

CHAPTER 1
ADMINISTRATION AND GOVERNMENT

PART 1
COMPENSATION

- §1-101. Compensation of Officers and Employees
- §1-102. Benefits Package

PART 2
POLICE FORCE

- §1-201. Rank in the Force
- §1-202. Charge and Control
- §1-203. Report to Mayor

PART 3
MUNICIPAL AUTHORITY

- §1-301. Organization of an Authority
- §1-302. Articles of Incorporation
- §1-303. Execution of the Articles of Incorporation

PART 4
BOARDS, COMMISSIONS AND AGENCIES

A. Borough Planning Commission

- §1-401. Creation of Borough Planning Commission
- §1-402. Members of the Borough Planning Commission
- §1-403. Rights, Powers and Duties
- §1-404. Expenses

B. Civil Service Commission

- §1-411. Creation of Civil Service Commission

C. Recreation Advisory Board

- §1-421. Creation of the Recreation Advisory Board
- §1-422. Board Membership
- §1-423. Board Officials
- §1-424. Recommendations of Recreational Activities
- §1-425. Acceptance of Funds
- §1-426. Executive Director; Superintendent of Recreation
- §1-427. Disbursement of Funds
- §1-428. Reports to Borough Council
- §1-429. Powers

PART 5

[RESERVED]

PART 6

FIRE INSURANCE PROCEEDS ESCROW LAW

- §1-601. Definitions
- §1-602. Municipal Certificate Required Prior to Payment of Fire Loss Claims
- §1-603. Furnishing of Certificates or Bills
- §1-604. Transfer of Insurance Proceeds
- §1-605. Placement of Proceeds in Separate Fund; Use of Fund Proceeds
- §1-606. Proof of Discharge of Obligation
- §1-607. Construal of Provisions
- §1-608. Rights of Subrogation and Assignment
- §1-609. Procedures and Regulations
- §1-610. Violations and Penalties

PART 7

IMPOSITION OF ATTORNEY'S FEES

A. Municipal Claim.

- §1-701. Municipal Claim and Tax Collection
Schedule 1-7A

B. Act 511 Taxes.

- §1-711. Act 511 Taxes
Schedule 1-7B

PART 8

PROCEDURES FOR ACCESS TO PUBLIC RECORDS

- §1-801. Appointment and Designation of Contact Person
- §1-802. Business Hours
- §1-803. Fees
- §1-804. Requests
- §1-805. Exceptions to Requests

PART 9

OFFICERS

- §1-901. Borough Manager

PART 1
COMPENSATION

§1-101. Compensation of Officers and Employees.

The salaries and wages of the following named officers and employees and appointed officers of the Borough of East McKeesport, be and the same are hereby fixed at the following amounts effective January 1, 2018.

- A. **Councilmen.** The sum of \$125 per month.
- B. **President of Council.** The sum of \$160 per month.
- C. **Mayor.** The sum of \$160 per month.
- D. **Solicitor.** The sum of \$300 per month for attendance at meetings and the sum of \$95 per hour for legal work.
- E. (1) **Chief Engineer.** The sum of \$80 per hour.
(2) **Staff Engineer.** The sum of \$70.
(3) **Clerical Engineer.** The sum of \$60.
- F. (1) **Borough Manager/Secretary.** The salary of \$56,730 per year. Entitled to all benefits on the benefits package as set forth in §1-102.
(2) **Borough Clerk.** the sum of \$10.50 per hour.
- G. **Public Works Foreman.** \$17 per hour wages, with time and a half over 40 hours worked. Entitled to all benefits on the benefits package as set forth in § 1-102.
- H. **Laborer.** The sum of \$14 per hour for General Laborers and \$9 per hour for Summer Laborers.
- I. **Truck Driver.** The sum of \$10 per hour.
- J. **Police Department.** Salaries:
 - (1) See Collective Bargaining Agreement.

ADMINISTRATION AND GOVERNMENT

- (2) All other conditions and terms of employment with regard to the East McKeesport Borough Police Department shall also be governed by the labor agreement entered into by the parties, effective January 1, 2018, or such modifications as may be agreed upon.

K. **Tax Collector.** The salary of \$6,000 per year.

L. **Refuse Collector.** The salary of \$4,000 per year.

(*Ord. 904*, 12/13/2012, §1; as amended by *Res. 01-13*, 1/10/2013; by *Ord. 923*, 12/11/2014; by *Ord. 931*, 12/10/2015; by *Ord. 938*, 12/8/2016; and by *Ord. 943*, 12/14/2017)

§1-102. **Benefits Package.**

The benefits package applies to the Borough Manager and the Public Works Foreman.

