

OFFICIAL
BOROUGH OF CONWAY
RESOLUTION No. 010410-1

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF CONWAY, COUNTY OF
BEAVER AND COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING NEW COUNCIL
COMMITTEES, RESPONSIBILITIES and CHAIRPERSON AUTHORITY.

WHEREAS, the Borough of Conway Council desires to implement a policy with regard to Council Committees in an effort to make the committees more relevant, efficient, and effective.

NOW, THEREFORE BE IT RESOLVED by the Council of the Borough of Conway as follows:

Section 1. All prior standing Committees of Council are hereby rescinded and eliminated.

Section 2. The following Committees of Council are created, and the associated and enumerated duties and responsibilities are hereby assigned to each respective committee as follows:

1. PUBLIC SAFETY

a. RESPONSIBILITIES / DUTIES:

- i. Oversight and approval of policies and operations related to and involving the Borough Police Department.
- ii. Oversight, approval and execution of policies and operations related to and involving the Borough Volunteer Fire Department and the Emergency Management Department and personnel.
- iii. Oversight of Police, Fire, and Emergency Management budgets
 1. Providing budget request for assigned departments to the Council Finance Committee when directed for the purpose of creating an annual budget.
- iv. Liaison between Council the Police and Fire Departments, the Borough Emergency Management Coordinator, and the Mayor with regard to Police Department operations.

2. FINANCE and ADMINISTRATION

a. RESPONSIBILITIES / DUTIES:

- i. Creation, oversight and execution of policies and operations related to and involving the administrative and financial functions of the Borough.
- ii. Preparation of preliminary annual budget documents and presentation to the whole of Council.
- iii. Review of all bills and invoices / audit of all Borough accounts.
- iv. Development and oversight of personnel policies and resources.
- v. Oversight of Administrative budget items.
- vi. Oversight of all Borough Website and Technology Matters & Policies
- vii. Creation / maintenance of a Book of Resolutions and Borough Policies.

3. PARKS and RECREATION

a. RESPONSIBILITIES / DUTIES:

- i. Oversight, planning and execution of fundraisers, community parties (Halloween, Easter, and Christmas), and Annual Community Day.
- ii. Oversight of Parks and Recreation budgets.
 1. Providing budget request for assigned departments to the Council Finance Committee when directed for the purpose of creating an annual budget.
- iii. Planning and development of all Conway parks and recreation facilities
 1. Oversight of Park rental policies.
 2. Maintenance and development projects to be coordinated with the Public Works Committee.
- iv. Liaison to the Conway Community League
 1. Oversight of management of ball field usage.

4. PLANNING, ZONING and ORDINANCES

a. RESPONSIBILITIES / DUTIES:

- i. Oversight and execution of policies and operations related to and involving:
 1. Rental Property Registration and Inspection
 2. Property Inspection, Maintenance and upkeep.
 3. Code Enforcement
 4. Building Permits and Inspections
- ii. Liaison and primary point of contact to the Borough Planning Commission and the Borough Code Enforcement Officer.
- iii. Oversight of Planning, Zoning and Ordinance related budgets & budget items.
 1. Providing budget request for assigned departments to the Council Finance Committee when directed for the purpose of creating an annual budget.
- iv. Initiation and/or review of proposed new and/or changes to any Borough Ordinances.
- v. Ensuring that all Ordinances are promptly placed into the Borough Ordinance Book.

5. PUBLIC WORKS

a. RESPONSIBILITIES / DUTIES:

- i. Oversight, planning, and execution of policies and operations related to the Borough Public Works Department and employees.
- ii. Oversight of Public Works budgets.
 1. Providing budget request for assigned departments to the Council Finance Committee when directed for the purpose of creating an annual budget.
- iii. Project management and oversight of contracts
- iv. Oversight of Garbage and Recycling pickup and contract
- v. Planning and oversight of maintenance activities related to Borough streets, roads and alleys, water lines/tanks/pumps, sewer lines and plant
- vi. Responsible for general Maintenance within the Borough.

Section 3. The Chairperson of each Committee of Council is responsible for the following:

1. Scheduling and conduct of regular committee meetings.
2. Monthly reporting to the whole of council on committee activities.
3. Ensuring that attendance and minutes of meetings are reported to council.

Section 4. The oversight and operation of Borough department(s) and/or personnel as reflected in the committee responsibilities (Section 2 above) are the joint responsibility of the assigned committee members, subject to the coordination of the committee chair.

1. Assigned departments and employees report to the relevant Council Committee and/or Council President.

Section 5. Council members should coordinate their requests and ideas through the relevant committee chairs or committee members or the President of Council.

1. Council members will respect the Borough Department "chain of command" in dealings with the departments.

Section 6. As stated in Robert's Rules of Order – the President of Council is an ex-officio member of all Council Committees, and is vested with the authority to appoint or remove both members and/or the chairperson from any and all Council Committees.

Section 7. All members of Council will be responsible for the application, endorsement, and attempt to secure grants for the Borough.

1. Each member of Council should write at least one grant application each calendar year in an attempt to secure additional funds and relieve budgetary pressures on the taxpayers and residents of the Borough
2. Each Committee is responsible for and should be consulted on grants related to the department, functions and activities of the Committee.

NOW THEREFORE, this Resolution of Application is hereby approved and adopted by the Borough Council.

RESOLVED this 4th day of January 2010.

ATTEST:

BOROUGH OF CONWAY:

Diane McKay
Borough Secretary

Scott D. Levenson
President of Council