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(1, \$101)

(1, \$101)

Part 1
Township Personnel
Amended as per Ord. 2008-10-1

\$101. Compensation of Township Supervisors

1. Each Supervisor of Bradford Township elected or appointed to office on or after January 1, 1996, shall receive compensation as a Supervisor in the annual amount of two thousand five hundred dollars (\$2,500.00).
2. Compensation is defined as payment discharging those duties set forth in Section 607 of the Second Class Township Code and including but not limited to attending monthly board meetings.
3. Such compensation shall be paid in equal quarterly installments paid with the last payroll of the ending quarter.
(Ord. 1985-1, 1/1/1986; as amended by Ord. 91-23, 12/23/1991; Ord. 12/18/1995, \$1; and by Ordinance No. 2008-08-1)

Part 2

Firemen's Relief Association

§201. Recognition of Firemen's Relief Association.

1. The following association is hereby recognized as actively engaged in providing fire protection and/or emergency services in the Township of Bradford.

Bradford Township Volunteer Fire Department Relief Association

The above named association has been formed for the benefit of its members and their families in case of death, sickness, temporary or permanent disability or accident suffered in the line of duty.

2. The above named Association of the Township is designated the proper association to receive such funds as are due and payable to the Township Treasurer by the Treasurer of the State of Pennsylvania from the tax on premiums from foreign fire insurance companies.

§202. Certification to Auditor General. The Board of Supervisors shall annually certify to the Auditor General of the Commonwealth, the name(s) of the active associations and the percentage of service they contribute to the protection of the Township. Such certification shall be on forms prescribed by the Auditor General. (Ord. 1-89, 3/13/1989)

§203. Annual Appropriation. There is annually appropriated from the Township Treasury all such sums of money that may hereafter be paid into the Township Treasury by the Treasurer of the State of Pennsylvania on account of taxes paid on premiums of foreign fire insurance companies in pursuance of 1984 Act of December 18, No. 205, §§701 et seq. as hereafter amended, supplemented, modified or reenacted by the General Assembly of Pennsylvania. Such monies received by the Township Treasurer from the State Treasurer shall be distributed to the duly recognized association(s) within sixty (60) days of receipt. The funds shall be distributed on the basis of the percentage of service established in the certification to the Auditor General and with other provisions of the Act. (Ord. 1-89, 3/13/1989)

Part 3

Police Pension Plan

§301. Police Pension Fund Established.

1. There is hereby established in Bradford Township a police pension fund or pension annuity to be maintained by a charge against each member of the police force, by annual appropriations made by the Township, by payments made by the State Treasurer to the Township from moneys received from taxes paid upon premiums by foreign casualty insurance companies for the purposes of pension retirement for policemen and by gifts, grants, devises or bequests granted to the pension fund pursuant to §302 hereof, in an amount equal to six percent (6%) per annum of the gross salary payable to each member to be deducted in equal installments from each and every paycheck. However, on an annual basis, the Board of Supervisors may waive such contribution.

2. Such fund shall be under the direction of the Township Supervisors and shall be applied for the benefit of such members of the police force as shall receive honorable discharge therefrom by reason of age and service and for death benefits as hereinafter provided.

(Ord. 1974-2A, 10/28/1974, §I; as amended by Ord. 1974-2B, 9/26/1983, §1; and by Ord. 1-89, 3/13/1989)

§302. Authority. The Police Pension Fund is hereby authorized to take by gift, grant, devise or bequest any money or property, real, personal or mixed, in trust, for the benefit of such funds, and the care, management, investment and disposal of such trust funds or property shall be vested in the Township Supervisors, and the said trust fund shall be governed by regulations prescribed by the Township Supervisors, subject to such directions not inconsistent therewith as the donors of such funds and property may prescribe. (Ord. 1974-2A, 10/28/1974, §II)

§303. Eligibility for Benefits.

