



City of Coatesville, Pennsylvania

Overview of Requirements and Responsibilities to serve on an Authority, Board, Commission, or Committee

This document outlines, at a very high level, the requirements, responsibilities, and structure of the various Authorities, Boards, Commissions, and Committees (ABCCs) in existence within the City of Coatesville. As it is only an *overview*, the information is deemed reliable, but does *not* supersede the details found within the City of Coatesville's Charter or the laws of the Commonwealth of Pennsylvania governing the various ABCCs. All seats on the ABCCs serve without pay.

Full descriptions of the ABCCs may be obtained from City Hall or online. To access the online version, visit www.coatesville.org, go to the *Codes Department* section, and then select *General Code*. Each description below ends with a reference to the relevant chapter or document detailing the ABCC. Keep in mind that there are often delays in updating the online version of the code – if you have any questions, please contact City Hall.

AUTHORITIES

Redevelopment Authority

Five person authority appointed by City Council majority vote to five year terms for the purpose of reviewing, investigating, and recommending redevelopment projects for the City of Coatesville. Meetings are held twice a month. All members must reside within the city limits of the City of Coatesville.

Note: No member or employee of the Authority shall acquire any interest, direct or indirect, in any redevelopment project or in any property included or planned to be included in any redevelopment area, or in any area which he may have reason to believe may be certified to be a redevelopment area, nor shall he have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used by the Authority, or in any contract with a redeveloper or prospective redeveloper relating, directly or indirectly, to any redevelopment project. The acquisition of any such interest in a redevelopment project or in any such property or contract shall constitute misconduct in office. If any member or employee of the Authority shall already own or control any interest, direct or indirect, in any property later included or planned to be included in any redevelopment project under the jurisdiction of the Authority, or has any such interest in any contract for material or services to be furnished or used in connection with any redevelopment project, he or she shall disclose the same in writing to the Authority and to City Council, and such disclosure shall be entered in writing upon the minute books of the Authority. Failure to make such disclosure shall constitute misconduct in office. [Refer to its bylaws]

BOARDS

Board of Housing Appeals

Three person board appointed by City Council majority vote to three year terms.

Although its function is primarily to provide for reasonable interpretation of the provisions of the housing code, the board shall have the power to make variance and grant extensions of time in cases where strict enforcement of this code would cause undue or unnecessary hardship. All members must reside within the city limits of the City of Coatesville. [Chapter 136]

Board of Use Registration Appeals

Three person board appointed by City Council majority vote to three year terms for the purpose of hearing appeals from the decisions of the appropriate municipal official with respect to approval or designation of property for nonconforming uses in the City of Coatesville. The function of the Board of Use Registration Appeals shall be only to make determinations of legally existing nonconforming uses; it shall have no authority to establish or approve any new nonconforming use, grant variances or exceptions or to authorize any change in use. All members must reside within the city limits of the City of Coatesville. [Chapter 214]

Historic Architecture Review Board

TBD

Parks and Recreation Advisory Board

This seven person board is comprised mostly of members who serve as the result of a position they hold within specific organizations serving the City of Coatesville and greater community (such as the YMCA, the CYWA, Coatesville Area School District, Art Partners, and Coatesville Youth Associations). However, there are two seats appointed by City Council majority vote. These two seats must be filled by residents of the City of Coatesville and serve 4 year terms.

The Advisory Board's mission is to make recommendations to the Parks and Recreation Commission for programming objectives. A representative from the Advisory Board will attend all meetings of the Parks and Recreation Commission for the purpose of presenting recommendations and initiatives to the Parks and Recreation Commission. [Chapter 33]

Solid Waste Review Board

Three person board appointed by City Council majority vote to three year terms.

This board is responsible for reviewing any request from multifamily residential or commercial properties that qualify for private trash collection but do not meet the standard due to any parcel being lot line to lot line. Findings and recommendations will be submitted to the City Council for final approval. All members must reside within the city limits of the City of Coatesville. [Chapter 190-16]

UCC Appeals Board

Five person board appointed by City Council majority vote to 5 year terms. Two alternates may also be appointed by City Council majority vote to hear appeals in the vent of the absence or disqualification of a member. If qualified candidates cannot be found within the City limits, then City Council can select someone from outside of the City to serve on the board.

