prepares and maintains an Emergency Operations Manual for Franklin Park Borough. The EMC is appointed by and serves at the direction of Council and Mayor. The primary duties of the EMC are:

- Develop and train borough employees and volunteers with the skills needed for emergency response
- Mobilize the Emergency Operations Center during declared emergencies, if needed
- Coordinate with the County EMA and relay information necessary for a response
- Identifies hazards and vulnerabilities that will affect Franklin Park
- Allocates equipment and manpower in response to the declared emergencies
- Coordinate any emergency response with the Borough Manager, Police Chief & Public Works Director

ENVIRONMENTAL ADVISORY COUNCIL

The Environmental Advisory Council is an advisory board to the Planning Commission and Borough Council charged with researching the impact which development has on the environment. Additionally, the Environmental Advisory Council reviews site plans and landscaping plans and makes recommendations to minimize adverse environmental impact.

The Environmental Advisory Council consists of seven (7) members, appointed by Borough Council for three-year terms. Meetings of the Environmental Advisory Council are held on the first Monday of each month at 7:30 p.m.

McCANDLESS-FRANKLIN PARK AMBULANCE AUTHORITY BOARD

The McCandless-Franklin Park Ambulance Authority (the "Ambulance Authority") is a 501(c)(3) non-profit organization established in 1977 for the purposes of providing emergency medical responder services to the residents of McCandless and Franklin Park. Services to Marshall, Pine and Bradford Woods were contracted starting in 1979. The Ambulance Authority Board consists of 7 members five from McCandless and two from Franklin Park. Board members serve five-year terms. The board member duties include: setting policy, formulating key decisions, approving minutes, approving expenditures, fundraising, and overseeing those business decisions which fall outside of the day-to-day business of the Ambulance Authority. Generally, board members with upper management experience have worked best in the past.

NORTHLAND LIBRARY BOARD

The Northland Public Library is supported by the municipalities of Franklin Park, McCandless, Ross, Marshall and Bradford Woods. The Northland Library Board consists of representatives from each of these municipalities. The Board makes operating and administrative policies, including selecting the head librarian and giving that person charge of the day-to-day functioning of the library. After determining how to run the library, board members must evaluate results so they can change policies and procedures to achieve desired results. Board members also assist with fund-raising activities sponsored by the Northland Library Foundation.

Borough Council appoints one (1) member to the Northland Library Board for a five-year term.

PLANNING COMMISSION

The Planning Commission is an advisory board to Borough Council charged with the review of proposed subdivisions and developments within the Borough. The Planning Commission also prepares a Comprehensive Plan for the Borough every ten years and is charged with reviewing any proposed new or amended zoning and land use ordinances.

The Planning Commission consists of seven (7) members, appointed by Borough Council for four-year terms. Meetings of the Planning Commission are held on the third Tuesday of each month at 8:00 p.m.

RECREATION BOARD

The Recreation Board is an advisory Board to Borough Council responsible for recreation issues and implementation of parks and recreation programs, including the Festival in the Park, and holiday events.

The Recreation Board consists of nine (9) members, appointed by Borough Council for five-year terms. Meetings are held the fourth Tuesday of each month at 7:00 p.m.

SCHOLARSHIP SELECTION COMMITTEE

The Scholarship Selection Committee is responsible for selecting recipients of the Franklin Park Community Scholarship Program. Borough residents wishing to serve on this committee must be able to evaluate and score student essays, understand Scholastic Aptitude Test Scores (SAT), Grade Point Averages (GPA) and, most importantly, they must be able to evaluate and score a student's involvement in their community, academic or work-related activities. Community, academic and work-related activities account for 50% of the applicant's score.

The Scholarship Selection Committee consists of seven (7) members, appointed by Borough Council for five-year terms.

TECHNOLOGY ADVISORY COMMITTEE (TAC)

The Technology Advisory Committee (TAC) was created to further the health, safety and welfare of the residents of the Borough. The TAC consists of residents with specialized knowledge or interest in developing technologies. The purpose of the TAC is to help develop and recommend policies and programs to Borough Council to preserve and enhance aspects of the character of the Borough of Franklin Park and to address technology issues in the Borough.

The Technology Advisory Committee consists of 5 members, appointed by Borough Council for staggered terms up to four years. Meetings are held the first Thursday of each month at 7:00 p.m.

VACANCY BOARD

If any vacancy shall occur in the office of the Mayor, Member of Council or Tax Collector and Borough Council cannot fill the vacancy within 30 days, the vacancy shall be filled within fifteen additional days by the Vacancy Board. The Vacancy Board shall consist of the Borough Council, exclusive of the Mayor, and one registered elector of the Borough who shall be appointed by the Borough Council each calendar year.

The Vacancy Board consists of one (1) member, appointed by Borough Council for a one-year term. Meetings are held on an as-needed basis.

ZONING HEARING BOARD

The Zoning Hearing Board serves as a quasi-judicial board charged with adjudication of disputes or interpretations of the Zoning Ordinances and other related codes of the Borough.

The Zoning Hearing Board consists of five (5) members, appointed by Borough Council for five-year terms and two (2) alternates appointed for three-year terms. Meetings are held on an as-needed basis. When necessary, meetings are scheduled for the second Thursday of the month at 7:30 p.m.