- A. **Hospitalization/healthcare benefits.** Each employee enrolled in the Borough's health plan shall pay \$60 a month toward their healthcare coverage, to be deducted from the first pay of each month. There is a \$1,500 bonus for not using hospitalization.
- B. **Paid Holidays (7).** New Years, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas; Vacation.
- C. **Life Insurance.** \$25,000 life insurance policy.
- D. **Retirement.** 6% of salary contribution to retirement fund with Equi-vest.
- E. **Bereavement Leave.** Five consecutive scheduled work days, with pay, for the death of a spouse, child, parent or sibling. Three consecutive scheduled work days, with pay, for mother-in-law, father-in-law, grandparent or grandchild. One day for aunt or uncle.
- F. **Sick Leave.** Ten days per year. Sick leave shall be accumulated up to but not exceeding 100 days during the term of employment by the Borough. Upon retirement, employees shall be paid a lump sum calculated by multiplying the number of unused sick days up to a maximum of 50 by \$50 per day. No more than 50 unused sick days, or \$2,500, will be paid for upon retirement.
- G. **Personal Days.** Three days.

H. **Vacation Schedule.**

Years of Service	Term of Vacation
1	5 days
2 to 5	10 days
6 to 10	15 days
11 or more	20 days
20 or more	25 days

(*Ord. 931*, 12/10/2015; as amended by *Ord. 938*, 12/8/2016; and by *Ord. 943*, 12/14/2017)

PART 2

POLICE FORCE

§1-201. Rank in the Force.

The rank of Chief of Police is hereby established within the Department of Police of the Borough of East McKeesport.

(Ord. 668, --/1982, §1; as amended by Ord. 679, 3/8/1984, §1; by Ord. 828, 6/12/2003, §1; and by Ord. 863, 6/14/2007)

§1-202. Charge and Control.

The Mayor of the Borough of East McKeesport shall have full charge and control of the Police Department of the Borough of East McKeesport, and he shall direct the time during which, the place where and the manner in which, the Police Department shall perform their duties, except that Council shall fix and determine the total weekly hours of employment that shall apply to said policeman.

(Ord. 668, --/1982, §2)

§1-203. Report to Mayor.

All patrolmen shall report to the Mayor of the Borough of East McKeesport directly and be answerable to the Mayor of the Borough pursuant to the Borough Code, Act of February 1, 1966, P.L. (1965), 53 P.S. §46121.

(Ord. 668, --/1982, §3)

PART 3

MUNICIPAL AUTHORITY

§1-301. Organization of an Authority.

Borough Council hereby signifies its intention to organize an Authority under the Municipality Authorities Act of May 2, 1945, P.L. 382, as amended.

(Ord. 402, 12/6/1950, §1)

§1-302. Articles of Incorporation.

In pursuance of said desire and intention, and in conformity with the terms and provisions of said Municipality Authorities Act and its amendments, the proposed Articles of Incorporation are hereby set forth in full, as follows:

ARTICLES OF INCORPORATION OF THE MUNICIPAL AUTHORITY OF THE BOROUGH OF EAST MCKEESPORT, ALLEGHENY COUNTY, PENNSYLVANIA

To the Secretary of the Commonwealth of Pennsylvania, Harrisburg, Pennsylvania.

In compliance with the requirement of the Municipality Authorities Act of 1945, approved May 2, 1945, P.L. 382, as amended, and pursuant to ordinance adopted by the Municipal Authorities of the Borough of East McKeesport, Allegheny County, Pennsylvania, that a Municipal Authority be established under the provisions of the aforementioned law, the Borough of East McKeesport, Allegheny County, Pennsylvania, desiring that a Municipal Authority be established and that a certificate of incorporation be issued to said Authority, does hereby certify:

- (a) The name of the Authority shall be: Municipal Authority of the Borough of East McKeesport, Allegheny County, Pennsylvania.
- (b) The Authority is formed under the Act of May 2, 1945, P.L. 382, as amended.
- (c) No other Authority has been organized under the provisions of this Act, or the Act approved June 28, 1935, P.L. 463 and is in existence within said Borough.
- (d) The name of the incorporating municipality is the Borough of East McKeesport, Allegheny County, Pennsylvania.

ADMINISTRATION AND GOVERNMENT

The names and address of the Burgess and members of the Council of the Borough of East McKeesport, Allegheny County, Pennsylvania, are as follows:

[Here followed the names and addresses of the Burgess and the members of the Borough Council.]

