

## Ordinance No. 40-1

### **“Compensation and Expense Reimbursement Ordinance”**

#### Section 1 - Purpose and Scope:

The purpose of this ordinance is to provide for the equitable compensation of Berrysburg Borough's Elected and Appointed Officials; as well as provide a uniform and consistent plan for the administration of reimbursable expenses. It is also the intent of this ordinance to consolidate the numerous compensation ordinances and expense policies into one ordinance for a better understanding of allowable expenses, fiscal planning and budgetary control.

The Council recognizes that Borough officials may be required to travel or incur other expenses in the conduct of Borough business. It is the intent of the Borough to reimburse only reasonable and necessary expenses actually incurred by Borough officials. Council recognizes that it has the responsibility to ensure that adequate cost controls are in place and these expenditures are appropriate. Council further recognizes that a uniform and consistent approach to expense reimbursement will ensure that expenditures are reasonable and necessary.

When incurring expenses, the citizens of Berrysburg Borough expect Borough officials to exercise discretion and good judgment with respect to those expenses. Officials need to be cost conscious and spend the Borough's money as carefully as they would spend his or her own funds.

Therefore, it is ordained and enacted by the Council of Berrysburg Borough that an ordinance of the Borough of Berrysburg, Dauphin County, Commonwealth of Pennsylvania, that:

#### Section 2 - Title and Authority

- §1. **Short Title:** This Ordinance shall be known as the “Berrysburg Borough Compensation and Expense Reimbursement Ordinance.”
- §2. **Authority:** The Borough Code Act of February 1, 1966 (1965 P.L. 1656, No. 581) As Amended and 65 P.S.; 1979 P.L. 156, No. 51 As Amended; provides for payment of compensation and expenses to Elected and Appointed Officials.

#### Section 3 - Definitions

- §1. **Borough** – Berrysburg Borough
- §2. **Borough Code** – Commonwealth of Pennsylvania, Borough Code Act of February 1, 1966 as Amended.
- §3. **Borough Official or Official** – Any Borough official herein after listed that is deemed eligible to receive compensation or expense reimbursement by the Borough Council.
- §4. **Chairman** - Municipal Authority Chairman is the authorizing signature for the Berrysburg Municipal Authority for payment of compensation or expenses in accordance with the guidelines set forth in this ordinance.
- §5. **Compensation** – All monies, legal tender or borough assets used as payment, reward, recompense, costs or reparation received by an Elected or Appointed Official for authorized duties.

- §6. **Committee Chairman** - Committee Chairman is the authorizing signature for the committee for payment of expenses, in accordance with the provisions set forth in this ordinance.
- §7. **President** – Borough Council President authorizing signature for the Borough Council for payment of compensation or expenses in accordance with the guidelines set forth in this ordinance.
- §8. **Special Meetings** – Inter or intra governmental meetings, workshops, training sessions, conferences, conventions, seminars, forums, symposiums or other meetings that are in addition to the regularly scheduled monthly meeting and are authorized by council for compensation.

**Section 4 - Compensation**

- §1. In accordance with the provisions of the Borough Code, Borough Council has the duty and responsibility to determine which elected and appointed Borough officials shall be eligible to receive compensation for their service to the Borough.
- §2. Borough Council has determined the following list of Borough officials to be eligible for compensation:
  - 1. **Elected Officials**
    - (a) Mayor
    - (b) President Borough Council
    - (c) Vice-President Borough Council
    - (d) Borough Councilman
    - (e) Auditor
    - (f) Tax Collector
  - 2. **Appointed Officials**
    - (a) Municipal Authority Chairman
    - (b) Municipal Authority Vice-Chairman
    - (c) Borough Council Secretary
    - (d) Municipal Authority Secretary
    - (e) Borough Treasurer
    - (f) Municipal Authority Treasurer
    - (g) Municipal Authority Billing Agent
    - (h) Health Officer
    - (i) Borough Solicitor
    - (j) Municipal Authority Solicitor
- §3. Borough residents that volunteer and are approved by council to serve on single purpose committees (i.e., school committee, recreation committee, etc) are not eligible for compensation but are eligible for certain expense reimbursement, in accordance with the provisions of Section 5.
- §4. In accordance with The Borough Code, all Borough Official's eligible for compensation shall be paid quarterly.



