

ORDINANCE NO. 274

AN ORDINANCE OF THE BOROUGH OF CLYMER FIXING THE RATE FOR THE FISCAL YEAR 1996.

BE IT ORDAINED AND ENACTED by the Borough of Clymer and it is hereby ordained and enacted as follows:

1. A tax be and the same is hereby levied on all property and occupation within the Borough of Clymer subject to taxation for Borough purposes for the year 1996 as follows:

Tax rate for general Borough purposes the sum of thirty (30) mills on each dollar of assessed valuation, making the total tax rate of all Borough purposes of thirty (30) mills.

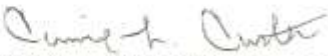
2. A tax be and the same is hereby levied on all property within the Borough of Clymer subject to taxation for purposes of light and illuminating streets, highways, and other public places for the year 1996 as follows:

Tax rate for street lighting purposes the sum of eight (8) mills on each dollar of assessed valuation, making the total tax rate for street lighting purposes of eight (8) mills.

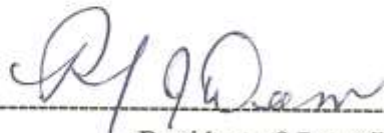
Ordained and Enacted this 9th day January 1996.

Attest:

The Borough of Clymer



Secretary



President of Council



Mayor

APPROVED THIS 9th day of January 1996.

RESOLUTION

Authority of Committees

Authority of Committees is listed in the borough code, SECTION 1006 (Duties of Council) paragraph 3. ... "Routine, ministerial or administrative purchases and powers may be made and exercised by officers or committees, if, authority therefor was previously given, or if the action is subsequently ratified by Council." It is the intention of this Council President that the Committees assume their listed responsibilities and that the responsible Committee Chairpersons, direct and control all actions under their jurisdiction. No Committee Person may act on his own volition. Powers of Committee Person will be exercised only upon agreement of at least (2) two Council Members within their respective committees and jurisdictions. Such exercise of powers must be brought to the attention of the respective Committee Chairperson prior to the intended action taking effect. The council President or designee may serve in the capacity of the Committee Chairperson if such person is not available for notification prior to the desired action.

Any Council Member may speak out and offer an opinion on any subject regardless of committee assignment. This information is to be given to the Committee of concern by way of the Committee Chairperson or another Committee Member if the chairperson is not available. Action taken on that information can only be made by the assigned committee.

The organization of town council was outlined in Ordinance #1 of 1908 and some elements of the Ordinance have been deleted or changed either by state statute or prior council actions.

Sections 2 through 6 of Ordinance #1 deals with Committees and since that time two additional Committees have been added; Recreation and Parks Committee, and Municipal Service Committee. Each Committee Member is to be familiar with their authority and responsibilities.

The Committees listed in Ordinance #1 are: 1) Finance; 2) Street; 3) Property; 4) Police. The added committees are, 5) Recreation; 6) Municipal Services. The Fifth and Sixth listed Committees are not known to have been created by Ordinance.

Recreation and Parks Committee will exercise authority over all operations and functions of Clymer's Parks and Recreation facilities.

Municipal Services Committee will exercise authority over the Office of the Borough Secretary. The Clymer Borough Municipal Authority and Clymer Volunteer Fire Department also exist under the organization of Clymer Borough although they are separate entities, any required Clymer Borough activities relating to same will be channeled through this committee. This Committee also will inquire into the availability of any outside funding or grants available from Federal, State, and County sources and refer such information for action.

The listed Committees are responsible for utilizing the budget appropriations for their areas of responsibility. No authority to exceed any line item appropriation is granted without the participation of Council. We will strive not to go over the budget.

The respective committee Chairperson are responsible to cause a statement of moneys expended within their departments by budget line item and to provide this information to the finance Committee, the Finance Committee shall present the budget status to Council at regular meetings in March, June, and September.

We as Council Members have accepted our positions because we believe we can make a difference. Each member is an individual person and has experience in life and ideas that will be an asset to the people of Clymer Borough. Our personal lives are each persons own business. Our conduct as members of Council requires more. Council business is everyone's business.

