



Borough Guidance on Volunteer Projects November 2021

1. Volunteer Projects affecting Borough operations or facilities, must have the written approval of the Borough Manager and the appropriate Borough Department Head(s). This should be based upon the understanding that the project is in the best interest of the Borough.
2. Each project must have a Coordinator assigned by the volunteer group that is authorized to approve payments, and act as the primary point of contact for Borough personnel. It is understood that any agreements made by the Volunteer group with contractors or other vendors are the responsibility of the Volunteer group, and as such, all invoices are assumed to be the responsibility of the Volunteer group unless otherwise noted.
3. Approval of the project cannot be given until a complete written project description, with costs is provided and approved by the Borough Manager or Borough Assembly. The costs provided should include any capital and upfront costs, along with estimated future operating costs. An outline of who will be responsible for these costs should be included. The work on the project cannot commence until all funding and permits are in hand.
4. Volunteer Projects must apply for and receive all appropriate permits, prior to the start of the project. All permit fees and charges must be paid in full and are the responsibility of the Volunteer Group.
5. Throughout any volunteer project, it should be expected that periodic updates to the project will be given to the Assembly and Borough Manager, or their designee. This could include updates during public meetings such as Advisory Board and Assembly meetings.
6. Unless otherwise stated, it should be expected that the cost of a volunteer project is the sole responsibility of the group sponsoring the project.
7. If the Borough is responsible for contracting with vendors and ordering materials for the Volunteer Project, all Borough purchasing rules must be followed. Volunteer groups who are assuming all risk and project costs should follow their own group rules if appropriate.
8. Licensed contractors may be required on any construction project. This decision will be made by the Borough Building Official based upon Borough and State requirements.