

**MUNICIPALITY OF MONROEVILLE
ALLEGHENY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2357

**AN ORDINANCE OF THE MUNICIPALITY OF
MONROEVILLE, ALLEGHENY COUNTY, PENNSYLVANIA
AMENDING ORDINANCE NO. 1970 TO DEFINE ACTIVITIES
TO BE PERFORMED BY MEMBERS OF THE MUNICIPAL
COUNCIL AND THE MAYOR AND DEFINING AND
PROVIDING FOR EXPENSES TO BE REIMBURSED.**

WHEREAS, Ordinance 1510, the Administrative Code ("CODE") of the Municipality of Monroeville ("MUNICIPALITY") was amended by Ordinance 1524 to provide criteria for the reimbursement of expenses to members of Council; and

WHEREAS, a second amendment was drawn at Ordinance 1554 to provide for additional clarification of said expense reimbursement for members of Council; and

WHEREAS, the aforementioned amendments to the Administrative Code that provide criteria for the reimbursement of expenses to members of Council were repealed and superseded by with Ordinance 1970, which was silent as to reimbursement expenses, thus making any amendments thereafter to Ordinance 1510 ineffective;

WHEREAS, it has been determined that Council erroneously enacted two subsequent amendments known as Ordinances 2165 and 2213 to Ordinance 1510 instead of Ordinance 1970;

WHEREAS, it has been determined that that the Code pursuant to Ordinance 1970 needs amended and clarified to conform to what Council intended when Ordinances 2165 and 2213 were erroneously enacted; and

WHEREAS, given now that new technology, in the area of computers, fax machines and cell phones, are available to Members of Council, which aid in the expedition and

edification of telecommunications by and between representatives of Council and the MUNICIPALITY staff and officers of the same, it has been determined that the Code needs amended and clarified.

NOW THEREFORE, be it ordained and enacted this 10th day of January, 2006 by the Council of the Municipality of Monroeville as follows:

SECTION I: The Administrative Code, Ordinance No. 1970 is amended by adding thereto, Chapter 202 entitled "Activities of Council and Mayor and Expense Reimbursements" and shall state the following:

Section 1: Activities of Council and Mayor and Expense Reimbursements.

A. "Activities To Be Performed" means in addition to attending meetings or committee meetings of Council and participating therein and exercising discretion in respect to the taking of official action;

(1) Face to face, telephonic and written non-partisan communications with residence concerning the availability, delivery and quality of Municipal Services;

(2) Face to face, telephonic and written communications with representatives of County, State and Federal Governments and Agencies and with representatives of other municipal governments and agencies;

(3) Face to face, telephonic and written communications with vendors, contractors, professionals and developers conducting business with or within the Municipality and prospective vendors, contractors, professionals and developers; and

(4) Educational workshops, seminars and meetings having as subject matter Municipal Government and Management thereof, as well as the impact of State and Federal law affecting Municipal affairs.

B. "Expense" means:

(1) Telecommunication expense supplemental shall be paid on a flat rate of \$125.00 per month to supplement Council representatives use of fax machines, computer/internet, cell phones, pagers, telephones and other telecommunication devices for all of the activities performed fro the benefit of the Municipality of Monroeville and to facilitate interaction with the public;

- (2) The actual cost of written non-partisan communications, including reimbursement for supplies, photo copying, postage and labor associated therewith when not prepared or provided by Municipal employees;
- (3) The actual cost of travel, including mileage allowance when utilizing a personally or family owned vehicle; and
- (4) The actual cost of loss of work in respect of those Activities To Be Performed, which can only be performed during hours of regular employment, provided written documentation and certification thereof is submitted.

Section 2: Expense Vouchers. Members of Council and the Mayor shall be reimbursed for any Expense arising out of Activities To Be Performed by them, provided the allowance therefore is claimed, or the actual cost thereof is documented and submitted by an Expense Voucher.

Section 3: Provision for Expense Reimbursement and Documentation or Formulas for Certain Expense Allowances.

- A. Reimbursement of Expense for Activities To Be Performed by Members of Council or the Mayor, shall not exceed those amounts set forth for such Expense in the Annual Budget.
- B. Telephone Expense shall include (1) either charges for a telephone certified by a Member of Council or the Mayor as being used solely and exclusively for ACTIVITIES TO BE PERFORMED, or (2) specific individual telephone call expenses certified by a Member of Council or the Mayor as be incurred as an ACTIVITY TO BE PERFORMED.
- C. Travel Expenses shall be actual charges incurred for transportation relating to ACTIVITIES TO BE PERFORMED. Travel associated with ACTIVITIES TO BE PERFORMED as certified to have been accomplished exclusively through the use of a personal vehicle of a Member of Council or the Mayor, shall be reimbursed at the rate as set by the Internal Revenue Service on an annual basis. Plus actual charges for parking, pursuant to the Internal Revenue Code. Travel outside the Municipality of Monroeville solely and exclusively for ACTIVITIES TO BE PERFORMED, may be made utilizing a

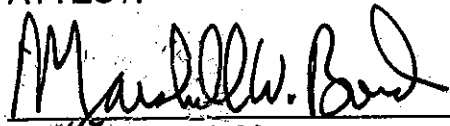
Municipal vehicle, and in such a case, reimbursement would be made only for actual expenses incurred e.g. parking expenses, etc.

SECTION II: If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Council of the Municipality of Monroeville that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

SECTION III: Any Ordinance or part of any Ordinance in conflict herewith, is hereby repealed to the extent of that conflict.

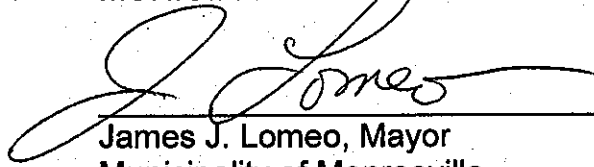
ORDAINED and ENACTED this 10th day of January, 2006.

ATTEST:



Marshall Bond, Manager
Municipality of Monroeville

MUNICIPALITY OF MONROEVILLE



James J. Lomeo, Mayor
Municipality of Monroeville

ENTERED INTO LEGAL BOOK ON: January 20, 2006