

ORDINANCE NO. 4

AN ORDINANCE ESTABLISHING FOR THE BOROUGH OF INDIAN LAKE THE POSITIONS OF SECRETARY AND TREASURER AND DEFINING THE DUTIES OF EACH AND PROVIDING FOR THE PERFORMANCE OF THE DUTIES OF BOTH OFFICES BY ONE PERSON FOR THE BOROUGH OF INDIAN LAKE, SOMERSET COUNTY, PA.

The Borough of Indian Lake hereby ordains as follows:

SECTION 1: The position of Borough Treasurer is hereby established. The Borough Treasurer before entering upon his duties shall be bonded by a reputable company in an amount equal to per cent ( %) of the estimated income of the Borough for the fiscal year.

SECTION 2: Duties of the Borough Treasurer:

- (a) He shall keep an accurate account of all receipts and disbursements.
- (b) Annually submit his account to the Borough Auditors or controller.
- (c) Pay over all moneys remaining in his hands and deliver all books, papers, accounts and other things belonging to the Borough to his successor.
- (d) Deposit all money that is received by him in a bank or a banking institution in the name of the Borough of Indian Lake.
- (e) To make expenditures when authorized by the Order of the Council assigned by the President and the Borough Secretary. However, no expenditures shall be made unless there is money in the Treasury available therefore.

SECTION 3: The position of Borough Secretary is hereby established.

SECTION 4: Duties of the Secretary:

(a) He shall attend all meetings of the Borough Council and keep full minutes of its proceedings.

(b) He shall transcribe the By-Laws, rules, regulations and Ordinances adopted into the Ordinance Book.

(c) He shall preserve the records and documents of the Borough and shall have custody of the corporate seal.

(d) He shall certify copies of any book, paper, record, by-law, rule, regulation, resolution, ordinance or proceeding of the Borough under the seal thereof which copies.

(e) He shall attest the execution of all instruments, record all Ordinances and attest the same by his signature.

(f) He shall deliver to his successor the seal and all books, papers and other records and things belonging to the Borough.

SECTION 5: Position of Secretary and Treasurer may be held by one person when authorized by the Council.

SECTION 6: Each section of this Ordinance shall be considered severable from the others and if any one of them shall be found by the Courts to be unconstitutional, it shall not affect the others.

SECTION 7: Any Ordinance or part of an Ordinance conflicting with the provisions of this Ordinance by the same are hereby repealed.

ORDAINED AND ENACTED into law this 5th day of May, 1967.

The above Ordinance having been approved for publication and having been advertised for the proper period as provided by law is hereby approved on this 5th day of May, 1967, by the majority of the Council of the Borough of Indian Lake.

APPROVED:

BOROUGH OF INDIAN LAKE

/s/ Theron H. Wider  
Mayor

BY /s/ Edward F. Specht  
President of Council

I hereby certify that the foregoing Ordinance is Ordinance No. 4 approved May 5, 1967, duly advertised and transcribed.

*Lucille F. Garman*  
Secretary, Borough of Indian Lake