§5 All Boroughs elected and appointed officials shall have the following items withheld from their Borough compensation at the appropriate rates:

- (a) Federal Earned Income Tax;
- (b) State Earned Income Tax;
- (c) Local Earned Income Tax;
- (d) FICA (Social Security and Medicare Tax) ; and
- (e) Mandatory Court Ordered Income Deductions.

§6 The Borough Tax Collector is authorized to collect fees and costs for the following additional services in accordance with and as authorized by the Local Tax Collection Law, The Real Estate Tax Sale Law and various Commonwealth Court decisions. The fees shall be reviewed bi-annually by the Compensation Committee to determine an appropriate amount for collection of fees. In keeping with this responsibility, Borough Council establishes the following table of fee rates:

(a) Tax Collector Fee Rates Table

Description Of Fee	Amount of Fee
Certification of Taxes Paid on Duplicates	\$10.00 Plus Costs
Duplication of Bill	\$10.00 Plus Costs
Copies of Other Tax Information	\$10.00 Plus Costs
Duplicate of Parcels/Mortgage Company	\$10.00 Plus Costs
Mobile Home Permits	\$10.00 Plus Costs
Lien Certificates	\$10.00 Plus Costs
Return of Checks for Insufficient Funds	\$50.00 Plus Costs
Right to Know Request	No Fee, Cost Only

- (b) The Borough Tax Collector shall maintain an updated and accurate record of any and all fees and/or costs collected pursuant to his or her duties. The Tax Collector shall prepare an annual report reflecting the aforementioned data, due on or before January 15th to both the Chairman of the Compensation Committee and the Borough Secretary. This report shall be reviewed at the bi-annual Compensation Meeting to ensure that fees and/or costs collected by the Tax Collector are customary, appropriate and adequate.
- (c) The Tax Collector's Fee Report shall include at a minimum, the following information:
  - (1) Description of the fee collected;
  - (2) Amount of the fee;
  - (3) Amount of the costs incurred to collect the fee; and
  - (4) Name, address and telephone number of the person or organization from whom the fee was collected.
- (d) It shall be the responsibility of the Borough Tax Collector to properly report and pay any taxes or other mandatory court ordered deductions from fees collected.
- (e) If any fee owed the Tax Collector is deemed to be delinquent, and after reasonable effort has been made by the Tax Collector to collect the fee, it shall be turned over to the Borough Secretary for collection by the Borough Solicitor.
- (f) No fee shall or may be charged by the Tax Collector for completing a Right to Know (RTK) request in accordance with Right to Know Law, Act 3 of 2008.

§7. Borough official's compensation shall be reviewed bi-annually by a Compensation Committee. The purpose of the committee will be to make recommendations to Council as to the appropriate level of compensation Borough officials shall receive. The committee shall consist of the following members:

- (a) Mayor
- (b) Borough Council President
- (c) Municipal Authority Chairman
- (d) Borough Tax Collector
- (e) Three (3) members of the community that are not Borough officials or related to any borough official.

The committee shall meet at the call of the Borough Council President and he shall be the presiding officer of the committee. The President may join in the discussions of the committee but may only vote to break a tie.

§8. In accordance with **The Borough Code**, it is Borough Council's duty to fix the compensation for all borough officials. In keeping with this responsibility Borough Council establishes the following compensation rates by table:

§8.a Elected Officials Compensation Rate Table #1

Title	Annual Rate	Special Meeting Rate
Mayor	\$660.00 per annum <sup>1</sup>	\$55.00 per meeting <sup>3</sup>
President Borough Council	\$600.00 per annum <sup>1</sup>	\$50.00 per meeting <sup>3</sup>
Vice-President Borough Council	\$540.00 per annum <sup>1</sup>	\$45.00 per meeting <sup>3</sup>
Borough Councilmen	\$480.00 per annum <sup>1</sup>	\$40.00 per meeting <sup>3</sup>
Auditors	\$25.00 per annum <sup>2</sup>	\$25.00 per meeting <sup>3</sup>
Tax Collector	5% of the Borough Taxes collected. <sup>4, 6</sup>	\$30.00 per meeting <sup>5</sup>