- (e) The names and address and terms of office of the first members of the Board of said Authority are as follows:

[Here followed the names, addresses and terms of office of the first members of the Board of the Authority.]

All of whom reside in and are citizens of the Borough of East McKeesport, Allegheny County, Pennsylvania.

(*Ord. 402, 12/6/1950, §2*)

§1-301. Execution of the Articles of Incorporation.

The said proposed Articles of Incorporation of said Authority shall be executed by and on behalf of the Borough of East McKeesport, by the Burgess and the President of Council of said Borough and the seal of said Borough shall be thereto affixed, attested by the Secretary of the Council of said Borough, and filed with the Secretary of the Commonwealth. The Solicitor is hereby authorized and directed to cause to be published the notice of intention to file the Articles of Incorporation with the Secretary of the Commonwealth as required by the aforementioned Act.

(*Ord. 402, 12/6/1950, §3*)

PART 4

BOARDS, COMMISSIONS AND AGENCIES

A. Borough Planning Commission.

§1-401. Creation of Borough Planning Commission.

There is hereby created under the Act of the General Assembly of the Commonwealth of Pennsylvania of July 10, 1947, P.L. 1621, as amended, known as "the Borough Code," by the Council of the Borough of East McKeesport, a department to be known as the Department of Borough Planning, which shall be in charge of a Borough Planning Commission consisting of five persons, all of whom shall reside within the Borough, shall service without compensation and who shall be appointed by Council.

(Ord. 542, 2/14/1963, §1)

§1-402. Members of the Borough Planning Commission.

The following named persons are hereby appointed the members of the Borough Planning Commission:

[Here followed the names and terms of the first members of the Borough Planning Commission.]

(Ord. 542, 2/14/1963, §2)

§1-403. Rights, Powers and Duties.

The Borough Planning Commission shall have and exercise all the rights, powers and duties conferred upon the Borough Planning Commission by the said Borough Code, as amended, or as hereafter may be amended, subject, however, to such rules and regulations as may be established from time to time by the Borough Council.

(Ord. 542, 2/14/1963, §3)

ADMINISTRATION AND GOVERNMENT

§1-404. Expenses.

The Borough Council shall appropriate annually such sum as it deems necessary for defraying the expenses of the Borough Planning Commission; provided, however, that all expenditures proposed by the Borough Planning Commission shall be first approved by the Borough Council.

(Ord. 542, 2/14/1963, §5)

B. Civil Service Commission.

§1-411. Creation of Civil Service Commission.

Pursuant to the Borough Code of 1927, §1166, its amendments and supplements, and for the purpose of carrying said Section into effect, there is hereby created in the Borough of East McKeesport, a Civil Service Commission, which Commission shall be appointed and have all the powers and duties conferred upon it by the said Borough Code of 1927, §§1166 to 1190, inclusive, and any other powers and duties now or hereafter fixed by law.

(Ord. 471, 5/10/1956, §1)

C. Recreation Advisory Board.

§1-421. Creation of Recreation Advisory Board.

There is hereby created a Recreation Board to be known as the "Recreation Advisory Board of the Borough of East McKeesport," hereinafter referred to as the "Board."

(Ord. 652, 4/10/1980, §1)

§1-422. Board Membership.

Said Board shall be composed of five members to be appointed by the Council of the Borough of East McKeesport, with the power to provide, conduct and maintain public recreation places, programs and facilities, subject to all the responsibilities relating thereto imposed by the Recreation Enabling Legislation enacted by the Council of the Borough of East McKeesport. The members of the Board shall serve for terms of 5 years and until their successors are appointed, except that the members first appointed shall be so appointed that the term of one member shall expire annually thereafter. Vacancies shall be filled in the same manner as original appointments and for the unexpired term. Members shall serve without pay. The Council of the Borough of East McKeesport shall be nonvoting members of the Board and permitted to attend all meetings of the Board.

(Ord. 652, 4/10/1980, §2)

§1-423. Board Officials.

The Board shall appoint from its membership a chairman and such other officials as it may deem necessary for the orderly procedure of its business, and may adopt bylaws, rules and regulations for the conduct of all business within its jurisdiction and not inconsistent with the laws of the Commonwealth of Pennsylvania and the ordinances of the Borough of East McKeesport. The Board shall, from time to time, propose rules governing the operation and conduct of the recreation places, programs and facilities operated by the Board. The Council of the Borough of East McKeesport shall consider proposals put forth by the Board and enact such proposals as it determines necessary for the public recreation. The Board shall hold regular meetings at such times and places as it may designate.

