



**JOB DESCRIPTION and DUTIES
BOARDS and COMMISSIONS
BOROUGH of KENNETT SQUARE
120 Marshall Street
Kennett Square PA 19348
610.444.6020**

CIVIL SERVICE COMMISSION

- Plan and oversee the testing process for Entry Level Police Officers and promotional testing.
- When requested, conduct appeal hearings with regards to suspensions, removals and reductions in rank.

EMERGENCY MANAGEMENT

- Prepares and maintains the Borough's emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster and assist with such events.

FIRE CONTROL BOARD

- Appointing a capable member of the Kennett Fire Company No. 1 to the office of Chief and to advise him/her of his/her routine duties.
- At his/her request, consult with the Chief on any matters pertaining to personnel and equipment.
- Meet quarterly with the Chief and Deputy Chief to act upon any matters that may arise concerning the Fire Company.

HISTORICAL ARCHITECTURAL REVIEW BOARD (HARB)

- Make recommendations to Borough Council on the issuance of Certificates of Appropriateness associated with any requests for authorization to erect, alter, reconstruct, restore, or demolish all or part of any building within the Historic District.



LANDFILL AUTHORITY

- Serve on the Board of Directors for SECCRA (Southeastern Chester County Refuse Authority). SECCRA provides a regional waste management approach to municipal solid waste in southern Chester County. It serves 24 boroughs and townships in southern Chester County.

KENNETT AREA PARK and RECREATION BOARD (KAPRB)

- The purpose of the organization is to promote, encourage, and supervise recreational activities in the Borough of Kennett Square and the adjoining areas of Kennett, East Marlborough and New Garden Townships.
- KAPRB manages Herb Pennock Park, West South Street. They continuously work to improve, develop and renovate the Park.

KENNETT AREA PARK AUTHORITY (KAPA)

- Owns and oversees the operation of Anson B. Nixon Park, North Walnut Street.
- The purpose of the organization is to preserve an open, natural, and largely passive environment that lends itself to both tranquil and rigorous pursuits, with free access to the general public;
- Promote recreational interaction among the community's diverse ethnic, social, age, and economic groups by providing a safe outdoor venue that offers facilities compatible with a multitude of social, cultural, spiritual, and sporting endeavors;
- Collaborate with other established community educational, cultural, civic, and recreational organizations and institutions to further the purpose of this organization.
- Management of an endowment that will ensure the financial stability of the park for generations to come.

PLANNING COMMISSION

- Review and make recommendations to Borough Council on proposed amendments to the Borough's Municipal Code as set forth in the Pennsylvania Municipalities Planning Code, as amended.
- Prepare, recommend and administer subdivision and land development and planned residential development regulations, as set forth in the Pennsylvania Municipalities Planning Code.
- Do such other acts or make such studies as may be necessary to fulfill the duties and obligations imposed by the Pennsylvania Municipalities Planning Code.



- Promote public interest in, and understanding of, the comprehensive plan and planning.
- Review the zoning ordinance, subdivision and land development ordinance, official map, provisions for planned residential development and such other ordinances and regulations governing the development of land no less frequently than it reviews the comprehensive plan.

PROPERTY MAINTENANCE APPEALS BOARD

- The purpose of the meetings is hear appeals from any person directly affected by a decision of the Code Official or a notice or order issued under this code as it relates to property maintenance.
- The board meets on an as-needed basis.

SHADE TREE COMMISSION

- Oversees the inventory of the Borough's street trees.
- Reviews and acts on all Street Tree Removal Requests taking into consideration public safety while maintaining a walkable community.

UCC APPEALS BOARD

- The purpose of the meetings is hear appeals from any person directly affected by a decision of the Code Official or a notice or order issued under this code as it relates to the UCC (Uniform Construction Code).
- The board meets on an as-needed basis.

VACANCY BOARD

- The Vacancy Board consists of Borough Council and one registered elector of the Borough who shall act as chair. If Borough Council shall refuse, fail or neglect, or be unable, for any reason whatsoever, to fill any vacancy on Borough Council within thirty days after the vacancy happens then the vacancy shall be filled within fifteen additional days by the Vacancy Board.



ZONING HEARING BOARD

- The Zoning Hearing Board shall have exclusive jurisdiction for hearing and rendering a decision on the following matters in accordance with Article IX of the Pennsylvania Municipalities Planning Code, as amended:
 - Substantive challenges to the validity of any land use ordinance except curative amendments brought under Sections 609.1 and 916.1(a)(2) of the Pennsylvania Municipalities Planning Code, as amended.
 - Procedural challenges to the validity of any land use ordinance, including challenges raising questions of defective enactment.
 - Appeals from any determination of a zoning officer.
 - Appeals from determinations by a municipal engineer or zoning officer in matters relating to the administration of floodplain or flood hazard ordinances.
 - Applications for a variance from a zoning, floodplain or flood hazard ordinance.
 - Applications for special exception uses pursuant to a zoning, floodplain or flood hazard ordinance.
 - Appeals from a zoning officer's determination about compliance with applicable ordinance and map requirements.
 - Appeals of determinations by the municipal engineer or zoning officer concerning sedimentation, erosion, control and stormwater management.
- Reasonable Accommodations - After having received a complete written application, the Zoning Hearing Board may grant a variance to specific section(s) of this chapter if the applicant proves to the clear satisfaction of the zoning hearing board that such modifications are necessary to provide a reasonable accommodation under the Americans With Disabilities Act, 42 U.S.C section 12101 et seq., and/or the Federal Fair Housing Act and/or applicable state and federal law, as amended, to serve persons who the applicant proves have disabilities as defined in and protected by such laws.