

**BOROUGH OF ALBURTIS  
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 381

(Duly Adopted October 25, 2000)

AN ORDINANCE AMENDING THE ALBURTIS PERSONNEL ORDINANCE BY (I) PROVIDING A POLICY ON APPLICATIONS FOR GRANTS; (II) PROVIDING A POLICY ON ACCESS TO BOROUGH HALL; AND (III) REVISING THE WORK HOURS OF MAINTENANCE DEPARTMENT EMPLOYEES.

**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 Alburtis, Lehigh County, Pennsylvania, that the Alburtis Personnel Ordinance, Ordinance 343 (adopted December 30, 1996), as amended by Ordinances 349 (adopted February 26, 1997), 353 (adopted June 25, 1997), 358 (adopted June 24, 1998), and 363 (adopted December 30, 1998), shall be further amended as follows (with deletions indicated in ~~strike-outs~~ and insertions indicated by double underlining):

**SECTION 1.** Section 508 (relating to Access to Administration Offices) shall be amended as follows:

**§ 508 Access to Borough Hall.**

**(a) 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.

**(b) Keys to Borough Hall.** The following individuals, and only the following individuals, shall have keys to Borough Hall:

**(1) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;**

**(2) all full-time Borough maintenance department employees;**

**(3) all full-time and part-time Borough police officers;**

**(4) all members of Borough Council;**

**(5) the Mayor.**

**(c) Keys to the Administration Office Section of Borough Hall.** The following individuals, and only the following individuals, shall have keys to the administration office section of Borough Hall:

**(1) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;**

**(2) all full-time Borough maintenance department employees;**

**(3) the Chief of Police;**

**(4) the President of Borough Council;**

**(5) the Vice President of Borough Council;**

**(6) the Mayor.**

**(d) Keys to the Police Department Section of Borough Hall.** The following individuals, and only the following individuals, shall have keys to the Police Department section of Borough Hall:

**(1) all full-time and part-time Borough police officers;**

**(2) the Mayor;**

**(3) the Maintenance Supervisor;**

**(4) the President of Borough Council.**

**(e) Access Codes for Entrance to Borough Hall.**

**(1) Persons with Codes.** The following individuals, and only the following individuals, shall possess valid access codes to the security system at Borough Hall:

(A) the Borough Secretary, Clerk/Accountant, and any other full-time office employees of the Borough;

(B) all full-time Borough maintenance department employees;

(C) all full-time and part-time Borough police officers;

(D) all members of Borough Council;

(E) the Mayor.

(2) **Individual Codes.** Each individual identified in paragraph (1) shall have his/her own individual code.

(3) **Deactivation of Codes.** The security access code of any person who is no longer actively employed or serving in a position described in paragraph (1) (whether due to retirement, resignation, involuntary termination or removal, extended leave, or otherwise), or who is suspended from a position described in paragraph (1), shall be deactivated immediately.

**SECTION 2.** A new Section 509 shall be added to the Ordinance to read as follows:

**§ 509 Applications for Grants.**

(a) **Purpose.** Council recognizes the importance of applying for and receiving grant money to help provide equipment and services for the Borough. Council is also aware of the enormous amount of man-hours that are sometimes required for these grant proposals, and that the Borough frequently must participate in the cost of grant programs. With these factors in mind, Council has adopted the policy set forth in this Section.

(b) **Prior Approval Required.**

(1) No person shall apply for any grants in the name of the Borough without the express prior approval of the Approving Authority.

(2) No employee shall expend any working time paid by the Borough to complete any part of any application for a grant, or undertake any other activity in support of any application for a grant, without the express prior approval of the Approving Authority.

(c) **Approving Authority.** For purposes of this Section, the term “Approving Authority” shall mean—

(1) Council, except in the case of an Emergency Application;

(2) Both the Mayor and the President of Council, in the case of an Emergency Application for a grant for property and/or services to be used exclusively by the Police Department; and

(3) Both the President and the Vice President of Council, in the case of an Emergency Application not described in paragraph (2).

(d) **Emergency Applications.** For purposes of this Section, an “Emergency Application” means an application for a grant where the person proposing the application first becomes aware of the grant after the last regular meeting of Council prior to the deadline for submitting the application. Emergency Applications should be extremely rare and will be subject to an especially high degree of scrutiny.

(e) **Supporting Information.** Any person who requests approval to apply for any grant in the name of the Borough shall provide the Approving Authority with all of the following information, in writing:

(1) the purpose of the grant;

(2) the amount of money expected to be received under the grant;

(3) the amount of money the Borough will be expected to contribute towards the project covered by the grant;

(4) the deadline schedule for the grant application; and

(5) in the case of an Emergency Application, the reason why the application could not have been submitted to Council.

**SECTION 3.** Section 201(b) (relating to Working Hours—Maintenance Employees) shall be amended as follows:

**(b) Maintenance Employees.** Full-time maintenance department employees shall work from 7:00 AM to 3:00 ~~3:30~~ PM from Monday through Friday (except Borough holidays), except for ~~one-half hour time off for lunch~~ three (3) ten (10) minute paid breaks per day which must be taken

when directed by the Maintenance Supervisor. During the summer months, if so directed by the President of Borough Council or Borough Council, work hours may be changed to 6:00 AM to 2:00 PM on work days. 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 4.** Ordinances 343, 349, 353, 358, and 363, as amended by this Ordinance, are hereby ratified and confirmed.

**DULY ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburtis, this 25<sup>th</sup> day of October, 2000, in lawful session duly assembled.

BOROUGH COUNCIL  
BOROUGH OF ALBURTIS

\_\_\_\_\_  
Steven R. Hill, President

Attest:

\_\_\_\_\_  
Brenda Melendez, Secretary

**AND NOW**, this 25<sup>th</sup> day of October, 2000, the above Ordinance is hereby APPROVED.

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Ronald J. DeIaco, Mayor