The Board's purpose is to provide a process for the solution of Code grievances derived from the decisions of the City's Building Code Officials and in order to assure the health, safety and general welfare for the citizens of the City. 2. Members of the Board shall be qualified by training and experience to pass on matters pertaining to building construction. Training and experience may consist of licensure as an architect or engineer, experience in the construction industry (a minimum of ten years of experience), and training or expertise as an inspection or plan reviewer and all applicants must have the qualifications according to Act 45

of 1999 in order to be eligible for appointment to the Appeals Board. Note: A member of the Appeals Board shall not hear an appeal in which that member has any personal, professional or financial interest. [Chapter 212-4]

Zoning Hearing Board

Three person board appointed by City Council majority vote to three year terms. Up to three alternates may also be appointed by City Council majority vote. All members and alternates must reside within the city limits of the City of Coatesville and may not hold any other office in the City of Coatesville.

The Board shall hear and decide appeals where it is alleged by the appellant that a Zoning Officer has failed to follow prescribed procedures or has misinterpreted or misapplied any provision of a valid ordinance or map or any valid rule or regulation governing the action of the Zoning Officer. The Board can also grant conditional exceptions/variances to existing zoning within the confines of the law/charter. Finally, the Board keeps full public records of its business and must submit a report of its activities to the City Council once each year. [Chapter 224-82]

COMMISSIONS

Civil Service Commission

Three person commission appointed by City Council majority vote to four year terms. All members must reside within the city limits of the City of Coatesville.

The commission serves as the civil service board for the paid employees of the Coatesville Police Department and the Coatesville Fire Department subject to civil service. The commission primarily determines the rules and regulations providing for the examinations for positions subject to civil service in the Police and Fire Departments and for appointments and promotions therein. [Chapter 115-20]

Fire Fighters' Pension Fund Commission

This seven person commission is comprised of members who serve as the result of their position within the government, administration, or Fire Department of the City of Coatesville. There is one seat on the commission with a two year term that is held by a resident of the City of Coatesville and made by majority vote of City Council.

The Commission is responsible for: keeping full and accurate accounts of all its transactions; making rules for the transaction of its business and application of its funds; appoint a qualified and reputable banking or investment institution to serve as custodian of the Fire Fighters' Pension Fund investment account (said custodian will invest and reinvest the funds and accruals into "legal investments for trust funds" ass directed by the Commission); and all other matters necessary for the conduct of business, subject to the special provisions and regulations of the City Charter. The Commission meets at least quarterly. The Commission must make an annual report to the City Council on the first Monday of January of all receipts and disbursements of the fund and such other matters as should be properly embodied in such report. [Chapter 38-20]

Historical Commission

Seven person commission appointed by City Council majority vote to three year terms. This board has a mixed residency requirement; however, all member must be US citizens, live in Pennsylvania, and four must reside within the city limits of the City of Coatesville. The remaining three seats are to be held by persons residing with the great Coatesville area.

In general, the function of the Commission is to further the interest of the people in all matters relating to the history of the City of Coatesville and its environs. To that end, it may acquire and maintain appropriate exhibits, issue bulletins and other publications, cooperate in or sponsor commemorative, educational or

research programs and serve in an advisory capacity to the City Council in all such matters. The Commission shall have the power of review and recommendation in any case involving the demolition of a landmark structure or alteration that would be in such manner as to change its essential character. The Commission shall have the opportunity to study and review all plans and proposals involving the reconstruction, alteration, restoration, demolition and razing of properly designated landmarks as herein provided.

Meetings are to be held monthly, or as required by the matters before the commission. The Commission shall keep a record of its proceedings and shall make annual report of its transactions and activities to the City Council. All meetings, records and accounts of the Commission shall be public. [Chapter 224-38]

Non-Uniform Pension Commission

Six person commission comprised of members who serve as the result of their position within the government or administration of the City of Coatesville. There is one seat on the commission with a two year term that is held by a resident of the City of Coatesville and made by majority vote of City Council.

The commission is responsible for the Non-uniform pension fund in a manner similar to the Fire Fighters' Pension Fund Commission. [Chapter 38-18]

Parks and Recreation Commission

Seven person commission appointed by City Council majority vote to four year terms. All members must reside within the city limits of the City of Coatesville.