1. In order to become entitled to benefits, a member shall have a minimum period of total police service not less than an aggregate of twenty-five (25) years in Bradford Township and shall have attained the age of fifty (50) years, after which he may retire from active duty and such members as are retired shall be shall be subject to service, from time to time, as a police reserve, in cases of riot, tumult or preservation of the public peace until unfit for such service, when they shall be finally discharged by reason of age or disability. The Township shall offset the member's monthly pension benefit by Social Security old age insurance benefits being received by the member. The offset will be at zero (0) percent of the member's primary Social Security benefit. Said offset will not occur before the police officer has attained the age necessary to receive full Social Security old age insurance benefits. Only wages earned as a Bradford Township Police Officer will be used in calculating the offset. [Ord. 3/10/1997]

2. If the twenty-five (25) years service of a member be not continuous service, then- such member shall receive no credit for service prior to his most recent continuous term of service unless and until such member shall have paid back to the pension fund all charges refunded to him under §307 hereof.

3. No person shall be regarded as a member of the police force for the purposes of this Part, nor shall he be a member of the retirement plan herein established, nor shall he have any rights under this Part, until he shall have been employed as a policeman by Bradford Township for the period of four (4) months.

(Ord. 1974-2A, 10/28/1974, §III; as amended by Ord. 3/10/1997, §1)

§304. Payments.

1. Payments made under the provisions of this Part shall not be charged on any other fund in the treasury of Bradford Township, or under its control, save the police pension fund herein provided for.

2. The basis for determining any pension payable under this Part, following retirement of any member of the force meeting the service and age qualifications above provided, shall be as follows:

Monthly pension or retirement benefits shall be one-half (~) of the monthly average base salary of such member during the last thirtysix (36) months of employment.

3. In case of the death of a member, from any cause, whatever, during such time as he shall be actively employed as a member of the Bradford Township Police force, his designated beneficiary, or his estate, as the case may be, shall receive such death benefits as are hereinafter prescribed by policies of life insurance.

§305. Purchase of Life Insurance Policies and Annuities.

1. For the purpose of providing benefits from the Police Pension Fund, the Township shall apply and use the moneys in the said Fund (1) to purchase life insurance policies, and annuity policies, said policies respectively designating as insureds each of the members of the police force and as beneficiaries such persons, if any as the respective insureds may select within the requirements of the law, and (2) to invest in lawful securities or investments as a funded reserve to meet any pension obligation not funded through life insurance, annuity or endowment policies.

2. Any life insurance or annuity policy shall be purchased only from life insurance companies duly qualified and authorized to do business within the Commonwealth of Pennsylvania: The Township shall be the owner of all such policies and shall retain all rights of ownership, including but not limited to all rights of cashing, converting and electing options thereunder.

3. Annuity policies and/or life insurance policies aggregating a sufficient value to guarantee each member as insured thereunder, the principal benefits as provided in §§303 and 304 hereof, shall be purchased by the Township as aforesaid.

4. Life insurance policies incidental to the annuity in the amount of twenty-five thousand dollars (\$25,000.00), shall be purchased on his account and provide for the payment into his estate or unto designated beneficiaries, as the case may be, upon his death, the face value of the said policy.

§306. Secretary to Estimate Retirement Benefits. The Plan Administrator shall on or about the first day of July of each year, upon the retirement of each member, and at such other times as he shall deem proper, review and examine the salary of each member, and all other factors which may be of assistance in presently estimating the retirement benefits ultimately payable to him, and at the same time, the Plan Administrator shall also examine and review the annuity coverage applicable to each member.' The Plan Administrator shall thereupon and from time to time increase, reduce or otherwise revise the said coverage applicable to each member as and if indicated by the aforesaid review and examination. (Ord. 1974-2A, 10/28/1974, §VI; as amended by Ord. 1-89, 3/13/1989)

§307. Ineligibility to Receive Pension. Any member who for any reason whatsoever shall be ineligible to receive a pension upon the termination of his employment as a police officer of the Township after having contributed any charges to the fund established pursuant to this Part, shall be entitled to a refund of all moneys paid by him into such funds immediately upon the termination of such employment in the following manner:

1. If the termination of his employment is due to death, the value of any and all life insurance policies providing for death benefits shall be paid to his designated beneficiary, or in the absence thereof to his estate, in accordance with the terms of the said ,policy. All annuity policies issued on his account but containing no death benefits shall be cashed forthwith and the proceeds thereof shall become a part of the general assets of the Pension Fund. No payments in addition to the foregoing will be made on behalf of a deceased member under this subsection except to the extent that, the charges paid by the deceased member shall exceed the value of the life insurance policies providing for death benefits.

