

**BOROUGH OF ALBURTIS  
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 484

(Duly Adopted August 12, 2009)

AN ORDINANCE CHANGING THE TITLE OF THE “BOOK-KEEPER/EARNED INCOME TAX OFFICER” TO “TREASURER” TO PROPERLY REFLECT THE SCOPE OF DUTIES BEING PERFORMED, AND CHANGING THE TITLE OF THE CURRENT POSITION KNOWN AS “TREASURER” TO “FISCAL CONSULTANT” IN ORDER TO REFLECT THAT THIS POSITION DOES NOT PERFORM THE DUTIES OF A TREASURER UNDER THE PENNSYLVANIA BOROUGH CODE BUT RATHER PROVIDES FISCAL CONSULTING SERVICES TO THE BOROUGH; MAKING CONFORMING CHANGES TO THE CODIFIED ORDINANCES; CLARIFYING THE DUTIES OF THE TREASURER AND THE FISCAL CONSULTANT; REQUIRING THAT FIDELITY BONDS BE POSTED ONLY FOR THE EXECUTIVE SECRETARY AND BOROUGH TREASURER; AND INCREASING THE AMOUNT OF THE FIDELITY BONDS TO TWO HUNDRED FIFTY THOUSAND DOLLARS.

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

**SECTION 1.** Codified Ordinances §§ 9-204 (relating to Public Information—Access to Public Records—Open Records Officer—General), 12-201(a) (relating to Personnel Policies—General Working Time & Pay Rules—Working Hours—Office Employees), 12-508(b)(1) (relating to Personnel Policies—Miscellaneous Employment Policies—Access to Borough Hall—Keys to Borough Hall), 12-508(c)(1) (relating to Personnel Policies—Miscellaneous Employment Policies—Access to Borough Hall—Keys to the Administration Office Section of Borough Hall), 12-508(e)(1)(A) (relating to Personnel Policies—Miscellaneous Employment Policies—Access to Borough Hall—Access Codes for Entrance to Borough Hall—Persons with Codes), 12-603(s), (t), and (gg) (relating to Personnel Policies—Employment Duties—Executive Secretary), and 12-702 (relating to Personnel Policies—Essential Job Functions—Office Staff), are

hereby amended by replacing the term “Bookkeeper/Earned Income Tax Officer” with “Borough Treasurer” each time the former appears in the title or text of such sections of the Codified Ordinances.

**SECTION 2.** Codified Ordinances § 12-206(c) (relating to Personnel Policies—General Working Time & Pay Rules—Pay Periods—Monthly Payments) is hereby amended by replacing the term “Borough Treasurer” with “Fiscal Consultant” each time the former appears in the text of such provision.

**SECTION 3.** Codified Ordinances § 3-101 (relating to Appointed Officials—Bonds—Fidelity Bonds) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 3-101 Fidelity Bonds.**

The holders of the following offices shall be required to have fidelity bonds posted with the Borough in the principal amounts set forth below. Coverage shall be secured and premiums paid by the Borough:

| <u>Office</u>                               | <u>Amount</u>                 |
|---|-------------------------------|
| Borough <del>Executive</del> Secretary..... | \$50,000.00 <u>250,000.00</u> |
| Borough Treasurer .....                     | 50,000.00 <u>250,000.00</u>   |
| Bookkeeper/Earned Income Tax Officer .....  | 50,000.00                     |

**SECTION 4.** Codified Ordinances § 11-104 (relating to Salaries and Compensation—In General—Administration) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 11-104 Administration.**

\* \* \*

**(b) ~~Borough Treasurer~~ Fiscal Consultant.**

**(1) 1/1/2003.** Effective January 1, 2003, the annual salary of the Borough Treasurer shall be \$1,200.00. The title of this position was changed to Fiscal Consultant on August 12, 2009. For the compensation of the position of Borough Treasurer after August 12, 2009, see subsection (c) below.

**(2) 8/13/2009.** Effective August 13, 2009, the annual salary of the Fiscal Consultant shall be \$1,200.00.

\* \* \*

**(c) ~~Bookkeeper/Earned Income Tax Officer~~ Borough Treasurer.**

\* \* \*

**(7) 2009.** The rate of compensation for the year 2009 of the position known as the Bookkeeper/Earned Income Tax Officer prior to August 13, 2009 and known as the Borough Treasurer after August 12, 2009 ~~for the year 2009~~ shall be within a range from \$15.02 to \$17.74 per hour, with individual rates to be established by motion or resolution of Council.

**SECTION 5.** Codified Ordinances §§ 11-604 (relating to Employment Policies, Compensation & Benefits—Employment Duties—Bookkeeper/Earned Income Tax Officer) and 11-605 (relating to Employment Policies, Compensation & Bene-

fits—Employment Duties—Borough Treasurer) are amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 12-604 ~~Bookkeeper/Earned Income Tax Officer~~ Borough Treasurer.**

In addition to all other required duties, the ~~Bookkeeper/Earned Income Tax Officer~~ Borough Treasurer shall:

(a) Perform all general bookkeeping and clerical duties.

(b) Perform all duties of the ~~Earned Income Tax Officer~~ for the Borough under Chapter 82 (relating to Earned Income Tax). Council hereby designates the Borough Treasurer as the person to collect and administer the tax on earned income and net profits imposed under Chapter 82.

(c) Prepare a monthly receipts and expenditures report and a detailed monthly budget report for distribution to members of Council.

(d) Perform all of the duties and responsibilities of the borough treasurer under the Borough Code, 53 PA. STAT. ANN. § 45101 et seq., and other state laws.

(e) Perform such other duties as are assigned by Council or the Executive Secretary.

**§ 12-605 ~~Borough Treasurer~~ Fiscal Consultant.**

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

(a) Review ~~and approve~~ the Treasurer's Report.

(b) Monitor money in all accounts.

(c) ~~Review bills for payment.~~ [RESERVED]

(d) Make recommendations to Council and the ~~Bookkeeper/Earned Income Tax Officer~~ Borough Treasurer.

(e) Perform such other duties as are assigned by Council or the Executive Secretary.

**SECTION 6.** Chapter 8 of the Codified Ordinances (relating to Budget and Finance) is not amended by this Ordinance. The references in such chapter to “Borough Treasurer” or “Treasurer” shall remain unchanged.

**DULY ORDAINED** and **ENACTED** by the Borough Council of the Borough of Al-  
burtis, this 12<sup>th</sup> day of August, 2009, in lawful session duly assembled.

BOROUGH COUNCIL  
BOROUGH OF ALBURTIS

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

Attest:

\_\_\_\_\_  
Sharon Trexler, Executive Secretary

**AND NOW**, this 12<sup>th</sup> day of August, 2009, the above Ordinance is hereby AP-  
PROVED.

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Robert W. Mader, Mayor