

Article VI — Employment Duties

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Article VI — Employment Duties

§ 12-601 In General.

All employees of the Borough shall perform the duties of their offices and/or positions of employment as provided by law, regulation, ordinance, resolution, action of Council, direction by the Borough Manager (or, in the case of the Police Department, by the Mayor), or direction by their supervisor. Some of these duties are described or identified in the following sections of this Article VI. The Borough Manager (or, in the case of the Police Department, the Mayor), shall have general supervisory responsibility and authority over all Borough employees.

§ 12-602 Employment is At Will.

As required by Section 1005(1) of the Borough Code, 53 PA. STAT. ANN. § 46005(1), all Borough officers and employees who are not elected by the people shall serve for an indefinite term at the pleasure of Council (unless under state law they are under civil service or have a definite term of office), and may be transferred, suspended, or terminated at any time for any reason or no reason at all. Any reference in this Chapter or any other Borough document to a probationary period for employees means only a period of heightened scrutiny. The completion of a probationary period without termination does not create any rights to continued employment; an employee may be terminated at any time with or without cause, whether during or after any probationary period. All newly-hired employees shall be subject to special scrutiny for a period of six (6) months, which may be extended or reinstated at any time thereafter.

§ 12-603 Borough Manager.

Effective January 28, 2015, Council hereby creates the position of Borough Manager in accordance with § 1141 of the Borough Code, 8 PA. CONS. STAT. § 1141. The Borough Manager shall be elected by a vote of a majority of all members of Council, and shall serve at the pleasure of Council, subject to any contractual rights that may arise under an employment agreement entered into by Council and the Borough Manager which satisfies the requirements of Borough Code § 1142(b), 8 PA. CONS. STAT. § 1142. The Borough Manager shall succeed to all powers and obligations of the position formerly titled “Executive Secretary” under any contract of the Borough. In addition to all other powers, duties, responsibilities, and functions of the Borough Manager set forth in the Codified Ordinances, the Borough Manager shall:

(a) Be responsible for the direction, supervision, and administration of all departments and the employees of all departments of the Borough, except the Police Department.

(b) Make recommendations to Council for the hiring of new employees and administer the hiring process, except with respect to the Police Department.

(c) Suspend employees (except Police Department employees) with or without pay when warranted, consistent with the ordinances, resolutions, and policies of the Borough, subject to review by Council, and make recommendations to Council for other disciplinary action against employees when warranted.

(d) Review the performance of all employees (except Police Department employees) at least annually, and whenever directed by Council.

(e) Formulate, recommend to Council, maintain, and implement as approved by Council job descriptions, personnel policies, and other policies.

(f) Interact with the public and investigate and respond to complaints of residents (or direct residents to the appropriate persons to respond to such complaints).

(g) Execute all ordinances and resolutions approved by Council, except to the extent such responsibility is assigned to another person or position.

(h) Carry out all policies and programs established by Council, except to the extent such responsibility is assigned to another person or position.

(i) Serve as the procurement and purchasing officer for the Borough.

(j) Administer bids and contracts approved by Council.

(k) Prepare grant applications as directed by Council, and administer all federal, state, and county grants.

(l) Insure compliance with all franchises, permits, leases, and privileges granted by Council, except to the extent such responsibility is assigned to another person or position.

(m) File all state forms and reports required to be filed by the Borough, unless such responsibility is assigned to another person or position by Council or state law.

(n) Serve as the Borough's compliance officer, except to the extent any such responsibility is assigned to another person or position by Council. The Borough hereby designates the Borough Manager as the Borough's compliance officer for all matters unless expressly provided otherwise by action of Council. For purposes of this subsection, the term "compliance officer" means a person responsible for implementing or administering some or all of the requirements imposed on the Borough under any federal, state, or county laws, programs, grants or contracts, whether identified as a compliance officer, coordinator, complaint official, or otherwise.

(o) Serve as the Chief Administrative Officer of the Borough's pension plans for the purposes of the Municipal Pension Plan Funding Standard and Recovery Act, 53 PA. STAT. ANN. § 895.101 *et seq.* The Borough hereby designates the Borough Manager as the Chief Administrative Officer under § 17-702(c) (relating to Police Pension Plan—Administration—Powers & Duties—Designation of Chief Administrative Officer) and § 18-1702(c) (relating to Nonuniformed Employees Pension Plan—Administration—Powers & Duties—Designation of Chief Administrative Officer), unless another person is expressly designated by the Plan Administrator under those sections.