2. If the termination of employment as a Township Police Officer shall be due to any reason other than his death, all policies purchased on his account shall be cashed by the Township. However, such former member shall immediately upon the cashing of said policies, be paid out of the cash proceeds thereof an amount equal to the total of the charges contributed by him plus six percent (6%) interest and the balance of the cash proceeds shall become a part of the general assets of the Pension Fund.

(Ord. 1974-2A, 10/28/1974, §VII; as amended by Ord. 1974-2B, 9/26/1983, §2)

§308. Funding.

1. Members shall pay into the fund monthly an amount equal to, not less than five percent (5%), nor more than eight percent (8%). The aforesaid member contributions, together with the other sources of revenue as herein provided, shall be devoted exclusively to the purposes of this Part. All funds not required for the purchase of life insurance and annuity policies shall be retained as a reasonable reserve for the purchase of additional annuity coverage, and pending expenditure for such purpose, shall be invested in such securities as the Township Supervisors shall from time to time direct.

2. Any additional funds necessary for the purchase of life insurance and annuities or for the establishment and maintenance of adequate reserves shall be the obligation of the Township and shall be paid by it to the Pension Fund by annual appropriations.

3. The payments made by the State Treasurer to the Township for moneys received from taxes paid upon premiums by foreign casualty insurance companies for the purchase of pension retirement or disability benefits for policemen shall be used as follows: (1) to apply against the annual obligation of the Township for the maintenance and operation of the pension plan hereby established, or to the extent that the payment may be in excess of such obligation; (2) to reduce member contribution. Unless otherwise specifically provided, any other moneys paid into the Police Pension Fund shall be applied equally against the member and municipal portions of the said cost of operation.

4. The Supervisors may by resolution, if the Police Pension Fund is actuarially sound, waive the necessity of contribution by the members of the police force and appropriations from the Township General Fund.

(Ord. 1974-2A, 10/28/1974, §VIII)

§309. Administration of Annuities, Assets and Liabilities. All annuity policies and other assets and liabilities of members in the Police Pension Fund heretofore established under the Act of June 21, 1963, P.L. 752 as amended shall be discontinued and be administered under this Part. (Ord. 1974-2A, 10/28/1974, §IX)

§310. Right to Equal Proportionate Share. No person participating in the Police Pension Fund established pursuant to this Part who becomes entitled to receive a benefit therefrom, shall be deprived of his right to an equal proportionate share therein upon the basis upon which he first became entitled thereto. (Ord. 1974-2A, 10/28/1974, §X)

§311. Pension Payable Only to Member or Designated Beneficiary. The pension payments herein provided for shall not be subject to attachment, execution, levy, garnishment or other legal process and shall be payable only to the member or his designated beneficiary and shall not be subject to assignment or transfer. (Ord. 1974-2A, 10/28/1974, §XI)

§312. Expense of Administration. The expense of the administration of this fund, exclusive of the payment of retirement allowances, shall be paid from the Police Pension Fund. (Ord. 1974-2A, 10/28/1974, §XII; as amended by Ord 10/23/1989, 10/23/1989)

§313. Military Service. Any member of the police force who has been a regular appointed employee of the Township for a period of at least six (6) months and who thereafter shall enter into the military service of the United States, shall have credited to his employment record for pension or retirement benefits all of the time spent by him in such military service, if such person returns or has heretofore returned to his employment within six (6) months after his separation from the service. (Ord. 1974-2A, 10/28/1974, §XIII)