(Ord. 652, 4/10/1980, §3)

ADMINISTRATION AND GOVERNMENT

§1-424. Recommendations of Recreational Activities.

The Board shall make recommendations as to programs and recreational activities and the Borough of East McKeesport shall be responsible for the repair, maintenance, operation and supervision of the public parks, playgrounds, playfields and all outdoor and indoor recreation places, centers and facilities owned or controlled or that hereafter may be owned by the Borough of East McKeesport.

(Ord. 652, 4/10/1980, §4)

§1-425. Acceptance of Funds.

The Board may accept any grant, gift, bequest or donation of services, equipment, real estate of the Borough of East McKeesport, to be used as specified by the donor, or by the terms of acceptance, as approved by the Council of the Borough of East McKeesport. The Board shall have no authority to enter into any contract or to incur any obligation that would be binding upon the Borough of East McKeesport other than current contracts or obligations to be fully executed within the then current fiscal year, and all within the budget appropriations made or that hereafter may be made by the Council of the Borough of East McKeesport.

(Ord. 652, 4/10/1980, §5)

§1-426. Executive Director; Superintendent of Recreation.

The Board shall have the power to appoint an Executive Director or Superintendent of Recreation who by experience and/or training has demonstrated his ability to organize and direct a community recreation system and supervise the activities of such other personnel as may be deemed necessary in carrying out the program.

(Ord. 652, 4/10/1980, §6)

§1-427. Disbursement of Funds.

Funds that may hereafter be appropriated by the Council of the Borough of East McKeesport and budgeted to the Board shall be disbursed by the authorized disbursing officer of the Borough of East McKeesport only upon directions of the Council of the Borough of East McKeesport and within the budget appropriations made. Funds received by the Board from sources other than budget appropriations shall be deposited with the

Borough of East McKeesport and disbursed as the above budget appropriations are disbursed, except that funds received by gift, bequest or otherwise shall be disbursed in accordance with the terms of such gift or bequest, or the terms of the acceptance, if any, as approved by the Council of the Borough of East McKeesport.

(Ord. 652, 4/10/1980, §7)

§1-428. Reports to Borough Council.

The Board shall make full and complete reports to the Borough Council at such times as may be designated or requested by Borough Council. The fiscal year of the Board shall conform to the fiscal year of the Borough of East McKeesport.

(Ord. 652, 4/10/1980, §8)

§1-429. Powers.

Such powers as now are or hereafter may be provided by statutes of the Commonwealth of Pennsylvania or by ordinances of the Borough of East McKeesport relating to the development and operation of public recreation places, programs and facilities are hereby vested in the Board and shall be exercised by it subject to any and all restrictions contained in such statutes and ordinances.

(Ord. 652, 4/10/1980, §9)

PART 5
[RESERVED]

PART 6

FIRE INSURANCE PROCEEDS ESCROW LAW

§1-601. Definitions.

For the purposes of this Part, the following terms shall have the meanings hereinafter designated:

BOROUGH - the Borough of East McKeesport, the municipality as designated under Act 98 of 1992 as amended in 1994, 40 P.S. §638.

DESIGNATED OFFICER - the Fire Chief and/or Building Inspector or such official's designee hereby appointed as the designated officer authorized to carry out all responsibilities and duties as hereinafter set forth.

SECRETARY - the Borough Secretary or other appropriate Borough officer acting as municipal treasurer for purposes of this Part.

(Ord. 797, 1/14/1999, §1)

§1-602. Municipal Certificate Required Prior to Payment of Fire Loss Claims.

No insurance company, association or exchange doing business in this Commonwealth shall pay a claim of a named insured for fire damage to a structure located within the Borough where the amount recoverable for the fire loss to the structure under all policies exceeds \$7,500 unless the insurance company, association or exchange is furnished with a certificate pursuant to §1-603 of this Part and unless there is compliance with the procedures set forth in §§1-604 and 1-605 of this Part.

(Ord. 797, 1/14/1999, §2)

§1-603. Furnishing of Certificates or Bills.