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

(r) Take charge of the office during working hours.

(s) Collect payments and record the Cash Sheet (duty shared with Borough Treasurer).

(t) Check mail daily for incoming bills and pass the same on to the Borough Treasurer for action.

(u) Keep a file for each household in the Borough to record all amounts paid or owed to the Borough.

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

(v) Obtain estimates of revenues and expenditures from the heads of all Borough departments, boards, agencies, and committees for the purpose of preparing the budget.

(w) Prepare and submit to Council in a timely fashion the annual budget and monthly financial reports.

(x) Approve the disbursement of funds appropriated by Council, and report such disbursements to Council at its regularly scheduled meetings.

(y) Take overall responsibility for the administration of the Borough's financial affairs, and keep Council informed of the Borough's financial condition.

(z) Assist in all audits.

(aa) Prepare agendas for, attend, and prepare draft minutes of all meetings of Council, Council Committees, the Planning Commission, and the Pension Committee, unless excused.

(bb) Take telephone calls and forward information to the appropriate person(s).

(cc) Keep a separate book in chronological order for minutes.

(dd) Distribute permits as required.

(ee) Update ordinance books.

(ff) Maintain custody of all Borough records required by law, except to the extent such responsibility is assigned to another person or position by law or action of Council.

(gg) Review the accuracy of time sheets and pass them along to the Borough Treasurer for action.

(hh) Monitor and maintain knowledge of wage tax collections and payments, and the disbursement of the Borough payroll.

(ii) Perform general secretarial duties.

(jj) Perform such other duties as are assigned by Council or the President of Council.

§ 12-604 Borough Treasurer.

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

(a) Perform all general bookkeeping and clerical duties.

(b) Perform all duties of the 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 Borough Manager.

§ 12-604.1 Administrative Assistant.

In addition to all other required duties, the Administrative Assistant shall:

(a) Bill and collect per capita taxes; track and provide the Borough Treasurer with a monthly report of any delinquencies.

(b) Perform general clerical duties as assigned, including, but not limited to:

(1) retrieving, checking, opening, and distributing mail;

(2) typing and data entry;

(3) filing;

(4) photocopying, scanning, and faxing;

- (5) taking telephone calls and forwarding information to the appropriate person(s).
- (c) Assist residents and others who present themselves at the counter at Borough Hall.
- (d) Maintain and keep up-to-date all records relating to residential rental units.
- (e) Perform such other duties as are assigned by Council or the Borough Manager.

§ 12-605 Fiscal Consultant.

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

- (a) Review the Treasurer's Report.
- (b) Monitor money in all accounts.
- (c) [RESERVED]
- (d) Make recommendations to Council and the Borough Treasurer.
- (e) Perform such other duties as are assigned by Council or the Borough Manager.

§ 12-606 Maintenance Department Employees.

(a) **Maintenance Supervisor.** In addition to all other required duties, the Maintenance Supervisor shall:

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

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

(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 Supervisor.

(2) Assume the duties of the Maintenance Supervisor when he/she is on sick leave or vacation or is otherwise unavailable

(3) 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 Supervisor and/or a level A maintenance department employee.

(2) 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 Supervisor 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 date six months after 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 Supervisor (or, in his/her absence, the President of 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.

§ 12-607 Zoning and Code Officials

(a) **Zoning Officer.** In addition to all other required duties, the Zoning Officer shall perform the duties set forth in § 21-2001 (relating to Zoning—Administration, Fees, Permits, and Penalties—Zoning Officer).

(b) **UCC and Property Maintenance Code Officials.** The Code Officials, plan reviewers, and inspectors engaged by the Borough in its administration of the Uniform Construction Code (*see* Chapter 30), the Property Maintenance Code (*see* Chapter 35), and, where applicable,

the Building Code (*see* Chapter 31) and the Plumbing Code (*see* Chapter 32), shall perform all of the duties for which they were engaged as provided in the respective Codes, and such other duties as may be agreed from time to time with Council.