§314. Actuarial Report. The Supervisors may by Resolution appoint an actuary to examine the fund from time to time for compiling a report to any agency of the Commonwealth and shall fix his compensation to be paid from the Township Police Pension Fund. (Ord. 1974-2A, 10/28/1974, §XIV; as amended by Ord. 1-89, 3/13/1989)

§315. Vesting of Rights. The rights of all members of the Bradford Township Police Force entitled to benefits under this Part shall have their rights therein vested after completion of twelve (12) years of service in the said police department. (Ord. 1974-2B, 9/26/1983, §3)

§316. Disability Benefits. Notwithstanding any other provision of this Part, any police officer who becomes permanently and totally unable to perform police duties as a result of a mental or physical impairment sustained in the course and scope of employment shall be eligible for immediate retirement benefits calculated at the rate of seventy-five (75) percent of his or her highest monthly compensation. Claims for disability retirement must be supported by certification of a licensed medical practitioner. Contest of such claims shall be submitted to arbitration pursuant to the grievance procedure contained in the collective bargaining agreement between the Township and the members of its police force. Employee shall be required to submit to an independent medical examination by a doctor chosen by the Township. (Ord. 1974-2A, 9/26/1983; as added by Ord. 3/10/1997, §1)

§317. Cost of Living. In addition to other monthly pension or retirement allowances or increments, each person receiving retirement benefits shall receive annual cost of living increases equal to the percentage increases in the Consumer Price Index from the year in which the member last worked; provided, however, that in no case shall the total pension benefits exceed seventy-five (75) percent of the compensation for computing retirement benefits or thirty (30) percent of such compensation in total cost of living increases, whichever is lesser. (Ord. 1974-2A, 9/26/1983; as added by Ord. 3/10/1997, §1)

B. Non-Police Employee Pensions

§351. Effective Date. The original effective date of the Pension Plan shall be January 1, 1974. (Res. 86-7, 4/14/1986, §1)

§352. Membership in the Plan. Each full-time permanent employee, who works at least thirty-five (35) hours a week, shall be eligible for said pension benefits after ten (10) years of service as employee and at age sixty-two (62), which is the later date, but not sooner than at age sixty two. (Res. 86-7, 4/14/1986, §2; as amended by Ord. 1/27/1992, 1/27/1992, §1; and by Ord. 2/14/2000, §1)

§353. Retirement. Pension benefits shall be vested after ten (10) years of continuous service as an employee for the Township and said employee shall be entitled thereto upon retirement and after said ten (10) years of service or at age sixty-two (62), whichever is the later date, but cannot receive any such benefits until at least age sixty-two (62). (Res. 86-7, 4/14/1986, §3; as amended by Ord. 1/27/1992, 1/27/1992, §1; and by Ord. 2/14/2000, §1)

§354. Retirement Benefits. The pension benefits shall consist of one hundred (100) percent joint and survivor life annuity based upon two (2) percent of compensation averaged over the final thirty-six (36) months of employment multiplied by the years of service at retirement. (Res. 86-7, 4/14/1986, §4; as amended by Ord. 2/14/2000, §1)

§355. Termination. A member shall cease to become an eligible member of the plan in the event of termination of employment prior to being considered a full-time employee for ten (10) years. (Res. 86-7, 4/14/1986, §5; as amended by Ord. 1/27/1992, 1/27/1992, §1; and by Ord. 2/14/2000, §1)

§356. Trustees, Actuarial Assumptions and Payment of Costs. The pension plan shall be subject to certain actuarial assumptions as may be determined from time to time. The cost of the pension plan shall be paid out of the Non-Police Employee Pension Plan. (Res. 86-7, 4/14/1986, §6; as amended by Ord. 10/23/1989, 10/23/1989; and by Ord. 2/14/2000, §1)

