

16.3 DUTIES

The Board of Appeals shall hear and decide such matters as the Board of Appeals is specifically authorized to pass on as provided in this Ordinance and such matters as may be provided by law, including, but not limited to, variances, interpretation of Ordinance text, and interpretation of the Zoning Map. This shall not apply where the Zoning Board of Appeals is specifically prohibited within this Ordinance from acting on an appeal.

16.4 COMPENSATION

Members of the Board of Appeals may be paid per diem plus expenses actually incurred or such sums as the Township Board shall by resolution establish from time to time, if appropriation for such payment is made in advance by the Township Board. Otherwise, the members shall serve without pay.

16.5 RULES OF PROCEDURE

The Board of Appeals shall adopt rules of procedures. These rules shall be available for public inspection at the Office of the Township Clerk.

16.5.1 Meeting Schedule

The Board of Appeals shall annually establish a regular schedule of Board of Appeals meetings and the time and place of each. The schedule shall be posted within ten (10) days of setting the schedule as required under the Open Meetings Act. All such meetings and hearings shall be open to the public.

16.5.2 Quorum

The presence of three (3) voting members shall constitute a quorum.

16.5.3 Majority Vote

The Board of Appeals shall act by resolution. The concurring vote of a majority of the members of the Board of Appeals shall be necessary to reverse any order, requirement, decision or determination of the Zoning Administrator or to decide in favor of the applicant on any matter upon which it is required to pass by this Ordinance, or to grant variations from the requirements of this Ordinance.

16.5.4 Meeting Minutes

The Board of Appeals shall keep minutes of its proceedings, all of which shall be filed promptly with the Township Clerk and shall be a public record, showing:

- a) The action of the Board of Appeals;
- b) The reasons on which the Board of Appeals bases its action;
- c) The vote of each member upon each question, or, if absent or failing to vote, indicating such fact; and
- d) Any other official action.