1. The Borough Secretary shall, upon the written request of the named insured specifying the tax description of the property, name and address of the insurance company, association or exchange and the date agreed upon by the insurance company, association or exchange and the named insured as the date of the receipt of a loss report of the claim, furnish the insurance company, association or exchange either of the following within 14 working days of the request:

ADMINISTRATION AND GOVERNMENT

- A. A certificate or, at the discretion of the Borough, a verbal notification which shall be confirmed in writing by the insurer to the effect that, as of the date specified in the request, there are no delinquent taxes, assessments, penalties or user charges against the property and that, as of the date of the Secretary's certificate or verbal notification, the Borough has certified no amount as total costs incurred by the Borough for the removal, repair or securing of a building or other structure on the property.
 - B. A certificate and bill showing the amount of delinquent taxes, assessment, penalties and user charges against the property as of the date specified in the request that have not been paid as of the date of the certificate and also showing, as of the date of the Secretary's certificate, the amount of the total costs, if any, certified to the Secretary that have been incurred by the Borough for the removal, repair or securing of a building or other structure on the property. For the purposes of this subsection, the Borough shall certify to the Secretary the total amount, if any, of such costs. A tax, assessment, penalty or user charge becomes delinquent at the time and on the date a lien could otherwise have been filed against the property by the Borough under applicable law.
2. Upon the receipt of a certificate pursuant to subsection (1)(A) of this Section, the insurance company, association or exchange shall pay the claim of the named insured in accordance with the policy terms, unless the loss agreed to between the named insured and the company, association or exchange equals or exceeds 60% of the aggregate limits of liability on all fire policies covering the building or other structure. In the case of such a loss, the insurance company, association or exchange, the insured property owner and the Borough shall follow the procedures set forth in §§1-604 and 1-605 of this Part.
 3. Upon the receipt of a certificate and bill pursuant to subsection (1)(A) of this Section, the insurance company, association or exchange shall return the bill to the Secretary and transfer to the Secretary an amount from the insurance proceeds necessary to pay the taxes, assessments, penalties, charges and costs as shown on the bill. The Borough shall receive the amount and apply or credit it to payment of the items shown in the bill.

(Ord. 797, 1/14/1999, §3)

§1-604. Transfer of Insurance Proceeds.

1. When the loss agreed to between the named insured and the company, association or exchange equals or exceeds 60% of the aggregate limits of liability on all fire policies covering the building or other structure, the insurance company, association or exchange shall transfer from the insurance proceeds to the designated officer of the Borough in the aggregate \$2,000 for each \$15,000 and each fraction of that amount of a claim, or, if at the time of a loss report the named insured has submitted

a contractor's signed estimate of the costs of removing, repairing or securing the building or other structure in an amount less than the amount calculated under the foregoing transfer formula, the insurance company, association or exchange shall transfer for the insurance proceeds the amount specified in the estimate.

2. The transfer of proceeds shall be on a pro rata basis by all companies, associations or exchanges insuring the building or other structure. Policy proceeds remaining after the transfer to the Borough shall be disbursed in accordance with the policy terms. The named insured may submit a contractor's signed estimate of the costs of removing, repairing or securing the building or other structure after the transfer, and the designated officer shall return the amount of the fund in excess of the estimate to the named insured if the Borough has not commenced to remove, repair or secure the building or other structure.
3. This Section applies only to fire losses that occur after the adoption of this Part.

(Ord. 797, 1/14/1999, §4)

§1-605. Placement of Proceeds in Separate Fund; Use of Fund Proceeds.

1. Upon receipt of proceeds by the Borough as authorized by §1-604, the designated officer shall place the proceeds in a separate fund to be used solely as security against the total cost of removing, repairing or securing incurred by the Borough. When transferring the funds as required in §1-604, an insurance company, association or exchange shall provide the Borough with the name and address of the named insured, whereupon the Borough shall contact the named insured, certify that the proceeds have been received by the Borough and notify the named insured that the procedure under this Section shall be followed.
2. The Borough shall be entitled, immediately after fire damage to a structure or building, to cause such building to be secured such that it does not present a risk of injury to any person or property within the Borough. If the Borough has incurred costs for such securing of the building or structure or other costs associated with the securing of such structure or building, said costs shall be paid from the fund. Thereafter, the named insured shall be responsible to repair, remove or secure or cause to be repaired, removed by responsible demolition contractor or secured any fire damaged building or structure within 60 days from the date that the Borough notifies the named insured that the proceeds have been received by the Borough and are being held pursuant to this Section. The funds shall be returned to the named insured when repairs, removal or securing of the building or other structure have been completed and the required proof received by the designated officer. In the event that the named insured fails to repair, remove or secure the building within the 60 day period set forth hereinabove, the Borough, upon 15 days written notice to the named insured, shall be entitled to proceed to cause the repair, removal or securing of the structure or building. In the event that any excess funds remain, the Borough shall transfer the remaining funds to the named insured.