Part 4

Township Planning Commission

§401. Creation of Commission. A Township Planning Commission, to be composed of seven (7) members, appointed as provided by law (53 P.S. §10202), is hereby created in and for the Township of Bradford. The Planning Commission shall perform all duties and may exercise all powers conferred by law upon the Township planning agencies; provided, the Planning Commission previously created in and for the said Township shall constitute the tenure of any of the members thereof, but any and all vacancies in the said Commission, hereafter occurring, shall be filled in the manner and for the term provided in the law governing township planning commissions in effect at the time of the happening of the said vacancy. (Ord. 1-89, 3/13/1989; as amended by Ord. 12/19/1996, §1)

Part 5
Schedule of Fees

It is hereby resolved by the Board of Supervisors of the Township of Bradford that all fees are hereby fixed as follows:

Banks, Checks

Returned \$15.00

Building Code Enforcement

Applications; Fees; Certifications; Re-Inspections; Compliance Letters

Owners of certain property, who enter into a sales agreement or sell property

Single-unit dwelling 100.00

Apartment buildings with up to 3 units 100.00

Apartment Buildings with up to 3 units \$100.00 for the first 3 units \$50 for each additional unit

Landlords-inspect and file report on rental or rentable units (first inspection) 20.00

If defects found, and certification is not issued, at first inspection, a second inspection shall be free of charge, provided that the dwelling passes the second inspection

In the event of a second failure a fee of \$25.00 will be charged for third and subsequent inspections.

[Res. 98-19]

Building Permit Fees

(Flood Plain Permits)

0 - \$100 00.00

101 - \$1000 20.00

1001 & up (\$25.00) plus \$1.00 per \$1000 based upon cost of sq.ft. @ \$25.00 per sq.ft. for principal structure or

(\$10.00) per sq.ft. for auxiliary structures;
i.e. garage, car-port, porch, etc.

Administration fee (for construction without a building permit in violation of the zoning permit provisions) 75.00

[Res. 89-29]

Copies

Map copies (determined by size of map)

Ordinance copies (determined by number of pages @ .25 per page) .25

Xerox Copies - single sheet .25

Garbage and Rubbish

Collection

Monthly collection, limit 3 bags 15.50

Monthly collection, over 3 bag limit 1.00 extra bag

[Res. 98-24]

Dumpster Rentals

<u>Dumpster Size</u>	<u>Dumping Charge</u>
<u>4 Yard</u>	
Monthly Rental	\$50.00
<u>6 Yard</u>	
Monthly Rental \$60.00	\$60.00 each time dumpster is emptied

8 Yard

Monthly Rental \$80.00 each time dumpster is emptied

Weekly Rate

4 Yard

Setting Charge \$15.00

Rental \$15.00

Dumping Charge \$50.00

Roofing dumping charges (double regular dumping charge) \$100.00

6 Yard

Setting Charge \$15.00

Rental Dumping Charge \$20.00

Roofing dumping charges (double regular dumping charge) \$70.00

8 Yard

Setting Charge \$15.00

Rental \$25.00

Dumping Charge \$90.00

Roofing dumping charges (double regular dumping charge) \$180.00

[Res. 98-24]

Junk Yard License (13, 306)

Fee determined by amount of land to be used by licensee

Less than 15,000 sq. ft. 50.00

More than 15,000 sq. ft. but less than 40,000 sq. ft. 100.00

More than 40,000 sq. ft. 200.00

Fee for transfer of license to another person 10.00

Police accident reports	15.00
Sewage Disposal Systems (18, 109)	
Holding Tank Permit	\$300.00
Perk test for on-lot sewer systems	350.00
Sewer system tap-on connection	1,000.00 [Res. 01-19]
Sewage Usage Charge	
Monthly Fee	20.00 [Res. 01-22]
Storage (10, 403)	
Motor Vehicles -	
30-day temporary storage	25.00
Permanent Storage	100.00
Personal Property-	
30-day temporary storage	25.00
Permanent Storage	100.00
[Res. 89-13]	
Street Excavations	
(In accordance with Fee Schedule issued by Pennsylvania Department of Transportation)	
Subdivision	
Administration of minor subdivision	35.00 flat fee plus
Four (4) lots or less	25.00 per lot
Administration of major subdivision	125.00 flat fee plus
Five (5) to fifteen (15) lots	200.00 flat fee
Sixteen (16) lots or more	350.00 flat fee
Land Development and special exception hearings	150.00
Inspection fee (each member, each visit)	15.00
Administration fee (for violation)	250.00 (in addition to usual and required subdivision and

