NEWPORT TOWNSHIP

CALL FOR VOLUNTEERS

351 W. Kirmar Ave., Nanticoke, PA 18634 | Phone: (570) 735-4735 | www.newporttownship.org

Volunteers Needed for Vacant Township Board & Commission Positions

The Newport Township Board of Commissioners invites dedicated, civic-minded Township residents to apply for vacant volunteer positions on local municipal boards, authorities, and committees. Serving on a Township board is a rewarding way to help shape community planning, public services, and local development.

Boards & Committees Accepting Applications:

- Newport Township Authority
- Zoning Hearing Board

Eligibility & Submission: Applicants must be residents of Newport Township (including Alden Station, Glen Lyon, Lee, Sheatown, Ridge View, and Wanamie). Please complete the Volunteer Application Form below and return it in person or by mail to the Newport Township Municipal Building, 351 W. Kirmar Ave., Nanticoke, PA 18634 (Office Hours: Monday–Friday, 8:30 AM – 3:00 PM).

NEWPORT TOWNSHIP BOARD & COMMISSION VOLUNTEER APPLICATION

Full Name:	**Date:**
Street Address:	
Email Address:	**Phone Number (Home / Cell):**
Board(s) or Committee(s) You Are Applying For:	
Qualifications (Education, Certifications, Licenses, or Relevant Skills):	
Experience (Professional Background, Community Involvement, or Prior Board/Volunteer Service):	
Availability (Days /Times for Monthly Meetings & Work Sessions, e.g., Evenings, Weekdays):	
Applicant Signature:	**Years as Township Resident:**

The Newport Township Authority - Overview

Members of the Newport township Authority Board oversee the management, governance, and operations of the Township authority to ensure compliance with legal, financial, and operational requirements.

- Oversee compliance with the Pennsylvania Municipal Authorities Act and other applicable laws. Adopt, amend, or enforce by-laws and internal rules as necessary.
- Approve the employment, selection, and compensation of others necessary personnel.
- Ensure the public is properly notified of Authority meetings and decisions through required postings.

Required Basic Skills and Qualities

- Commitment to public service, attention to detail, and integrity in financial and administrative matters.
- Ability to collaborate within a structured governance environment and maintain transparency.
- Understanding the by-laws, goals, objectives, processes, procedures, and common business practices to maintain the functionality of the Authority.

Newport Township Zoning Hearing Board - Overview

The primary purpose of the Newport Township Zoning Hearing Board (ZHB) is to ensure the fair, consistent, and lawful application of the township's zoning ordinances. It functions as a quasi-judicial body responsible for:

- Hearing and deciding appeals where it is alleged an error in any order, requirement, decision, or determination made by the Zoning Officer.
- Considering requests for variances from the terms of the zoning ordinance due to unique property hardships.
- Adjudicating applications for special exceptions as outlined in the zoning ordinance.
- Conducting fair and impartial hearings and issuing decisions in accordance with applicable law.