

**BOROUGH OF ALBURTIS
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 463

(Duly Adopted November 14, 2007)

AN ORDINANCE REVISING CODIFIED ORDINANCES SECTIONS 11-104(a) (RELATING TO THE COMPENSATION OF THE EXECUTIVE SECRETARY); 12-603 AND 12-604 (TO TRANSFER RESPONSIBILITY FOR BILLING AND COLLECTION OF WATER, SEWER, AND GARBAGE BILLS FROM THE CLERK/ACCOUNTANT TO THE EXECUTIVE SECRETARY); AND 83-301 (TO DESIGNATE THE EXECUTIVE SECRETARY AS THE DEFAULT TAX COLLECTOR OF THE BOROUGH'S PER CAPITA TAX RATHER THAN THE CLERK/ACCOUNTANT).

BE IT ORDAINED and **ENACTED** by the Borough Council of the Borough of Alburtis, Lehigh County, Pennsylvania, as follows:

SECTION 1. Codified Ordinances § 11-104(a) (relating to Salaries and Compensation—In General—Administration—Executive Secretary) is amended by amending paragraph (5) and adding a new paragraph (6) as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 11-104 Administration.

(a) Executive Secretary.

* * *

(5) 2007. The rate of compensation of the Executive Secretary for the year ~~2007~~ period from January 1, 2007 through October 28, 2007 shall be \$18.56 per hour.

(6) 10/29/2007. Effective October 29, 2007, the rate of compensation of the Executive Secretary shall be \$17.50 per hour.

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SECTION 2. Codified Ordinances §§ 12-603 and 12-604 (relating to Personnel Policies—Employment Duties—Executive Secretary and Clerk/Accountant) are amended by adding a new § 12-603(u.1) and deleting existing § 12-604(d) as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 12-603 Executive Secretary.

Effective January 1, 2005, the position formerly known as the Borough Secretary shall be known as and granted the title of “Executive Secretary.” In addition to all other required duties, the Executive Secretary shall:

* * *

(u.1) Bill and collect quarterly water, sewer, and garbage bills. All prepaid bills must be listed on the monthly bills for payment report.

* * *

§ 12-604 Clerk/Accountant.

In addition to all other required duties, the Clerk/Accountant shall:

* * *

~~(d) Bill and collect quarterly water, sewer, and garbage bills. All prepaid bills must be listed on the monthly bills for payment report.~~

SECTION 3. Codified Ordinances § 83-301 (relating to Per Capita Tax—Tax Collector—Definition) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

§ 83-301 Definition.

For purposes of this Chapter, the term “Tax Collector” shall mean the person designated by Council to collect the tax imposed under this Chapter. In the absence of any specific designation, the Borough ~~clerk/accountant~~ Executive Secretary shall be the Tax Collector. After any tax under this Chapter shall be due and unpaid for a period of at least nine (9) months, the Tax Collector may delegate his/her duties and authority to collect such delinquent tax to a collection agency approved by Council.

DULY ORDAINED and **ENACTED** by the Borough Council of the Borough of Al-
burtis, this 14th day of November, 2007, in lawful session duly assembled.

BOROUGH COUNCIL
BOROUGH OF ALBURTIS

Steven R. Hill, President

Attest:

Sharon Trexler, Executive Secretary

AND NOW, this 14th day of November, 2007, the above Ordinance is hereby
APPROVED.

Russell J. Afflerbach, Mayor