

BOROUGH OF MONROEVILLE
ORDINANCE NO. 286

AN ORDINANCE CREATING THE OFFICE OF BOROUGH ENGINEER AND DEFINING THE POWERS AND DUTIES THEREOF.

SECTION 1. Be it ordained and enacted by the Council and Burgess of the Borough of Monroeville and it is hereby ordained and enacted that there is hereby established the office of Borough Engineer.

SECTION 2. The Borough Engineer shall work under the direction of the Council and Manager of the Borough in carrying out the following duties:

a. Fix, establish and locate all sidewalk and street grades.

b. Prepare plans, specifications and estimates of all engineering work except such work as is assigned by contract or otherwise to consulting engineers and whenever required, furnish the Manager or Council with reports, information or estimates on any Borough engineering work.

c. The Borough Engineer shall immediately, after the completion of any municipal improvements, the cost of which in whole or in part is to be paid by the owners of abutting property, determine and certify the day or time on which the particular improvement was completed and file such certificate with the Manager. The time mentioned in such certificates shall be conclusive on all parties. The time of completion shall be taken to mean the time of the completion of the whole contract for the improvement. He shall also furnish the Borough Manager with a certificate showing the time at which any such particular improvement was commenced and such certificate shall be conclusive evidence of the time when the said improvement was begun.

d. Make and keep, for the benefit of the Borough, correct minutes, maps, records, plans, specifications and estimates of all matter pertaining to Borough surveys or public works and maintain a record of such minutes, maps, records, plans, specifications and estimates when prepared by the consulting engineers or any other engineer working on behalf of the Borough and to deliver all such work, whether prepared by the Borough Engineer or maintained by the Borough Engineer, to his successor or to such persons as Council may direct.

e. To perform such other engineering services as the Council or Manager, may, from time to time, direct.

SECTION 3. The Borough Engineer shall be well skilled in the sciences of civil engineering and building and in the practical application thereof, and certified by the Commonwealth of Pennsylvania as a registered Civil Engineer. He shall be paid such salary and expenses as are fixed by Council, from time to time, and shall continue in office until a successor is selected by Council.

SECTION 4. The Borough Engineer, together with his necessary assistants, may at all reasonable hours, enter into or upon any pieces of land within the Borough and survey and measure the same in order to perform the service and duties required of them by virtue of the office

SECTION 5. If any person shall alter, deface, remove or destroy any monument, mark post or pin, made or set up by the Engineer or his

assistants, he shall forfeit and pay for each offense the sum of twenty-five (\$25.00) dollars to be recovered summarily upon conviction.

SECTION 6. The Borough Engineer shall be furnished with an office and the necessary instruments, books, etc., at the expense of the Borough, and his office shall be kept open for the transaction of business during such hours as he and the Council may designate.

SECTION 7. The Borough Engineer shall, in addition to the work described in the foregoing sections, attend the meetings of Council, and prepare all plans, specifications and information necessary for council to understand properly and to act intelligently upon any engineering question under consideration.

SECTION 8. The Borough Engineer, on his removal from office, by resignation or otherwise, shall deliver to his successor (or, if no successor be appointed at the time of his removal), to the Manager, all records, books, instruments, etc., which are or may be the property of the Borough.

SECTION 9. The assistant engineers and other assistants shall perform such duties as the Engineer shall direct. The Engineer and assistant shall give their undivided attention to Borough work.

SECTION 10. Ordinance No. 145, designating the Borough Manager as Borough Engineer is hereby amended to delete the words "Borough Engineer" from the duties of the Borough Manager.

SECTION 11. Any ordinance or part of an ordinance conflicting with the terms and provisions of this ordinance is hereby repealed.

ORDAINED AND ENACTED into law in Council this 23rd day of May, 1961.

S/Thomas Harter
President of Council

ATTEST:

S/A.H.Curtis
Secretary

EXAMINED AND APPROVED by me this 23rd day of May, 1961

S/Anthony J. Martin
Burgess