	Land development fees)	
Hearing in front of Planning Commission	75.00	
[Res. 96-12]		
Stormwater Management		
Drainage Plan application	25.00	
10 year inspection fee	500.00	
[Res. 96-12]		
Transient Merchant (13, 103, 104)		
Application Fee	2.00	
Six day license fee	3.00	
24 day license fee	13.00	
Zoning		
Administration fee (for construction without a building permit in violation a building permit in violation off the zoning permit provisions)	75.00	
Certificate of Zoning Compliance additional costs calculated as follows:	35.00 flat fee plus	

Building Costs	Flat Rate Plus	\$ per thousand of cost
0 - 1,000	10.00	1.00
1,001 - 20,000	20.00	1.00
20,001 - 40,000	25.00	1.00
40,001 - 60,000	30.00	1.00
60,001 - 80,000	35.00	1.00
80,001 - 100,000	40.00	1.00
100,001 - 140,000	45.00	2.00
141,000 - 180,000	50.00	2.00
181,000 - 200,000	55.00	2.00
201,000 - 250,000	60.00	2.00
251,000 - 300,000	65.00	2.00

(1, Part 5, cont'd)

(1, Part 5, cont'd)

300,001 - 350,000	70.00	2.00
350,001 - 400,000	75.00	2.00
400,001 - 450,000	80.00	2.00
450,001 - 500,000	85.00	2.00
500,001 - 1,000,000	100.00	2.00
1,000,000 - over	200.00	2.00

If a cost of construction is not listed on the zoning compliance application, the cost of the application shall be calculated by Commercial and House Living Space 55.00 per sq. ft. of living space

Finished Basement Space 35.00 per sq. ft.

Garage space 15.00 per sq. ft.

[Res. 96-12]

Copies of Zoning Ordinances 10.00 [Res. 93-26]

Fences 35.00 [Res. 96-12]

Hearings for Variance in Front of Zoning Hearing Board 225.00 (in addition to usual required zoning compliance fees)

[Res. 96-12]

Hearings for Special Exceptions in Front Zoning Hearing Board 225.00 (in addition to usual required zoning compliance fees) [Res. 96-12]

Hearing for challenges of the validity of the Zoning Ordinance and Subdivision and Land Development Ordinance in Front of

Zoning Appeal Board 225.00

Board of Supervisors 300.00

[Res. 96-12]

Swimming Pool 35.00 [Res. 96-12]

(Res. 89-11, 3/13/1989; as amended by Res. 89-13, 5/22/1989; by Res. 89-25, 5/22/1989; by Res. 89-29, 8/28/1989; by Res. 90-7, 1/8/1990; by Res. 93-26,

7/12/1993; by Res. 93-30, 9/13/1993; by Res. 94~17, 11/21/1994; by Res. 9612, 4/8/1996; by Res. 96-20, 12/19/1996; by Res. 98-19, 10/12/1998; by Res. 98-24, 11/9/1998; by Res. 01-19, 7/9/2001; and by Res. 01-22, 11/12/2001)

Part 6

Ordinance Enforcement Procedure

§601. Ordinances Amended. The following Ordinances are amended:

