

**BOROUGH OF MARIETTA
Lancaster County, Pennsylvania**

RESOLUTION NO: 07-2016

**RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH
OF MARIETTA, LANCASTER COUNTY, PENNSYLVANIA,
ESTABLISHING ORGANIZATIONAL CHART AND STANDING COMMITTEES**

WHEREAS, the Council previously established standing committees; and

WHEREAS, the Marietta Borough Council has determined to change the previously established standing committees;

NOW THEREFORE, BE AND IT IS HERBY RESOLVED by Borough Council of the Borough of Marietta, Lancaster County, Pennsylvania, as follows:

Section 1. Borough Council of the Borough of Marietta hereby establishes the following standing committees of Council, each of which standing committee shall be composed of three members.

Administrative Committee
Planning-Zoning Committee
Public Outreach Committee
Public Works Committee
Public Safety Committee

Section 2. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such invalidity, illegality or unconstitutionality shall not affect or impair the remaining provisions, sections, sentences, clauses or parts of this Resolution, it being the intent of Borough Council that the remainder of the Resolution shall be and shall remain in full force and effect.

Section 3. This Resolution shall take effect and be in force immediately.

IN WITNESS WHEREOF, this Resolution is adopted the 10th day of May 2016.

Attest:

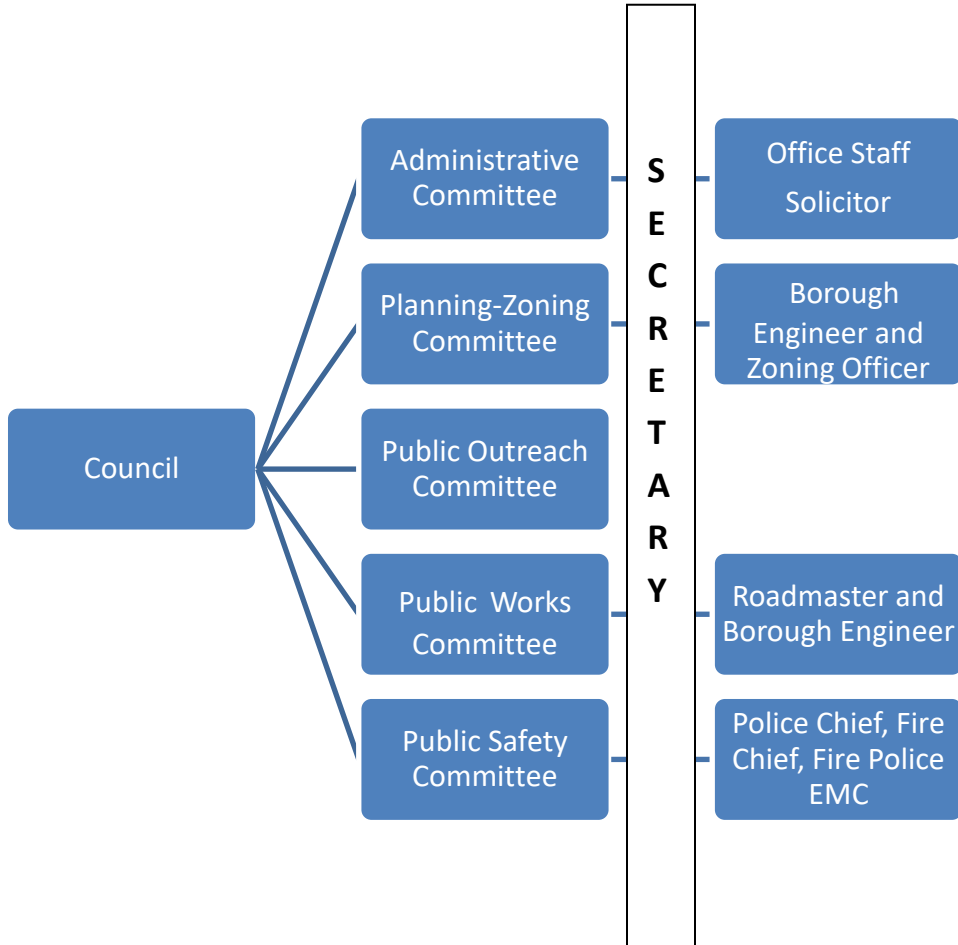
Marietta Borough Council

Borough Secretary/Treasurer

Bridey Hannold, President

Council members: Harold V. Kulman, Vice-President
Steven Foreman
Sharon Renninger
Leah Nagle
Glen Mazis
Marcus Snow
Raymond Vegso, Mayor

Organizational Chart



Notes:

- The relationship between the Council and Committees has Council recommending work items to committees and the committees vetting those issues and bringing recommendations back to Council.
- The Secretary/Treasurer works at the direction of Council as a whole. In between meetings and where necessary, the Admin Committee and the President will provide support and direction.
- The Secretary/Treasurer directs all staff and consultants except in those instances specifically enumerated by Council.

Administration Committee

Purpose: The administration committee will be responsible for overseeing the administration, procedural, legislative, human resources, general finance, and compliance issues of the Borough. The committee does not supersede the authority of the Council, but should act to prepare items for full council review, and to act to assist with the administration of Borough business in between Council meetings.

Specific duties assigned:

- Represent council as an administrative body in between meetings.
- To be the main point of contact between Council and the Secretary/Treasurer when not otherwise assigned.
- To work with the staff, committees, and consultants to prepare documents, reports, agendas, and legislative items for the council meetings.
- To advise and counsel the Treasurer on regular items in the area of finance.
- To serve as an intermediate point for resolution of HR issues.
- The regular review of ordinances and resolutions for accuracy and compliance.
- To conduct the performance review of the secretary, to assist the secretary with performance reviews, to make wage recommendations to council.
- Prepare a monthly report to council on activities

Composition: Three Council members as assigned by the Council President. Council President is always Chair of this committee. Meeting to be attended by Secretary/Treasurer.