1. Per Annum Compensation - is a flat fee for attendance at scheduled monthly council meetings, miscellaneous one on one meeting with constituents, investigating miscellaneous complaints and other normally assigned duties, etc.
2. Per Annum Compensation – payment for annual audit
3. Fee will be paid for additional Inter or Intra governmental meetings, training sessions, extra meetings or official functions when representing the Borough at preapproved meetings not specifically covered by 1 above.
4. The Tax Collector's compensation for collecting Borough taxes shall be a fixed commission rate. This rate shall not exceed 5% of the Borough's taxes collected.
5. Fee to be paid when required to attend a Borough Council meeting at the request of the Borough Council,
6. Tax Collector compensation will be based upon the periodic tax collector reports received by the Borough Secretary,



§8.b Appointed Officials Compensation Rate Table #2

Title	Annual Rate	Special Meeting Rate
Municipal Authority Chairman	\$540.00 per annum <sup>4</sup>	\$45.00 per meeting <sup>5</sup>
Municipal Authority Vice-Chairman	\$360.00 per annum <sup>4</sup>	\$30.00 per meeting <sup>5</sup>
Borough Council Secretary	\$2,700.00 per annum <sup>1</sup>	\$45.00 per meeting <sup>6</sup>
Municipal Authority Secretary	\$30.00 per meeting <sup>4</sup>	\$30.00 per meeting <sup>5</sup>
Borough Treasurer	\$650.00 per annum <sup>1</sup>	\$30.00 per meeting <sup>6</sup>
Municipal Authority Treasurer	\$30.00 per meeting <sup>4</sup>	\$30.00 per meeting <sup>5</sup>
Municipal Authority Billing Agent	\$30.00 per meeting <sup>4</sup>	\$15.00 per hour <sup>5</sup>
Municipal Authority Board Member	\$360.00 per annum <sup>4</sup>	\$30.00 per meeting <sup>5</sup>
Health Officer	\$200.00 per annum <sup>1</sup>	\$25.00 per meeting <sup>5</sup>
Borough Solicitor	Retainer to be determined by negotiation. <sup>2</sup>	Per Meeting Fee to be determined by negotiation. <sup>2</sup>
Municipal Authority Solicitor	Retainer to be determined by negotiation. <sup>2, 3</sup>	Per Meeting Fee to be determined by negotiation. <sup>2, 3</sup>

1. Per Annum Compensation - is a flat fee for attendance at scheduled monthly council meetings, miscellaneous one on one meeting with constituents, investigating miscellaneous complaints, time for computer base training, and normally assigned duties, etc.
2. Solicitor Fees to be negotiated yearly.
3. All Compensation & Expenses Municipal Authority Officials shall be paid from Municipal Authority revenues.
4. Per Annum Compensation - is a flat fee for attendance at scheduled monthly Municipal Authority meetings, miscellaneous one on one meeting with customers, investigating miscellaneous complaints, time for computer base training, and normally assigned duties, etc.
5. Fee will be paid for additional Inter or Intra governmental meetings, training sessions, extra meetings or official functions when representing the Municipal Authority at preapproved meetings not specifically covered by 1 or 4 above,
6. Fee will be paid for additional Inter or Intra governmental meetings, training sessions, extra meetings or official functions when representing the Borough at preapproved meetings not specifically covered by 1 or 4 above,

**Section 5 – General Expenses**

- §1. In accordance with the **Borough Code**; it is Borough Council's responsibility to determine which expenses will be authorized for reimbursement; as well as the necessary reporting requirements Borough Officials must complete in order to receive expense reimbursement in connection with their duties and responsibilities.
- §2. All expenses over \$35.00 must receive pre-approval by:
  - (a) The President of Borough Council for all councilors, Borough elected or appointed officials, Borough committee chairman and staff,

- (b) The Chairman of the Municipal Authority for all board members and staff of the Municipal Authority,
- (c) The Mayor for Borough officials and staff not covered elsewhere.

