

**BOROUGH OF ALBURTIS
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 358

(Duly Adopted June 24, 1998)

AN ORDINANCE AMENDING ORDINANCE 343 (RELATING TO EMPLOYMENT POLICIES) BY (I) MODIFYING THE DUTIES OF THE BOROUGH TREASURER; (II) CHANGING THE PAYMENT OF SALARY FOR THE BOROUGH TREASURER FROM ANNUALLY TO MONTHLY; (III) MODIFYING THE DUTIES AND TITLES OF MAINTENANCE DEPARTMENT EMPLOYEES; AND (IV) RESTRICTING ACCESS TO BOROUGH ADMINISTRATION OFFICES.

WHEREAS, on December 30, 1996, Borough Council adopted Ordinance 343 to amend, restate, and ordain the Borough's employment policies; and

WHEREAS, Borough Council desires to amend the employment policies as set forth in this Ordinance;

NOW, THEREFORE, be it **ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburdis, Lehigh County, Pennsylvania, that Ordinance 343 (adopted December 30, 1996), as amended by Ordinances 349 (adopted February 26, 1997) and 353 (adopted June 25, 1997), shall be further amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

SECTION 1. Section 605 (relating to duties of the Borough Treasurer) shall be amended as follows:

§ 605 Borough Treasurer.

In addition to all other required duties, the Borough Treasurer shall:

- ~~(a) — Supervise the Clerk/Accountant in all duties.~~
- (a) Review and approve the Treasurer's Report.
- (b) Monitor money in all accounts.
- (c) Review bills for payment.
- (d) Make recommendations to Borough Council and the Clerk/Accountant.

SECTION 2. Section 206 (relating to employee pay periods) shall be amended as follows:

§ 206 Pay Periods.

(a) Full-time Employees. All full-time employees of the Borough shall be paid every two weeks.

(b) Annual Payments. The ~~Borough Treasurer and Zoning Officer~~ shall be paid ~~their salaries~~ his/her salary in one annual payment.

(c) ~~Mayor and Council~~ Monthly Payments. The Mayor, the Borough Treasurer, and members of Borough Council shall be paid their salaries in monthly installments.

(d) Code Officials. The Building Inspector, Plumbing Inspector, and other authorized inspectors shall be paid upon presentation of forms indicating the number of hours worked or inspections completed.

SECTION 3. Section 606 (relating to duties of maintenance department employees) shall be amended as follows:

§ 606 Maintenance Department Employees.

(a) ~~Maintenance Coordinator.~~ **Crew Leader.** In addition to all other required duties, the ~~Maintenance Coordinator~~ Crew Leader shall:

(1) Supervise and schedule general maintenance duties for maintenance department employees.

(2) Prepare a written progress report for Borough Council each month. Tentative scheduling shall be including, after consultation with the President of Borough Council.

~~(3) Coordinate paperwork for all maintenance activities, including mandated state reports for highways, water, sewer, etc.~~

~~(4) Be on call during nonworking hours for emergencies to insure that proper manpower is put into service when necessary.~~

(3) Possess a current, valid Class A or Class B commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania.

(b) **Maintenance Full Time A.** In addition to all other required duties, a level A full time maintenance department employee shall:

(1) Carry out work assignments as directed by the ~~Maintenance Coordinator~~ Crew Leader.

(2) Assume the duties of the ~~Maintenance Coordinator~~ Crew Leader when he is on sick leave or vacation or is otherwise unavailable

~~(3) Be on call during nonworking hours for emergencies.~~

~~(4) Possess a current, valid~~ Class A or Class B commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania.

(c) **Maintenance Full Time B.** In addition to all other required duties, a level B full time maintenance department employee shall:

(1) Carry out work assignments as directed by the ~~Maintenance Coordinator~~ Crew Leader and/or a level A maintenance department employee.

(2) ~~Be on call during nonworking hours for emergencies.~~

(3) Possess a current, valid Class A or Class B commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania.