The Commission works in conjunction with the Parks and Recreation Coordinator (appointed by the City Manager), the Parks and Recreation Advisory Board, and the City Manager (or his/her designee) and the City Council with the intent of accomplishing the following:

- define the objectives of public recreation services and make plans harmonizing with them
- maintain the highest quality and standard of recreation service
- interpret the importance and need of recreation services to the general public
- keep public officials informed of the status and progress of recreation services
- work collaboratively with public officials to select the recreation and park executive and define his or her duties and responsibilities
- establish a sound fiscal plan to achieve recreational goals
- provide for an adequate system of recreation areas and facilities
- give stability and continuity to general operations
- evaluate the services of recreation system in relation to its objectives

Funds appropriated by City Council and budgeted to the Parks and Recreation program shall be disbursed by the Council, the City Manager or his designated administrative staff upon vouchers issued by the Parks and Recreation Commission and within the budget appropriations made.

The commission must hold regular meetings, including two work sessions and at least one public meeting each quarter. All public meetings shall be held in accordance with the Sunshine Act. Parks and Recreation Coordinator shall make full and complete monthly reports to the City Council or at such other times as may be designated or requested by City Council.

The Parks and Recreation Coordinator submits - with the annual budget request - a comprehensive report covering the forthcoming year which outlines its proposed recreation programs for that year and its plans with respect to the creation, use or modification of the recreational areas and facilities operated by it. The Parks and Recreation Commission obtains the prior approval of the City Council for any major modifications or additions to said programs and plans within that year. [Chapter 33]

Planning Commission

Seven person commission appointed by City Council majority vote to four year terms. Two members may be officers or employees of the City. All members must reside within the city limits of the City of Coatesville.

The commission is responsible for reviewing subdivision and land development plans and giving recommendations to the City Council regarding same. It also assists in various planning responsibilities including the development of redevelopment proposals under the Urban Redevelopment Law. [Chapter 41]

Police Pension Commission

Seven person commission comprised of members who serve as the result of their position within the government or administration of the City of Coatesville. There is one seat on the commission with a two year term that is held by a resident of the City of Coatesville and made by majority vote of City Council.

The commission is responsible for the Police pension fund in a manner similar to the Fire Fighters' Pension Fund and Non-uniform Pension commissions. [Chapter 38-3]

Reserve Trust Fund Commission

Five person commission comprised of members who serve as the result of their position within the government or administration of the City of Coatesville. There are two seats on the commission with two year terms to be held by residents of the City of Coatesville and made by majority vote of City Council.

The commission as responsibilities similar to the pension commissions, but for the Reserve Trust. [Chapter 49]

Technology Commission

Seven person commission serving 3 year terms structured as follows; Two members of City Council, one member of the professional staff of the City of Coatesville as appointed by the City Manager, and four residents of the City of Coatesville made my majority vote of City Council.

The Technology Commission shall assist the city in identifying technological developments which are a benefit to the city and the citizens of the City of Coatesville and to review information, conduct investigations and make recommendations and reports relative to this purpose. However, any report or recommendation provided by the Technology Commission shall not be binding upon the City Council but shall be advisory only. The commission will hold regular meetings, including two work sessions and at least one public meeting each quarter. All public meetings shall be held in accordance with the Sunshine Act. [Chapter 58-1]

COMMITTEES

Advisory Fire Committee

This seven person committee is comprised mostly of members appointed by the Fire Chief, however, two seats are appointed by City Council majority vote for a three year term. These two seats must be held by residents of the City of Coatesville.

The committee acts as the liaison between the fire houses and the community at large and acts in an advisory capacity to City Council, City Administration and the Fire Department on matters pertaining to fire prevention, suppression and management and makes recommendations on such matters it may feel necessary for the protection and welfare of the citizens and the volunteers of the Fire Department. The Advisory Committee shall participate and advise in the preparation of the annual budget. The Fire Committee also reviews qualifications of and recommends the appointment of the Deputy and Assistant Fire Chiefs. It acts as the liaison between the respective fire companies and the City and monitors and attempt to resolve any problems within the companies. The Committee also reviews and makes the final decision on any grievances submitted by any volunteer. [Chapter 115-17]

Vacant Property Review Committee

Five person committee serving 4 year terms comprised of members who serve as the result of their position within the government or administration of the City of Coatesville. There is one seat on the commission with to be held by a resident of the City of Coatesville and made by the sole appointment of the City Council president.

The committee was established to take all such action authorized by the Urban Redevelopment Law to assist the Redevelopment Authority of the City of Coatesville with vacant or blighted property. [Chapter 61]