§3. No official, committee chairman or staff shall piecemeal expenses to avoid the \$35.00 pre-approval requirement.

§4. Bonding of Borough Officials shall be done in accordance with the following guidelines:

- (A) The premiums for Elected or Appointed Borough Official's bonds mandated by The Borough Code, The Municipal Authorities Act, Borough Ordinance or other State or Federal statute shall be paid by the Borough.
- (B) Unless approved by Borough Council, multi-year bonds will be pro-rated and will be reimbursed annually at the yearly rate.
- (C) All bonds shall be of the appropriate type and amount as required by law.
- (D) The following elected or appointed officers are required to be bonded:

- (1) Borough Secretary;
- (2) Borough Treasure;
- (3) Borough Council President;
- (4) Borough Mayor;
- (5) Borough Code Enforcement Officer;
- (6) Borough Police;
- (7) Municipal Authority Chairman;
- (8) Municipal Authority Secretary;
- (9) Municipal Authority Treasure;
- (10) Municipal Authority Billing Agent; and
- (11) Any Borough officials or committee members that handle money or disseminate official information to the media or general public, not listed above,

(E) Borough officials required to give bond will be reimbursed at the following rates and conditions for annual premiums:

- (1) Tax Collector - The annual premium of the bond shall be paid by the Borough in an amount proportional to the Borough's share of the total annual of fees, permits, taxes or duplicates of the Tax Collector. The bond must be filed in the office of the Clerk of Courts before the tax collector enters in to the duties of the office, but no later than the fifteenth of March. Tax Collectors appointed to fill a vacancy in the office must meet the same bonding requirements as elected Borough Tax Collector.
- (2) Borough elected or appointed officials requiring bonding will be reimbursed for the full rate of the annual premium from the Borough General Fund.
- (3) Municipal Authority officials requiring bonding will be reimbursed for the full rate of the annual premium from the Authority's General Fund.
- (4) Other Borough officials or committee members not specifically listed above will be reimbursed for the full rate of the annual premium, from the Borough's General Fund.

(F) All of the Borough's elected or appointed officials that require bonding must provide proof of bonding to the Borough Secretary by January 30<sup>th</sup> to be considered qualified for office. All other officials or committee appointees requiring bonding are required to provide proof by March 15<sup>th</sup> to be qualified for office.



**Section 6 – Borough Committee Expenses**

- §1. Borough residents who are approved by council to serve on a Borough sponsored committee are eligible to be reimbursed for only the following expenses:
  - (a) Mileage Allowance
  - (b) Parking Fees
  - (c) Tolls
  - (d) Public Transportation Fees
  - (e) Postage
  - (f) Telephone Calls
  - (g) Meals Allowance
  
- §2. Expenses will not be reimbursed unless the Borough resident requesting reimbursement submits a written itemized Expense Report, in accordance with the provisions of this ordinance.
  
- §3. All committee expenses will be paid from the committee's operating revenues.
  
- §4. The committee chairman must ensure there is enough committee operating revenue available to pay expenses without impacting the committee's chartered mission.
  
- §5. The committee chairman must pre-approve all committee expenses and ensure that funds are available to reimburse the expenses.
  
- §6. The committee chairman for all non-revenue generating committees must receive pre-approval from Borough council before granting permission to reimburse expenses.
  
- §7. Itemized Expense Reports shall be kept and submitted with the committee's annual audit.

**Section 7 – Pre Approved Expenses**

- §1. The following list of expenses are pre-approved by Council and can be used as a guide for determining the type of expenses that are valid and authorized for reimbursement of Borough officials in accordance with Section 4, Para §2:
  - (1) Mileage Allowance
  - (2) Lodging Allowance
  - (3) Meals Allowance
  - (4) Parking Fees
  - (5) Tolls
  - (6) Public Transportation Fees
  - (7) Postage
  - (8) Telephone Calls
  - (9) Emergency Management Training Fees
  - (10) Borough representative to Inter-Intra Governmental Meeting Fees
  - (11) Annual County Fees
  - (12) State Association of Borough Fees
  - (13) Misc Gov Required Training Fees