Chapter 2 - Animals

Part 1 Animals Running at Large, §107

Part 2 Animal Noise Control, §204

Chapter 4 - Buildings

Part 1 Building Permits, §104

Part 2 Dangerous Structures, §209

Chapter 6 - Conduct

Part 1 Curfew, §106

Chapter 8 - Floodplains

Part 2 Administration, §210

Chapter 10 - Health and Safety

Part 1, Noise, §111

Part 2, Storage of Motor Vehicles, §207

Part 3, Vegetation, §304

Part 4, Storage of Certain Personal Property, §407

Chapter 13 - Licenses, Permits and General Business Regulations

Part 1 Transient Retail Businesses, §112

Part 2 Junkyards and Refuse, §313

Chapter 15 - Motor Vehicles

Part 4 General Parking Regulations, §407

Part 5 Removal and Impoundment of Illegally Parked Vehicles, §509

Part 6 Snow and Ice Emergency, §604

Chapter 18 - Sewers and Sewage Disposal

Part 1 Individual or Community Sewage Systems, §108

Part 2 Holding Tanks, §209

Part 3 Bradford Township Sewage District

Part 4 Sewer System Rules and Regulations, subsection (L) Delinquencies, Violations and Remedies, §472

Chapter 20 - Solid Waste

Part 1 Garbage and Rubbish, §108

Part 2 Prohibiting the Dumping of Garbage or Rubbish, §202

Chapter 21 - Streets and Sidewalks

Part 1 Excavations, §106

Chapter 22 - Subdivision and Land Development

Part 9 Administrations and Modification, §905

Chapter 23 - Swimming Pools

Part 1 Private Pool Standards, §111

Chapter 24 - Taxation, Special

Part 2 Earned Income Tax, §207

Part 4 Occupational Privilege Tax, §412

Chapter 26 - Water

Part 1 Public Water System, §107

Part 2 Tunungwant Creek Watershed Stormwater Management, subsection (H) Enforcement and Penalties, §800

§602. Action to be Deemed Civil Violation Rather than Criminal

Violation. The penalty described in each Ordinance shall be deemed to be a civil violation rather than a criminal violation. (Ord. 6-96-1/ 6/17/1996, §2)

§603. Repeal. All references in each Ordinance to criminality and criminal fines are repealed. (Ord. 6-96-1/ 6/17/1996, §3)

§604. Civil Fines. Civil fines applicable to violations of each Ordinance shall be established. (Ord. 6-96-1, 6/17/1996, §4)

§605. Fines to be Determined by Township. determined by the officer of Bradford Township Board of Supervisors. (Ord. 6-96-1, 6/17/1996,

Said civil fines shall be authorized to do so by the \$5)

§606. Police Officer or Code Enforcement Officer Authorized to Enforce.

The Police Officer or Code Enforcement Officer of Bradford Township shall initiate civil enforcement proceedings as required to achieve compliance with each Ordinance. (Ord. 6-96-1, 6/17/1996, §6)

§607. Ordinances Adopted between May 7, 1996/ and April 7, 1997. All Ordinances enacted after May 7, 1996, and prior to the date of this Section and regulating building, housing, property maintenance, health, fire, public safety, parking / solicitation, curfew, water, air or noise pollution are hereby amended and shall be enforced as summary offenses under the Pennsylvania Rules of Criminal Procedure, pursuant to Act 172 of 1996. (Ord. 4/15/1997, §1)

Part 7

Tuna Valley Council of Governments

§701. Short Title. This Part shall be known as the "Tuna Valley COG Organizational Ordinance." (Ord. 8/9/1999B, §1)

§702. Purpose. The purpose of this Part is to promote the order, convenience, prosperity and general welfare of the Township of Bradford in its participation in the Tuna Valley COG and its cooperative programs as authorized by the Intergovernmental Cooperation Law 'of 1996, as may in the future be amended. (Ord. 8/9/1999B, §2)

§703. Membership. The Township of Bradford hereby accepts membership into the Tuna Valley Council of Governments (COG) and shall remain a member unless and until such time as the Board of Supervisors shall repeal this Part establishing its membership and provide notice in writing to the remaining member governments of the Tuna Valley COG in accordance with the COG bylaws. (Ord. 8/9/1999B, §3)