Provides guidance to: Secretary/Treasurer, Solicitor (as assigned)

All actions of the committee require two person vote, except those duties specifically assigned by the committee.

Meetings: Monthly. Open to the public.

Sample Agenda:

1. Call to order
2. Secretary/Treasurer's report
3. Solicitors Report (if necessary)
4. Old business
5. New business
6. Public comment
7. Adjournment

Public Works Committee

Purpose: The public works committee will oversee the areas of streets, parks maintenance , infrastructure, sewers, building and facility maintenance, equipment and all other aspects typically associated with municipal public works. The committee will act to carry out the direction of council, to provide council with guidance and information on matters of public works, and will work as a liaison between public works department and council.

Specific duties assigned:

- Develop and annually update a 3 year road maintenance plan
- Prepare and execute bids and execute activities for road and infrastructure repair, development and maintenance
- Develop and annually update equipment inventory and replacement schedule
- Work with PW department to ensure sufficient staffing, training, and safety is in place.
- Develop the public works and liquid fuel sections of the budget.
- Prepare a monthly report to council on activities

Composition: Three Council members as assigned by the Council President. Meeting to be attended by the roadmaster.

All actions of the committee require two person vote, except those duties specifically assigned by the committee.

Meetings: Monthly. Open to the public.

Sample Agenda:

1. Call to order
2. Roadmaster report
3. Zoning Officers Report (if necessary)
4. Old business
5. New business
6. Public comment
7. Adjournment

Public Safety Committee

Purpose: The public safety committee shall work towards ensuring the public safety of the Borough and will work to coordinate the activities of the fire, police, fire police and emergency services departments towards those ends.

Specific duties assigned:

- Act as liaison between council and fire, police, fire police and EMC
- Work with all agencies to develop and annually evaluate emergency planning
- Work with all departments to ensure sufficient staffing, training, and safety is in place.
- Develop public safety sections of the budget.
- Prepare a monthly report to council on activities
- Prepare an annual public safety report

Provides guidance to: Police, Fire Chief, Fire Police EMC

Composition: Two council members as assigned by the Council President. Meeting attendance requested of fire chief, EMC, fire police and police representative. Mayor to attend as police representative.

All actions of the committee require two person vote, except those duties specifically assigned by the committee.

Meetings: Monthly. Open to the public.

Sample Agenda:

1. Call to order
2. Police, fire, and EMC report
3. Old business
4. New business
5. Public comment
6. Adjournment

Planning, Zoning and Environmental Committee

Purpose: The planning, zoning and environmental committee shall work with the Planning Commission, Zoning Hearing Board, the Zoning Officer, and Solicitor to oversee all aspect of Planning, Zoning, Green Infrastructure and related Regulatory Compliance within the Borough. The Chair shall serve as an alternate to the Planning Commission.

Specific duties assigned:

- Act as liaison between council, planning commission and zoning hearing boards
- Review and update all ordinances pertaining to land use and planning.
- Develop planning strategies that promote green infrastructure, MS4 compliance, and the preservation of Marietta’s heritage and historic resources.
- Review regulatory compliance of issues such as, but not limited to MS-4, flood plain, and storm water management.
- Direct Borough staff and consultants in areas of planning, zoning, and compliance.
- Make recommendations to Council on all matters of planning, zoning, environmental impact, and historic preservation.
- Develop Boroughs Comprehensive Plan, SALDO, Storm water management Ordinance, Floodplain Ordinance, Zoning Ordinances and Codes
- Oversee the enforcement of all ordinances and codes pertaining to planning, zoning, and land use.
- Prepare a monthly report to council on activities
- Work with the Planning Commission on the annual report.

Provides guidance to: Planning Commission, Zoning Hearing Board, Zoning Officer (as assigned)

Composition: Three members as assigned by the Council President.

All actions of the committee require two person vote, except those duties specifically assigned by the committee.

Meetings: Monthly. Open to the public.

Sample Agenda:

1. Call to order
2. Engineers report (if necessary)
3. P.C. and Z.H.B. reports
4. Old business
5. New business
6. Public comment
7. Adjournment

Public Outreach Committee

Purpose: The Public Outreach Committee will act as the liaison between the Marietta Borough Council and the general public. The committee will work with staff to utilize print media, online media, the press and public meetings to solicit public engagement and provide information.

Specific duties assigned:

- Oversee the Borough website and online presence.
- Develop policies and procedures for the Boroughs website, email, and social media use.
- Develop policies for the engagement of the press.
- Oversee the Borough newsletter, calendar, or other print media.
- Point of contact for community programming
- Preliminary review of Special Events permits
- Develop ways for effective communication from Council to the residents.
- Develop ways for effective communication from residents to the Council.
- Work with the other committees, board and commissions, and local businesses to develop Marietta Borough as a brand, and to promote the Borough as an attractive place for visitors, residents, and businesses.
- Prepare a monthly report to council on activities

Provides guidance to: Borough staff relative to the media activities

Composition: Three Council members as assigned by the Council President.

All actions of the committee require two person vote, except those duties specifically assigned by the committee.

Meetings: Monthly. Open to the public.

Sample Agenda:

1. Call to order
2. Old business
3. New business
4. Public comment
5. Adjournment