ADMINISTRATION AND GOVERNMENT

3. Nothing in this Section shall be construed to limit the ability of the Borough to recover any deficiency. Further, nothing in this subsection shall be construed to prohibit the Borough and the named insured from entering into an agreement that permits the transfer of funds to the named insured if some other reasonable disposition of the damaged property has been negotiated.

(Ord. 797, 1/14/1999, §5)

§1-606. Proof of Discharge of Obligation.

Proof of payment by the insurance company, association or exchange of proceeds under a policy in accordance with §1-604 is conclusive evidence of the discharge of its obligation to the insured under the policy to the extent of the payment and of compliance by the company, association or exchange with §1-604.

(Ord. 797, 1/14/1999, §6)

§1-607. Construal of Provisions.

Nothing in this Section shall be construed to make an insurance company, association or exchange liable for any amount in excess of proceeds payable under its insurance policy or for any other act performed pursuant to this Part or to make a borough or public official an insured under a policy of insurance or to create an obligation to pay delinquent property taxes or unpaid removal liens or expenses other than as provided in this Part.

(Ord. 797, 1/14/1999, §7)

§1-608. Rights of Subrogation and Assignment.

An insurance company, association or exchange making payments of policy proceeds under this Part for delinquent taxes or structure removal liens or removal expenses incurred by a borough shall have a full benefit of such payment, including all rights of subrogation and of assignment.

(Ord. 797, 1/14/1999, §8)

§1-609. Procedures and Regulations.

The Borough shall impose a fee for the issuance of the aforementioned certificate and/or certificate and bill in an amount to be established from time to time by resolution of Borough Council to cover the costs of making such inspections and gathering such other information as is necessary to formulate such certificate and open separate fund accounts.

(Ord. 797, 1/14/1999, §9; as amended by Ord. 828, 6/12/2003, §1)

§1-610. Violations and Penalties.

Any owner of property, any named insured or any insuring agent who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues shall constitute a separate offense.

(Ord. 797, 1/14/1999, §10; as amended by Ord. 828, 6/12/2003, §1)

PART 7

IMPOSITION OF ATTORNEY'S FEES

A. Municipal Claim.

§1-701. Municipal Claim and Tax Collection.

1. This Part 7A shall be known as the "Municipal Claim and Tax Collection Resolution."
2. Hereinafter, for every delinquent claim, charge, tax, assessment, levy or obligation owed to the Borough of East McKeesport, there shall be added to such claim, charge, tax, assessment, levy or obligation such attorney's fees, charges, and expenses incurred in the collection process subsequent to proper notification to taxpayers of the intent to impose attorney's fees on delinquent obligations. Such additional charges shall be collected in addition to such interest and penalties as are allowed by law. They shall further be collected in the same manner and with the full authority as other municipal claims of any nature, and shall be deemed to be a municipal claim and collectable and lienable as such.
3. Such fees shall be reasonable and the same are hereby established in a fee rate as attached hereto and made a part hereof as Schedule "1-7A." Said schedule of fees is hereby deemed to be reasonable, fair and necessary in order to allow the Borough to collect such sums due it. This schedule may be amended by resolution.
4. Any person or entity empowered to collect sums on behalf of the Borough is directed to add such fees as are incurred to the extent allowed and set forth on Schedule "1-7A." Such sums collected pursuant to this Part 7A shall be in addition to any tax, penalty, interest, costs or fees already part of the delinquent account or assessment.
5. Attorney fees incurred to the extent set forth on Schedule "1-7A" shall be added to all unpaid real estate tax claims of any nature arising or imposed subsequent to the date of adoption of this Part 7A; or, which become delinquent or are re-determined to be delinquent subsequent to this date. Prior to the time when such fees are added to any underlying claim, the tax collector shall first give the taxpayer such notice as required by law. The tax collector or other collector shall so notify the taxpayer by sending such notice to the taxpayer's last known address by mailing notices in the manner prescribed by the Act of the Pennsylvania General Assembly, known as Act 20 of 2003,
6. Any resolution in conflict with this Part 7A shall be deemed to have been repealed to the extent of the conflict. If any portion of this Part 7A or Schedule is deemed to be illegal or unconstitutional, then it is the intent of Council that it would have enacted the balance of this Part 7A and Schedule irrespective of said invalid portion.
7. This Part 7A shall become effective immediately.

