

**Jefferson Borough**  
168 Washington Street, P.O. Box 87  
Jefferson, PA 15344

Council Members:

Jeffrey Coneybeer, President  
Pam Phillips, Vice-President  
Dale Harshman, Mayor  
Mark Gordon, Code Enforcement

Lance Sahady  
Jeffrey Coneybeer, Jr.  
Joshua Forman  
Relda K. Litten, Sec-Treas

**COMPLAINT FORM**

Complaint Number: \_\_\_\_\_ Date of Complaint: \_\_\_\_\_

Nature of Complaint: \_\_\_\_\_

\_\_\_\_\_

Place or Location of Complaint: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person making Complaint: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please state how this matter is affecting you or your property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does this matter endanger other structures? Yes\_\_\_\_\_ No: \_\_\_\_\_

When did you discover this problem? \_\_\_\_\_

How long has this problem existed? \_\_\_\_\_

Have you filed a complaint with the township concerning this matter at any other time? Yes\_\_\_ No\_\_\_

Have you filed a Civil Complaint about this matter or do you plan to file a Civil Complaint concerning this matter against the other Party if it is found that this matter is not in violation of any Township Ordinances? Yes\_\_\_\_\_ No \_\_\_\_\_

**NOTICE: BY SIGNING THIS COMPLAINT, I AM STATING THAT I REALIZE THIS DOCUMENT STATES WHAT I HAVE OBSERVED AND IF THIS MATTER IS APROVED FOR CITATION BY THE TOWNSHIP, I WILL ATTEND THE HEARING THAT WILL BE SCHEDULED AT THE DISTRICT COURT TO ATTEST TO THE FACTS AS STATED.**

\_\_\_\_\_  
Signature of Person making Complaint