

Complaint Policy

- All complaints to the Township shall be made on the Township's Complaint Form.
- Any person making a complaint shall do so in writing, and shall affix their signature to the complaint.
- Any person making a complaint shall ensure the form is filled out completely and accurately.
- The Supervisors will be informed of the complaint, and will discuss it at their next meeting.
- No action shall be taken until the Supervisors have had the opportunity to discuss the complaint.
- If the Supervisors deem the complaint to be warranted, they will direct the appropriate official(s) to review the merits of the complaint, and to inform the Supervisors, in writing, of the findings of their investigation, and any recommended corrective actions
- The Supervisors will then make a decision as to actions, if any, they deem necessary.
- The codes official(s) shall take actions as directed by the Board of Supervisors.
- The codes official(s) shall report back to the Supervisors when action has been taken, and keep copies of all letter, etc. No citations is to be issued until, and unless the Supervisors direct.