### **Section 8 - Expense Reports**

- §1. Expenses will not be reimbursed unless the Borough official requesting reimbursement submits a written Expense Report.
- §2. The Expense Report shall be submitted within 30 days of when the expense being applied for was incurred.
- §3. The Expense Report must contain the following information:
  - (a) The official's name,
  - (b) If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each Borough related activity during the trip.
  - (c) The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct borough's business, things such as working lunch, etc).
  - (d) An itemized list of all expenses for which reimbursement is requested.
- §4. Expense reports and receipts will be kept and submitted with the Boroughs annual audit.

### **Section 9 - Receipts**

- §1. Receipts are required for all expenditures billed directly to the Borough, such as hotel charges, etc.
- §2. Receipts for expenditures billed directly to the Borough must be signed and dated by the official requesting reimbursement.
- §3. No expense in excess of \$35.00 (except personal vehicle mileage reimbursement) will be reimbursed unless the Borough official requesting reimbursement submits the Expense Report with written receipts from each vendor.
- §4. Each written vendor receipt must show the following:
  - (a) Vendor's name,
  - (b) A description of the service or items provided if not otherwise obvious,
  - (c) Date provided
  - (d) Total expense including tip if applicable.

### **Section 10 – General Travel Requirements**

- §1. All trips involving air travel, overnight stays or out-of-state travel must be pre-approved by the appropriate Borough officer.
- §2. In determining the reasonableness of travel expenses, borough officials shall consider the ways in which the Borough will benefit from the travel and weigh those benefits against anticipated costs of the travel.
- §3. Borough officials traveling on behalf of the Borough may incorporate personal travel with Borough related trips; however, officials shall not arrange Borough travel at a time that is



less advantages to the Borough or will involve greater expense to the Borough in order to accommodate personal travel plans.

- §4. Any additional expense incurred as a result of personal travel, including but not limited to extra hotel nights, additional meals or transportation are the sole responsibility of the official and will not be reimbursed by the Borough.
- §5. Expenses associated with travel of an official's spouse, family or friends will not be reimbursed by the Borough, except where the spouse, family or friend is representing the Borough in an official capacity.

#### **Section 11 – Air Travel**

- §1. The Borough will reimburse or pay only the cost of the lowest coach class fare actually available for direct, non-stop flights from the airport nearest the official's home to the airport nearest the destination.
- §2. Borough officials traveling on behalf of the Borough are not required to stay over Saturday nights in order to reduce the price of an airline ticket.
- §3. Borough officials traveling on behalf of the Borough may accept and retain frequent flyer miles and compensation for being denied boarding for their personal use.
- §4. Borough officials may not deliberately patronize a single airline to accumulate frequent flyer miles if a less expensive comparable tickets are available on another airline.

#### **Section 12 - Lodging**

- §1. Officials traveling on behalf of the Borough will be reimbursed at the single room rate for the reason cost of hotel accommodations.
- §2. Convenience, the cost of staying in city in which the hotel is located and the proximity to other venues on the official's itinerary shall be considered in determining reasonableness.
- §3. Officials shall make use of corporate and discount rates for hotels.
- §4. Officials who choose the "Deluxe" or "Luxury" hotel rates will only be reimbursed the corporate rate. The official will be responsible for paying the difference in the two rates.

#### **Section 13 – Meals**

- §1. Officials traveling on behalf of the Borough will be reimbursed for the reasonable and actual cost of meals (including tips) subject to maximum per diem meal allowance per day and the terms and conditions established by the Borough relating to the per diem meal allowance.

- §2. Officials traveling on behalf of the Borough will be reimbursed at the following per diem rate per day for meals:

Out-Of-Town Per Diem Meal Rate. Table #3	
Year	Rate
2008	\$48.00
2009	\$51.00
2010	\$54.00
2011	To Be Re-evaluated

- §3. Borough Officials are not entitled to receive meal allowances if:
- (a) The Borough business is within the Borough limits,
  - (b) The Borough business is non emergency in nature,
  - (c) The Borough business is less than 6 hours in length
  - (b) If the Borough provides the meal.

