

BOARDS & COMMISSIONS

Board of Review – consists of three (3) members for two (2) year terms. Bedford Township has in the past had two (2), three (3) member boards. BOR hears assessment complaints of landowners and make a determination as to whether the assessment is appropriate. Members may need to visit parcels. Meets annually for several days in March, July & December. Paid board.

Construction Board of Appeals – consists of three (3) members for two (2) year terms. Must be qualified by experience or training in the building trades. Hears appeals concerning the Building Department regarding the enforcement of the State Construction Code and renders a decision. Meets on as needed basis. Paid board.

Downtown Development Authority – consists of Township Supervisor and eight (8) other members. Makes plans for the development of an area of the township. Meets monthly. Non-paid board.

Fire Department Advisory Board – consists of five (5) members plus the fire chief and a township board liaison serving two (2) year terms. The purpose of this advisory board is to provide citizen input, advice and assistance to the Fire Chief in areas including finance, policy, procedures and planning for efficient and cost effective fire prevention services, public safety, emergency medical services, rescue operations, risk reduction services, and other areas as necessary.

Meets the second Wednesday of each even numbered month. Non-paid board.

Housing Commission – consists of five (5) members for five (5) year terms. Authority to purchase, acquire, construct, maintain, operate, improve, or repair public housing facilities. Oversees the Ivor Lindsey Senior Citizen Housing. Meets the third Monday of each month. Non-paid board.

Planning Commission – consists of six (6) members serving three (3) year terms, who must be qualified township electors. Basic function is to make and adopt a plan for the township's land use development. Also review any plats for subdivisions, and site plans for new development. Meets the first, second, and fourth Wednesday of each month. Paid board.

Compensation Committee - consists of five (5) members serving five (5) year terms. Sets the compensation for elected officials. Meets in January of every odd numbered year. Non-paid board.

Zoning Board of Appeals – consists of five (5) members serving three (3) year terms. Hears and renders decisions on appeals of determinations made by administrative officials in charge of ordinance enforcement or codes. It may grant variances to the ordinances. Meets the first Monday of each month. Paid board.

Beautification Committee – consists of nine (9) members serving six (6) year terms. Designs plans to beautify the township with plants, trees, and flowers. Cares for the landscape and planting of flowers on township property. Also offers creative ideas for other ways to improve the look and condition of the township with clean up, etc. Meets the first Thursday of each month. Non-paid board.

Cablevision Committee – consists of eight (8) members serving two (2) year terms. Works as a liaison between the township and the cable company. Also advises the Township Board on cable matters. Meets on an as needed basis. Non-paid.

Library Advisory Board – consists of five (5) members serving three (3) year terms. Works with the county library system to improve the local library. Manages the local budget for Bedford Branch. Meets the fourth Monday of each month. Paid board.

Grant & Loan Committee – consists of six (6) members serving two (2) year terms. Hears appeals for grant/loan money for remodeling renovating for low-income residents. Meets on as needed basis. Paid board.

DUTIES AND RESPONSIBILITIES FOR NEW AND EXISTING COMMISSION/BOARD MEMBERS

Upon approval of your application for appointment to a township board, committee or commission, you have agreed to be an important part of Bedford Township's governmental process. As a new member, you may have a host of questions concerning your duties, responsibilities, and the general functions of your particular board. This policy is designed to assist you in answering your concerns.

Your first responsibility as a board member is to come to the Township Hall to be sworn in. This is handled by the Township Clerk, or a member of his staff.

The attached sheet explains the length of term, the responsibilities of each board/committee/commission, whether or not it's a paid board, as well as the general meeting dates (how often) of your board/commission/committee.

In addition to the attached list, listed below is some other information that may prove helpful:

All board members elect their own chairmen, vice-chair (if needed), and secretary. The exception to this is the secretary's position for the Board of Review, Planning Commission, and Zoning Board of Appeals. The recording secretary for these boards is usually a township employee.

Members of all boards and commissions will communicate to their respective liaisons or elected officials for approval to speak on behalf of any Township issue to the press or media. The individual can only speak as a private citizen, not as a board or commission member.

All commissions/boards/committee operate under Robert's Rules of Order. A class is offered yearly for all commission/board/committee members.

If you serve on a paid board, you must fill out a check request form (the chairman of your board usually has them) after each meeting and turn them in to the Finance Director. Compensation checks are sent out on a monthly basis, no earlier than the third week of the month.

If you are chosen to serve as secretary to a board, you are responsible to turn in a copy of your minutes each month to the Clerk's Department at Bedford Township Hall. This is a very important requirement.

If you go to any conferences or training for your board, you must fill out an expense report in order to receive compensation. These forms are available at the township hall in the Clerk's Dept. Please request a form **before** attending the conference/training, so that we can explain how to fill the form out and what type of documentation needs to be attached to the report.