

ORDINANCE NO. 2004-5

AN ORDINANCE OF THE BOROUGH OF NEW ALBANY, BRADFORD COUNTY, PENNSYLVANIA ESTABLISHING THE POSITION OF CODE ENFORCEMENT OFFICER AND OUTLINING THE DUTIES AND RESPONSIBILITIES ASSOCIATED WITH THE POSITION.

WHEREAS, the Borough of New Albany has determined that a Code Enforcement Officer is needed to properly enforce the ordinances of New Albany Borough; and

WHEREAS, the New Albany Borough Council has determined that it is in the best interests of the residents of New Albany Borough to employ an individual and empower said individual to enforce the ordinances of New Albany Borough; and

NOW, THEREFORE, be it hereby enacted and ordained by the Councilmen of New Albany Borough and the same is hereby enacted and ordained as follows:

Section 1. The provisions of this Ordinance shall be administered by the Code Enforcement Officer as hereinafter authorized, or by any such other person as may be designated by the Councilmen of New Albany Borough.

Section 2. The duties of the New Albany Borough Code Enforcement Officer shall be as follows:

- A. The Code Enforcement Officer shall be responsible for enforcing the Ordinances of New Albany Borough.
- B. The Code Enforcement Officer shall cooperate fully with the Borough Council to identify violations of any Ordinance occurring within the Borough.
- C. The Code Enforcement Officer shall be responsible for notifying the property owner of any existing violation, will monitor the situation accordingly to ensure compliance, and will cooperate in any enforcement action brought by the Borough, and/or its solicitor to enforce the provisions of its Ordinances.
- D. While on duty, the Code Enforcement Officer shall conduct himself in a courteous and professional manner, and shall act diligently to investigate any complaints received from the citizens of New Albany Borough.

- E. Each complaint received shall be properly recorded with particular attention to the time and date received and the action taken.
- F. Where follow-up action is required, the Code Enforcement Officer shall take whatever steps are necessary to properly resolve the violation as soon as reasonably possible.
- G. It shall be the duty of the Code Enforcement Officer to compile a monthly report of activities and forward same to the Borough Council.

Section 3. The Code Enforcement Officer shall be appointed by resolution and shall be paid at a rate of compensation to be determined by the Borough Council of New Albany.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holdings shall not affect the validity of any remaining portion hereof.

Section 5. Any Ordinance inconsistent with the provisions of this Ordinance is hereby repealed to the extent of the conflict.

Section 6. This Ordinance shall take effect five (5) days after its enactment.

DULY ENACTED AND ORDAINED this 6th day of December 2004 by the New Albany Borough Council, Bradford County, Pennsylvania, in lawful session duly assembled.