

Chapter 45

OFFICERS AND EMPLOYEES

[HISTORY: Adopted by the Borough Council of the Borough of East Vandergrift as indicated in article histories. Amendments noted where applicable.]

ARTICLE I

Secretary-Treasurer

[Ch. 3, §§ 330.1 to 330.3, of the 1977 compilation]

§ 45-1. Secretary and Treasurer positions combined.

In accordance with § 1104 of the Borough Code,¹ authorization is hereby granted for the Office of Secretary of East Vandergrift Borough and Treasurer of East Vandergrift Borough to be held by the same person, whenever, and so long as, Council shall appoint the same person to both of said offices.

§ 45-2. Secretary duties.

It shall be the duty of the Secretary of said Borough to attend all meetings of Council when assembled on business of said Borough and perform the duties of Secretary then to:

- A. He shall keep the common Seal and records of said Borough and attest and affix the Seal of the corporation to all ordinances enacted by Council and also to all contracts or other public acts between the said Borough and any person or persons or any body corporate or public and to all documents perfected by or before himself or the Mayor when he or the Mayor may deem the authentication of the Borough Seal proper and necessary.
- B. He shall be required immediately after the passage of an ordinance to transcribe the same into a Borough ordinance book kept for that purpose and submit the same to the Mayor for his signature.
- C. He shall attend to all matters relating to the publication and legal promulgation of ordinances and shall report to Council his actions in relation thereto, with sworn proof of publication of all advertisements relative to the publication of ordinances, and file the same of record, and shall deliver over to his successor the Seal and all the books, papers and other things belonging to the corporation.
- D. It shall further be the duty of the Secretary to note the minutes of the proceedings of Council.²

§ 45-3. Treasurer duties.

It shall be the duty of the Treasurer, before entering upon the duties of his office, to submit to the

1. Editor's Note: See 8 Pa.C.S.A. § 1104.

2. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

Council a good and sufficient bond with sureties to be approved, conditioned for the faithful discharge of his office. He shall receive all monies rendered to him on account of the Borough and pay out the same on warrants and not otherwise. He shall further perform his duties according to the laws governing the collection of taxes in the Borough, and if said Borough Treasurer, through inattention, carelessness or fraud, neglects to perform the duties required of him, he shall forfeit and pay for the use of the Borough the sum of \$1,000.

ARTICLE II
Street Commissioner
[Ch. 3, § 340.1, of the 1977 compilation]

§ 45-4. Duties.

It shall be the duty of the Street Commissioner, and he is hereby empowered, to superintend the grading of all streets, sidewalks or pavements, lanes, alleys and gutters within the Borough; also the laying of all sidewalks or pavements, gutters and curbstones; the opening and repairing of all streets, lanes, alleys, sidewalks or pavements, gutters and curbing in said Borough; and to give notice to the owners and occupiers of property of the time when the grading, curbing, paving and guttering of the footwalks, etc., along their property shall be done; and to furnish the owner, occupier or agent of any property where the improvement and changes are to be made with notice of heights, grades, widths, forms of all improvements or work required to be done by the owners, occupiers or agents of the property aforesaid.