



**East Berlin Borough**  
 128 Water Street  
 East Berlin, PA 17316  
 Phone (717) 259-9224 / Fax (717) 259-8298  
 ebsectreas@comcast.net

**Application for Authority, Board or Commission Appointment**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a resident of East Berlin Borough: Y / N      How many years? \_\_\_\_\_

Qualifications and experiences that you consider would make a contribution to a Borough of East Berlin Board or Commission: *(if you need more space than provided, please attach a separate sheet. You may attach a resumé.)*

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I would like to serve on the following authority, board or commission:

- Zoning Hearing Board
- Planning Commission
- Parks & Recreation Commission
- East Berlin Area Joint Authority
- East Berlin Area Community Center Board
- Kuhn's Woods Park Planning and Design Commission

Have you previously served on an East Berlin Borough Authority, Board or Commission? Y/N  
 Is so, when and which one(s)? \_\_\_\_\_

 Please mail or deliver this application to East Berlin Borough Office, 128 Water Street, East Berlin, PA 17316. There is a locked drop box next to the main entry if the office is closed. Call with questions (717) 259-9224

For official use only: Date Received: \_\_\_\_\_ New Appointment: \_\_\_\_\_ Appointment Renewal: \_\_\_\_\_

#### ❖ Zoning Hearing Board

- Hears special exceptions to the terms of the East Berlin Zoning Ordinance.
- Authorizes variances from the terms of the East Berlin Zoning Ordinance.
- Hears appeals that allege error in a decision by an administrative official.
- Its scope is limited to those permitted by the Pennsylvania Municipalities Planning Code and the East Berlin Zoning Ordinance.
- Member must be a Borough resident, serve on no other Boards or Commissions of the Borough, and not be an elected or appointed Borough official.
- This quasi-judicial, five (5) member Board (with two alternates) meets only as needed.
- Member Term is five (5) years; Alternate Term is three (3) years.

#### ❖ Planning Commission

- Reviews development site plans and subdivision plans for compliance with the Borough's Zoning Ordinance, the Borough's Subdivision and Land Development Ordinance and Pennsylvania Municipalities Planning Code, and gives recommendations to Borough Council.
- Make planning recommendations to Borough Council, i.e. concerns, issues, and improvements.
- Makes recommendations to Borough Council for future development and redevelopment.
- This seven (7) member Commission meets on the 4th Thursday of each month.
- Member term is four (4) Years.

#### ❖ Parks & Recreation Commission

- Makes recommendations for the improvement and/or expansion of existing public parks.
- Makes recommendations for regulations regarding the use of public parks.
- Makes recommendations regarding operations, maintenance, and capital budget for the public parks.
- No less than five (5) nor more than nine (9) members. A minority may be non-residents.
- This Commission meets on the 2nd Thursday of each month.
- Member term is three (3) Years.

#### ❖ East Berlin Area Joint Authority

- Provides water and sewer service to East Berlin and selected areas of surrounding communities.
- Sets water and sewer rates.
- Provides water and fire hydrant services in East Berlin.
- Considers agreements with other municipalities for sewer/water service.
- The five (5) member Board meets on the 1st Thursday of each month.
- Member term is five (5) Years.

#### ❖ East Berlin Area Community Center

- Organizes community events, i.e. Garden Tour, Book Sales, Thrift Shop, 5K Run/Walk, etc. Members serve on special committee for these events and participate in fund-raisers.
- Provides and maintains indoor facilities for classes (children and adults), camps, thrift shop and gymnasium activities.
- Provides outdoor facilities including playground, pavilion, nature trail and activities such as baseball, soccer, volleyball.
- This twelve (12) member Board (two from East Berlin Borough) meets on the 3rd Monday of each month.
- Member term is three (3) Years.

#### ❖ Kuhn's Woods Park Planning and Design Commission

- Participate in the design, planning and overall scope of the project.
- Make recommendations for potential uses of the park.
- Consider operation/maintenance requirements.
- No less than five (5) members nor more than nine (9) members.
- Member term is three (3) Years.