ADMINISTRATION AND GOVERNMENT

(Res. 03-08, 1/10/2008)

Schedule 1-7A**Schedule of Real Estate Tax Claim Recovery Costs
Attorney Fees and Service Charges**

1)	Delinquent account servicing fee, including records imaging and detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, and supplies used to generate delinquent notices and to establish monthly payment plan-10% of tax, penalty and interest due—minimum charge \$50	\$50
2)	Prepare and mail Thirty-day Delinquent Notice.	\$50
3)	Prepare District Justice complaint.	\$75
4)	Preparation of District Justice Hearing	\$150
5)	Docketed District Justice hearing.	\$100
6)	Scheduled or posted Constable execution sale.	\$350
7)	Prepare Arbitration complaint.	\$150
8)	Prepare General Docket proceeding.	\$375
9)	Trial, arbitration or mediation.	\$350
10)	Negotiate and prepare subsequent payment plan agreement.	\$75
11)	Prepare Writ of Scire Facias Sur tax lien in furtherance of Sheriff Tax Sale.	\$600
12)	Sheriff Sale Claim Notice	\$50
13)	Prepare Reissue Writ.	\$125
14)	Title search for Sheriff sale.	\$250
15)	Title search bring down	\$50
16)	Enter default judgment.	\$225
17)	Issue Writ of Execution in Sheriff Sale.	\$700
18)	Sheriff Sale/Trial Postponement	\$100
19)	Scheduled or posted Sheriff sale.	\$500
20)	Non-litigation legal work.	\$80/hr
21)	Litigation legal work.	\$100/hr
22)	All other clerical work not itemized above.	\$50/hr
23)	Special search for defendant locale	\$100
24)	Motion for Alternate Service	\$200

B. Act 511 Taxes.

§1-711. Act 511 Taxes.

1. From and after the enactment of this Part 7B, to each delinquent Act 511 tax, levy or obligation owed to the Borough, there shall be added such costs, attorney's fees, charges and expenses incurred in the delinquent collection process. Such additional charges shall be collected in addition to all interest and penalties as are allowed by law.
2. Such fees and charges shall be reasonable and the same are hereby established in a cost rate schedule as attached herein and made a part hereof as Schedule "1-7B." Said schedule of costs is hereby deemed to be reasonable, fair and necessary in order to allow the Borough to collect such sum due. This schedule may be amended from time to time by resolution of the Borough of East McKeesport.
3. Any person or entity empowered to collect stuns on behalf of the Borough is directed to add such costs of collection as are incurred to the extent allowed as set forth in Schedule "1-7B." Such person or entity shall be entitled to retain an amount equal to such sums from delinquent collections. Such sums collected pursuant to this Part 7B shall be in addition to any tax penalty, interest or other costs already part of the delinquent account or assessment.
4. Any resolution in conflict with this Part 7B shall be deemed to have been repealed to the extent of that conflict. If any portion of this Part 7B is deemed to be void, unenforceable or unconstitutional, then it is the intent of the Council that it would have enacted the balance of this Part 7B irrespective of said invalid portion.
5. This Part 7B shall become effective this 10th day of January, 2008.

(Res. 04-08, 1/10/2008)

Schedule 1-7B**Costs of Collection to Be Imposed and Added
to Delinquent Tax**

Taxpayer Notification and Administration		
1)	Taxpayer late filing or underpayment notice for annual earned income or per capita tax return:	\$10
2)	Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax or occupational privilege tax return. 10% of the tax, penalty and interest due—minimum charge \$50.	\$50
3)	Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies and postage used to generate delinquent notices and to establish monthly payment plans—10% of tax, penalty and interest due—minimum charge \$50	\$50
4)	Partial payment fee—where payment received does not pay account in full.	\$3
5)	Fee for check returned from bank (NSF, Acct. Closed, etc).	\$29
6)	Notice of intent to file civil suit	\$50
Wage Attachment		
1)	Taxpayer notice prior to wage attachment	\$25
2)	Employer wage attachment notice.	\$25
Litigation		
1)	Prepare District Justice complaint.	\$75
2)	Prepare for District Justice hearing.	\$100
3)	Attend District Justice trial or hearing.	\$150
4)	Attend Constable execution sale.	\$350
5)	Prepare Arbitration complaint/appeal.	\$150
6)	Attend Arbitration trial.	\$350
7)	Enter default judgment.	\$150
8)	Issue Sheriff Writ of Execution.	\$250
9)	Attend Sheriff sale.	\$250
10)	Non-litigation legal work.	\$70/hr
11)	Litigation legal work.	\$80/hr
12)	All other clerical work not itemized above.	\$50/hr

PART 8

PROCEDURES FOR ACCESS TO PUBLIC RECORDS

§1-801. Appointment and Designation of Contact Person.

The Borough of East McKeesport hereby appoints and designates the Borough Secretary as the municipal contact person who shall receive all requests for public records. Any requester that is denied access to a record may file an exception directly to the Council of the Borough of East McKeesport. This exception should be in writing and addressed to the President of Council.