§704. Adoption of Bylaws. The Township of Bradford hereby approves adoption of the bylaws of the Tuna Valley COG, which bylaws as approved by the COG shall be incorporated in this Part by reference. The Board of Supervisors are authorized by resolution duly adopted to approve future modifications or amendments of such bylaws on behalf of the Township of Bradford. (Ord. 8/9/1999B, §4)

§705. Appropriation of Money. The Board of Supervisors are hereby authorized to appropriate moneys from the governmental funds of the Township of Bradford as approved by resolution duly adopted in accordance with the Tuna Valley COG bylaws to:

- A. Pay any membership fees and/or duties in the COG.
- B. Pay the Township of Bradford's proportionate share of any other miscellaneous administrative fees and costs.
- C. Pay the Township of Bradford's proportionate share of any program assessments for projects or programs undertaken through the COG in which the Township of Bradford participates.

(Ord. 8/9/1999B, §5)

§706. Township of Bradford Delegates. In accordance with the bylaws Valley COG, the following provisions shall apply to appointment of the Township of Bradford delegates to the COG:

designated delegate and not less than one (1) alternate delegate to attend all COG meetings and to speak and vote on behalf of the Township of Bradford and shall provide written notification of these appointments to the Tuna Valley COG Chairperson; by December 15th in accordance with the COG bylaws.

B. The Township of Bradford's designated delegate and/or alternate 'delegate may exercise only such authority in proceedings of the Tuna Valley. COG as has been delegated by the Township of Bradford and the COG.

C. To the extent that any act or action by ~he Tuna Valley COG requires performance of an official act or approval by the Township of Bradford, such act or action by the COG shall not bind the Township of Bradford until such time as the Board of Supervisors by resolution so adopted has approved participation by the Township of Bradford in such act or action.

D. The Township of Bradford's delegate and alternate delegate(s) to the Tuna Valley COG shall report to the Board of Supervisors concerning all activities of the COG.

(Ord. 8/9/1999B, §6)

§707. Enforcement. The Board of Supervisors are authorized to take all actions required to effectuate this Part. (Ord. 8/9/1999B, §7)

Part 8

Public Records

§801. Short Title. This Part shall be known as the "Public Records Ordinance." (Ord. 2002-10-1, 10/14/2002)

§802. Purpose. The purpose of this Part is to promote and to ensure the expeditious, orderly and responsible dissemination of requested public records. (Ord. 2002-10-1, 10/14/2002)

1. The Township Secretary shall be the official and lawful custodian of all Township public record(s) within the meaning of Title 65 P.S. §66.1. (2) or subsequent legislation. No public record(s) shall be examined, copied or released except through and as approved by the said custodian. The official records custodian is hereby authorized to make and enforce any and all reasonable rules and regulations governing the dissemination of Township public record(s) which are not inconsistent with the terms of this Part. The official records custodian shall, unless impracticable, notify each of the Supervisors of any request for a public record on the day such request is made. The official records custodian shall answer all oral or written inquiries of the Township Supervisors or any of them concerning the public record(s) of the Township and any requests therefore.

2. The deputy custodian shall be the Assistant Secretary of the Township. In the absence of the official custodian, the said deputy custodian shall exercise the powers and shall discharge the responsibilities herein conferred on the official custodian.

§804. Requests for Public Records. All requests for public record(s), except those made by the Township Supervisors or their authorized agents, shall be submitted in writing. All requests for public record(s) shall, in the ordinary course, be complied with or be denied in writing, in whole or in part, within not more than five (5) days. The official records custodian shall promptly deliver to the Supervisors copies of any and all public record(s) which have been requested and disseminated. The written denial of any request for a public record shall state the reason(s) for the denial. (Ord. 2002-10-1, 10/14/2002)

§805. Public Records Policy. The official records custodian shall endeavor to expedite and to promptly honor all routine requests (i.e., those requests for public record (s) which do not require redaction, offsite or technical retrieval or legal review). The official records custodian may, in his or her discretion, respond to identified verbal requests for public record(s). The official records custodian shall not respond to anonymous requests for public record(s). (Ord. 2002-10-1, (10/14/2002)