- §4. Borough Officials are entitled to meal allowances while on emergency duty within the Borough limits and if the emergency last longer than 6 hours and requires the official's presences.

- §5. The Borough will pay a meal allowance for a maximum of three meals for a 24 hour period in accordance with the following meal entitlement schedule:

Meal Entitlement Schedule. Table #4	
Meal #	Time
1	6:00 A.M.
2	12:00 (Noon) P.M.
3	6:00 P.M.
4	12:00 Midnight A.M.

- §6. Borough Officials will be compensated at the following rate per meal:

Meal Allowance Rate and Schedule. Table #5	
Year	Allowance Per Meal
2008	\$16.00
2009	\$17.00
2010	\$18.00
2011	To Be Reevaluated

#### **Section 14 – Ground Transportation**

- §1. Officials traveling on behalf of the Borough are expected to use the most economical ground transportation appropriate under the circumstances and generally use the following in this order of desirability:

- (a) **Courtesy Cars:** Most hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy



phone at the airport if this service is available. Officials should take advantage of this free service whenever possible.

- (b) **Airport Shuttle or Bus:** Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- (c) **Taxis:** When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
- (d) **Rental Cars:** Car rentals are expensive so other forms of transportation should be considered when practical. Borough Officials will be allowed to rent a car while out of town provided that advance approval has been given by the appropriate Borough officer and that the cost is less than alternative methods of transportation.

#### **Section 15 – Personal Vehicles:**

- §1. Borough officials will be reimbursed for the use of their personal vehicles when used for Borough Business whether in or out of town.
- §2. Borough officials that use their personal vehicles for Borough business will be reimbursed at the approved IRS rate per mile.
- §3. Borough officials that use their personal vehicles for Borough business will be covered by the appropriate Borough insurance coverage at no cost to the official.
- §4. In the case of Borough officials using their personal vehicle for a trip to do Borough business that would normally be made by air, mileage will be allowed at the currently approved IRS rate; however the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

#### **Section 16 – Parking/Tolls:**

- §1. Parking and toll expenses, including hotel and short term airport, incurred by Borough officials when traveling on Borough business will be reimbursed.
- §2. On airport parking is permitted for short Borough business trips; however for extended trips, official should use off airport facilities.
- §3. The cost of parking tickets, fines, car washes, valet services, etc., are the responsibility of the Borough official and will not be reimbursed.

#### **Section 17 – Meetings:**

- §1. The Borough will pay the registration fee and actual expenses, in accordance with the aforementioned compensation and expense provisions, for delegates to the county, regional and State Association of Borough meetings and conventions.

- §2. The Borough will pay actual expenses, in accordance with the afore mentioned compensation and expense provisions, for two (2) delegates to represent the Borough at Upper Dauphin County Council of Government meetings.
- §3. The Borough will pay registration fees, up to a maximum of \$100, for the Mayor to join associations and organizations for Mayors; and in accordance with the aforementioned compensation and expense provisions, pay expenses for the Mayor to represent the Borough.
- §4. The Borough may pay the actual sponsoring expense, up to a maximum of \$100, to host one inter-governmental meeting per year for elected officials; however prior approval from council is needed before a commitment to host the meeting is made.

**Section 18 – Miscellaneous Expenses:**

- §1. Officials traveling on behalf of the Borough will be reimbursed for reasonable telephone, internet and fax expenses incurred while doing Borough related business.
- §2. Officials traveling on behalf of the Borough will be reimbursed for one (1) personal telephone call home per day of travel.
- §3. The Borough will reimburse Borough officials for postage cost incurred while doing pre-approved Borough business.
- §4. When any Borough official covered by this ordinance is required by the council to give bond for the faithful performance of his/her duties, the Borough will pay the premium of such bond, except as is provided for in the Borough Code.
- §5. Reasonable gratuities that are not covered under meals may be reimbursed.
- §6. The Borough will reimburse registration fees and reasonable associated expenses for mandatory municipal emergency management training.