(d) **Maintenance Full Time C.** In addition to all other required duties, a level C full time maintenance department employee shall:

(1) Carry out work assignments as directed by the ~~Maintenance Coordinator~~ Crew Leader and/or a level A or B maintenance department employee.

(2) Obtain a Class A or Class B commercial driver's license (CDL) issued by the Commonwealth of Pennsylvania by the first anniversary of his/her first day of employment as a level C maintenance department employee, and maintain such a license continuously thereafter.

(e) **General Maintenance Duties.** In addition to all other required duties, maintenance department employees shall perform the following services:

(1) **Highway.** Inspection and repair of Borough streets, snow removal, cindering/salting when required, removal of leaves from street gutters, inspection and maintenance of dump truck, backhoe, pickup, and all other highway equipment.

(2) **Water.** Inspection and maintenance of reservoir, chlorinator, and pressure regulator; flushing of water system; reading of water meters; maintenance of water mains and pipes and wells.

(3) **Property.** Cleaning and maintenance of Borough Hall, recreation areas, and all other properties owned by the Borough.

(4) **Sewer.** Inspection and maintenance of sanitary sewer lines and pump stations; maintenance of storm sewers clean and free of debris.

(5) **Paperwork.** Completion of all necessary forms, reports, and other paperwork. After training, all maintenance department employees must be able to complete all department paperwork properly.

(f) **Snow Emergency Plowing Procedure.** In the event of a declared snow emergency, the ~~Maintenance Coordinator~~ Crew Leader (or, in his/her absence, the President of Borough Council) will be responsible to deploy authorized snow removal equipment.

(g) **Safety Equipment.** All maintenance department employees shall wear safety boots, safety glasses, ear plugs, hard hats, and other safety equipment when required by law, when directed by a supervisor, or when reasonably necessary for their own protection.

SECTION 4. Section 201(b) (relating to working hours for maintenance employees) shall be amended as follows:

(b) **Maintenance Employees.** Full-time maintenance department employees shall work from 7:00 am to 3:30 pm from Monday through Friday (except Borough holidays), except for one-half hour time off for lunch which must be taken when directed by the ~~Maintenance Coordinator~~ Crew Leader. Part-time employees shall not work more than twenty (20) hours during any one calendar week unless authorized by Borough Council or the President of Borough Council (in case of an emergency).

SECTION 5. Section 204(a) shall be amended as follows:

(a) **Maintenance Department Employees.** One maintenance department employee shall be on call during all nights, holidays, week-ends, and all other times when the maintenance department is not regularly in operation. The ~~Maintenance Coordinator~~ Crew Leader shall prepare and maintain a schedule of on-call assignments, which shall be allocated equally among all full-time maintenance department employees. The Borough shall supply each full-time maintenance department employee with a pager, which must be within hearing of the employee at all times when the employee is on call. When paged, the employee must respond within a reasonable period of time.

SECTION 6. Section 703(a) (relating to essential job functions of maintenance personnel) shall be amended as follows:

(a) Possessing a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. ~~For Maintenance Personnel level A and B positions (but not C),~~ Except as described in § 606(d)(2) (concerning newly hired Maintenance Personnel level C positions), it is also essential for maintenance department employees to possess a Class A or Class B commercial driver's license issued by the Commonwealth of Pennsylvania.

SECTION 7. A new Section 508 shall be added after existing Section 507 as follows:

§ 508 Access to Administration Offices.

No employee shall permit any person access to, or permit any person to be present in, any Borough administration offices outside of normal administration office hours, except Borough employees, the Mayor, and members of Borough Council.

SECTION 8. Ordinances 343, 349, and 353, as amended by this Ordinance, are hereby ratified and confirmed.

DULY ORDAINED and **ENACTED** by the Borough Council of the Borough of Al-
burtis, this 24th day of June, 1998, in lawful session duly assembled.

BOROUGH COUNCIL
BOROUGH OF ALBURTIS

Steven R. Hill, President

Attest:

Louise Stahley, Secretary

AND NOW, this 24th day of June, 1998, the above Ordinance is hereby
APPROVED.

Ronald J. DeIaco, Mayor