(Ord. 822, -/2002, §1)

§1-802. Business Hours.

The regular business hours designated to inspect a public record or to file a written request for a copy of a public record are as follows:

Monday thru Friday
10 a.m. to 2 p.m.
(Excluding Holidays)

(Ord. 822, -/2002, §2)

§1-803. Fees.

The fee for any request will be in an amount to be established, from time to time, by resolution of Borough Council.

(Ord. 822, -/2002, §3; as amended by Ord. 828, 6/12/2003, §1)

§1-804. Requests.

All requests must be made in writing, on the official Borough Request for Public Record Form.

(Ord. 822, -/2002, §4)

ADMINISTRATION AND GOVERNMENT

§1-805. Exceptions to Requests.

The Borough contact person will fulfill all requests within 5 business days from the date the written Request for a Public Record is received. Exceptions for any request are as follows:

- A. The Borough may use up to 30 additional days if it must remove portions of the record that are not public, retrieve records not stored on site or obtain a legal review of records requested, is experiencing a bona fide staff shortage or if the requester has not complied with municipal policies for record access. If additional delays are needed, the Borough must notify the requester of the delay, in writing, within 5 business days of receiving the request.
- B. The Borough may request a 30 day time extension for any record that they believe may possible not be public information. During the extension the Borough may request an opinion from its Solicitor regarding the nature of the record. The Borough may not charge a fee for the legal review of the document.

(Ord. 822, -/2002, §5)

PART 9
OFFICERS

§1-901. Borough Manager.

1. The Office of Borough Manager for the Borough of East McKeesport has been created pursuant to this section.
2. Council, in the enactment of this section, may delegate, subject to recall, any of the non-legislative and non-judicial powers and duties of the Council to the Borough Manager. The Mayor, subject to approval of Borough Council, may delegate to the Borough Manager any of his or her non-legislative and non-judicial powers and duties.
3. The Office of Borough Manager, Secretary, and Treasurer shall not be incompatible and any two or more or all of the said offices may be held by one person. Neither the Mayor nor any member of Borough Council shall be eligible to hold the office of Borough Manager.
4. Borough Manager is delegated the responsibility for taking care of day-to-day business of the Borough of East McKeesport.
5. The following list of responsibilities is delegated to the Borough Manager for the Borough of East McKeesport:
 - A. Preparing short-term and long-term objectives for recommendations to Council;
 - B. Preparing plans and programs to attain objectives approved by Council;
 - C. Determining project priorities to meet objectives approved by Council;
 - D. Attending meetings of boards and commissions;
 - E. Investigating and presenting recommendations to Council concerning state and federal grant programs;
 - F. Preparing report to other governmental units;
 - G. Attending and participating at state conventions and professional association meetings;
 - H. Maintaining professional affiliations and keeping abreast of new developments in the field;
 - I. Reviewing budget performance of all departments;
 - J. Preparing monthly reports on all activities, including construction projects and costs and equipment purchases, for submission to Council;

ADMINISTRATION AND GOVERNMENT

- K. Preparing recommendations, background information and cost estimates for monthly council meetings;
 - L. Attending and participating in all municipal meetings;
 - M. Programming all major expenditures from cash flow viewpoint;
 - N. Assisting in preparing the annual report and budget;
 - O. Preparing, recommending and implementing a capital improvements program;
 - P. Meeting with land developers, business developers and groups involved in economic developments;
 - Q. Preparing and/or approving news releases;
 - R. Maintaining public relations contacts with residents;
 - S. Delegating responsibility and authority of performance of assigned functions to Code Enforcement and Public Works Departments;
 - T. Developing and updating a training plan for municipal employees;
 - U. Preparing and implementing a preventive maintenance program for Borough equipment;
 - V. Developing and administering municipal personnel policies, procedures and programs;
 - W. Reviewing applications or prospective employees, interviewing and hiring, and when necessary, firing or laying off employees;
 - X. Preparing and/or approving specifications for purchase of major equipment;
 - Y. Directing and supervising the daily work of the administrative staff;
 - Z. Coordinating activities of all municipal departments;
 - AA. Ordering or approving purchases as needed;
 - BB. Such other duties and responsibilities as delegated by Borough Council.
6. **Compensation.** The Borough Manager shall be paid an annual salary as set forth in §1-101 of this code. The Borough Manager shall receive all other benefits as per the benefits package set forth in §1-102 of this code.

(Ord. 929, 9/10/2015)