**Section 19 – Non-reimbursable Expenses:**

- §1. The Borough shall not reimburse any expense that is lavish or excessive and expenses that are inappropriate for reimbursement by a government organization.
- §2. Expenses that are not reimbursable include but are not limited to:
  - (a) Travel Insurance,
  - (b) First class tickets or upgrades,
  - (c) When lodging accommodations have been arranged by the Borough and the official elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Borough. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
  - (d) Limousine travel.
  - (e) Movies, liquor or bar cost.



- (f) Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization.
- (g) As the Borough representative participating in or attendance at golf, tennis or sporting events, without the advanced approval of the appropriate Borough officer.
- (h) Purchase of golf clubs or any other sporting equipment.
- (i) Spa or exercise charges.
- (j) Clothing purchases.
- (k) Business conferences and entertainment which are not approved by the appropriate Borough officer.
- (l) Valet service.
- (m) Car washes.
- (n) Toiletry articles.
- (o) Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies an official on Borough travel, it is the responsibility of the official to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.
- (p) Overnight retreats without prior approval of the appropriate Borough officer.

**Section 20 – Severability**

If any sentence, clause, section or part of this ordinance is for any reason be 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 Borough of Berrysburg that this ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**Section 21 – Repealer**

All other ordinances or parts thereof, which are in conflict with this ordinance, are hereby repealed.

**Section 22 – Effective Date**

This ordinance was effective January 1, 2008 and amended, effective January 1, 2010.

**Berrysburg Borough/Municipal Authority/Committee**  
**69 North Chestnut St.**  
 P.O. Box 213  
 Berrysburg, Pa 17005  
 717-362-9417  
 berrysburgboro@epix.net

**Attachment #1 - Personal Vehicle Expense Report**

Name:  
Address:  
City: \_\_\_\_\_ State \_\_\_\_\_  
Approving Official:

Title:  
Phone:  
ZIP:  
Month of:

Circle (1)    Boro        Authority        Committee - Name: \_\_\_\_\_

Date	Odometer Start	Odometer Stop	Miles Driven	Mileage x ???	Pkg./Tolls	Misc.	Total
		Totals					
						Balance Due	

If submitted as an expense report, attach receipts and sign below

Reason For Mileage:

Officials Signature:

Title:

Date:

Approval Signature:

Title:

Date:



This ordinance shall be effective April, 12, 2010

Enacted and ordained this 12 day of April, 2010.

Attest:

Berrysburg Borough Council

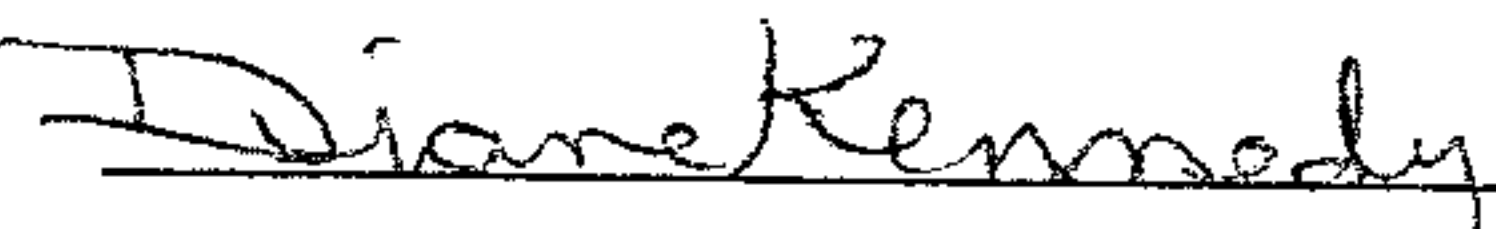
  
\_\_\_\_\_

Mayor

  
\_\_\_\_\_

President

I, Diane Kennedy, being the Secretary of the Borough Council of Berrysburg Borough, Dauphin County, Pennsylvania, do hereby certify that the copy of the within Ordinance is a true and correct copy of the original which was adopted by the Borough Council of Berrysburg, Dauphin County, Pennsylvania, at a regular meeting held at 7:00 p.m. on April 12, 2010

  
\_\_\_\_\_

Secretary