Council members are obligated to attend all meetings of Council, regular and special, unless excused for cause shown. Excused absence from meetings is not valid until either Council President, or the secretary is notified. There may be situations where the notification is subsequent to the meeting and absence. Upon notification of absence, the reason must be given, simply stated. Any member of council may inquire of another members absence and discussion made at Council Meetings. We are expected to serve together and pull together.

Resolution of Council 2-96

The Resolution adopted by Council on January 9, 1996 shall be designated by number 1-96.

Also, the Municipal Service Committee shall have oversight over the cable tv service and refuse collection service in Clymer Borough and any other municipal service function(s).

In order to facilitate the operation of Clymer Council in a responsible and orderly manner, the following procedures will be adhered to. This is a continuation of procedure unanimously adopted by council on January 9, 1996.

Complaint/Incident Procedure

Information received from any source requiring action by council and/or employees will be generated by completing the complaint/incident form. Activation of the C/I form can be made by any council member or employee. The term employee shall include membership of the Clymer Volunteer Fire Company when doing fire company duties.

The Borough Secretary shall be responsible for filling out the C/I form. The Secretary shall be responsible for the required routing and maintaining the C/I file. The C/I file shall be maintained both manually and by computer. The retention period for the manual copies shall be for a period of four years from date of final disposition. The C/I file will be purged monthly thereafter. The C/I form will be numbered in sequence, beginning with number 1 on January 1 of the year and end with the last number on December 31 of the year. The Police Department maintains their own incident file. To ensure that all information is documented, the Police incident file shall refer to an assigned C/I file number. The C/I form for any police related matters shall not contain any information...except the word police in the heading, date/time received, and refer to the police incident file number.

The Committee Chairman shall have authority to delay any committee action taken if the possibility exists of going over line item budget. The matter will be presented to full council at the next scheduled meeting. If an emergency situation exists, president of council, or 2/3 of council, in writing, will call a special meeting.

The position of Borough Secretary/Treasurer, Street Commissioner, and Chief of Police shall be a fixed salary as determined by council and will be effective retroactive to fiscal year of the borough.

Committees with salaried employees under their authority are authorized to consider special request for time off, agreement of two committee members required. Special requests are to be made on an individual basis and consideration is to be made to accommodate the employee if at all possible.

The procedure is not intended to circumvent employee overtime. All employees are entitled to pay at 1 1/2 times the hourly rate. To facilitate overtime computation, the fixed salary employees shall have an hourly rate listed with the fixed salary rate.

Approval of overtime is required. Such approval by 2 committee members shall be required prior to the overtime, except in unusual circumstances where overtime approval may be given after the fact by 2 committee members.

The 1996 budget and subsequent budgets, shall have the budget line item of overtime added after secretary salary under general government. The budget line item of overtime shall be listed after street employee under highways. The budget line item of overtime shall be listed after part-time officers under police. Committee action on overtime is restricted by budget constraints. The same as any other budget line item.

RESOLUTION 3-96
ETHICS AND CONDUCT BOARD

In order to maintain the integrity of council and employees, an oversight Board shall be formed. The committee is designated as the Ethics and Conduct Board.

The Board shall be responsible to investigate all complaints received from any source on members of council and employees. The complaints must be related to improper conduct by acts of commission or omission as related to borough business only. Each complaint will be assigned a C/I number and investigation will proceed in a timely manner. The Board is a fact finding Board only. A report of the investigation will be made to council in writing. All interviews must be in person if possible. Telephone interviews are permitted for cause shown and the report must state "interviewed by telephone." any contact with outside agencies must be supported by writing, both by request and in response. During the investigation, if the Board finds indication of violation of the existing laws, federal, state, or local, this information will be immediately presented to council and the jurisdiction law enforcement will be notified.

If the investigation involves an assigned Board person, president of council will excuse that person and appoint another. In the event that Council President is the involved party, then the Vice President of council shall appoint.

All council members and employees are to cooperate with this Board and assist as Board may request.