

Local Government Responsibilities Wayne County, Pennsylvania

Local Government Position	Responsibilities	Elected or Appointed	Paid Position
Board of Supervisors/ Borough Council	Protects the health, safety, and welfare of the public they serve. Makes policy decisions, levies taxes, and directs additional governmental administration to appointees. Specific examples may include building code, road maintenance, police service, sewage, planning/zoning, and code enforcement.	Elected	\$xx/ meeting
Board of Supervisors’/ Borough Council’s Secretary	Typically serves as a liaison between the public and the governing body of the municipality. Keeps the minutes of official Municipal Government meetings and often handles day-to-day office management of the same.	Appointed	\$\$
Planning Commission	Develops plans (such as a comprehensive plan) and implements planning policies (such as reviewing subdivision and land development applications) on behalf of the municipality. Final approval of plans and policies falls with Supervisors/Council.	Appointed	Volunteer
Planning Commission’s Secretary	Keeps the minutes of official Planning Commission meetings. Point of contact for the Planning Commission at large.	Appointed	Volunteer
Road Master	In charge of municipal road maintenance. Often a Township Supervisor (in the case of Township government) or a public works director (in the case of Borough government).	Appointed	\$\$
Sewage Enforcement Officer	Reviews the feasibility of on-lot sewage disposal and issues/revokes sewage permits on behalf of the municipality that employs them. The issuance of permits comes after additional review by the PA Department of Environmental Protection.	Appointed	\$\$
Solicitor	Designated legal advisor for the municipality.	Appointed	\$\$
Tax Collector	Collects county, municipal, and school district real estate taxes, along with applicable per capita and occupation taxes.	Elected	\$\$/taxes collected
UCC Enforcement Officer	Administers and enforces the Uniform Construction Code (UCC), if a municipality has elected to do so locally. The UCC’s construction and safety standards are mandated, state-wide requirements.	Appointed	\$\$
Zoning/Building Permit Officer	Enforces municipality’s zoning ordinance (if such an ordinance is adopted), inspects structures, and issues building permits and certificates of occupancy.	Appointed	\$\$