

**BOROUGH OF ALBURTIS  
LEHIGH COUNTY, PENNSYLVANIA**

Ordinance No. 570

(Duly Adopted December 29, 2021)

AN ORDINANCE REVISING THE COMPENSATION OR COMPENSATION RANGES FOR CERTAIN POSITIONS OF EMPLOYMENT OR APPOINTMENT BY THE BOROUGH, EFFECTIVE JANUARY 1, 2022, INCLUDING CERTAIN ADMINISTRATION EMPLOYEES, MAINTENANCE EMPLOYEES, AND PROFESSIONALS; CONFIRMING THE EXISTING FIDELITY BOND REQUIREMENTS FOR CERTAIN BOROUGH EMPLOYEES; ESTABLISHING A REQUIREMENT THAT THE BOROUGH MANAGER WORK A MINIMUM OF FORTY (40) HOURS PER WEEK AND REVISING THE WORKING HOURS OF OTHER OFFICE EMPLOYEES TO 8:30 A.M. TO 4:30 P.M. AND ELIMINATING THEIR UNPAID LUNCH BREAK; AND SETTING REGULAR BOROUGH HALL OFFICE HOURS TO WEEKDAYS FROM 8:30 A.M. TO 4:00 P.M.

**WHEREAS**, Borough Council desires to revise the compensation or compensation ranges for certain positions of employment or appointment by the Borough as set forth below, effective January 1, 2022; and

**WHEREAS**, Borough Council desires to confirm the existing fidelity bond requirements for certain Borough employees; and

**WHEREAS**, on December 22, 2021, the Borough published a public notice in the *East Penn Press*, a newspaper of general circulation in the Borough of Alburtis, of its intention to consider and adopt this Ordinance on December 20, 2021;

**NOW, THEREFORE**, 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, 11-104.1, 11-106, and 11-108 (relating to Salaries and Compensation—In General) are amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 11-104 Administration.**

**(a) Borough Manager.**

\* \* \*

(19) 2022. The annual salary of the Borough Manager for the year 2022 shall be \$71,915.

\* \* \*

**(c) Borough Treasurer.**

\* \* \*

(19) 2022. The rate of compensation of the Borough Treasurer for the year 2022 shall be \$20.12 per hour.

**(d) Administrative Assistant.**

\* \* \*

(6) 2022. The rate of compensation of the Administrative Assistant for the year 2022 shall be \$12.80 per hour.

**§ 11-104.1 Chief of Police.**

\* \* \*

(h) 2022. The rate of compensation of the Chief of Police for the year 2022 shall be \$37.93 per hour.

\* \* \*

**§ 11-106 Maintenance Department.**

\* \* \*

(u) 2022. The rate of compensation for each member of the Maintenance Department for the year 2022 shall be established by motion or resolution of Council within the following range of compensation for the person's employment classification:

Maintenance Supervisor..... \$24.65 - \$32.83 / hour  
Maintenance Full Time A ..... \$23.61 - \$28.94 / hour  
Maintenance Full Time B ..... \$22.84 - \$24.21 / hour  
Maintenance Full Time C ..... \$20.46\* - \$22.84 / hour  
Maintenance Part Time ..... \$10.62 - \$16.06 / hour

\* In the case of a person who has a current Class A or Class B commercial driver's license (CDL) when first hired by the Borough, the minimum hourly rate shall be \$22.04. In the case of a person who obtains such a license after being hired by the Borough, the minimum hourly rate shall be increased to \$22.04 after the later of the date the person obtains the license or the date three months after the person's first day of employment as a Borough maintenance department employee.

\* \* \*

#### **§ 11-108 Professionals.**

##### **(a) Borough Solicitor.**

\* \* \*

(19) 2022. The rate of compensation of the Borough Solicitor for the year 2022 shall be \$190.00 per hour.

\* \* \*

**SECTION 2.** Codified Ordinances § 3-101 (relating to Fidelity Bonds) is ratified and confirmed for calendar year 2022.

**SECTION 3.** Codified Ordinances § 12-102(b) (relating to Personnel Policies— Title and Scope— Scope— Chief of Police) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 12-102 Scope.**

\* \* \*

(b) **Chief of Police.** The following provisions of the collective bargaining agreement for police employees for ~~2018-2021~~ 2022-2024, to the extent applicable to full-time police officers, shall apply to the Chief of Police notwithstanding the fact that the Chief of Police is not in the bargaining unit covered by that collective bargaining agreement, and shall supersede any contradictory provisions of this Chapter:

\* \* \*

**SECTION 4.** Codified Ordinances § 12-201(a) (relating to Personnel Policies— General Working Time & Pay Rules— Working Hours— Office Employees) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 12-201 Working Hours.**

(a) **Office Employees.** The Borough Manager shall work a minimum of forty (40) hours per week (except for authorized paid or unpaid time off under Article III); deductions from salary for working fewer hours may be made only to the extent permitted for employees paid on a salary basis under the federal Fair Labor Standards Act. Full-time ~~Other full-time~~ office employees (including ~~the Borough Manager and~~ the Borough Treasurer) shall work from ~~8:00~~ 8:30 AM to 4:30 PM from Monday through Friday (except ~~Borough holidays~~ for authorized paid or unpaid time off

~~under Article III), except for one-half hour time off for lunch which must be taken between 12:00 noon and 1:00 PM. Lunch times must be so coordinated that at least one office employee is on duty at all times whenever possible.~~ The working hours of the part-time Administrative Assistant shall be scheduled by the Borough Manager as needed, and need not be the same from day-to-day or week-to-week, but shall not exceed twenty (20) hours in any calendar week (except in the event of an emergency).

\* \* \*

**SECTION 5.** Codified Ordinances § 12-202(a) (relating to Personnel Policies—General Working Time & Pay Rules—Time Clock—Use of Clock) is amended as follows (with deletions indicated by ~~strike-outs~~ and insertions indicated by double underlining):

**§ 12-202 Time Clock.**

(a) **Use of Clock.** All Borough employees shall punch in and out on the Borough time clock, at the beginning and end of the work day ~~and at the beginning and end of lunch periods.~~ ~~(Police department employees receiving paid lunch periods need not punch in and out for lunch.)~~ Employees called out for extra work shall go to the Borough Hall first and punch in.

\* \* \*

**SECTION 6.** Codified Ordinances Chapter 1, Article V (relating to Personnel Policies—Miscellaneous Employment Policies) is amended by adding the following new § 12-510 at the end thereof:

**§ 12-510 Borough Hall Office Hours.**

Except as directed by the Borough Manager or the President of Borough Council in response to an emergency, the Borough Hall office shall be open from 8:30 AM to 4:00 PM from Monday through Friday (except Borough holidays). Additional hours may be made available by the Borough Manager by appointment only.

**DULY ORDAINED** and **ENACTED** by the Borough Council of the Borough of Alburdis, this 29<sup>th</sup> day of December, 2021 in lawful session duly assembled.

BOROUGH COUNCIL  
BOROUGH OF ALBURDIS

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Ronald J. DeIaco, President

Attest:

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Sharon Trexler, Borough Manager

**AND NOW**, this 29<sup>th</sup> day of December, 2021, the above Ordinance is hereby APPROVED.

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Kathleen Palmer, Mayor