TITLE 1

GENERAL ADMINISTRATION

CHAPTER
1. BOARD OF MAYOR AND ALDERMEN.
2. MAYOR.
3. RECORDER.
4. CITY SUPERVISOR.

CHAPTER 1

BOARD OF MAYOR AND ALDERMEN

SECTION
1-101. Time and place of regular meetings.
1-102. Order of business.
1-103. General rules of order.

1-101. **Time and place of regular meetings.** Regular meetings of the Bradford Board of Mayor and Aldermen shall take place on the first Monday of every month at 6:00 P.M. local time. Unless otherwise stipulated in the meeting agenda, regular meetings of the board of mayor and aldermen shall take place in the Bradford City Hall. (Ord. #1125-02, Dec. 2002)

1-102. **Order of business.** At each meeting of the board of mayor and aldermen, the following regular order of business shall be observed unless dispensed with by a majority vote of the members present:

1. Call to order by the mayor.
2. Roll call by the recorder.
3. Reading of minutes of the previous meeting by the recorder, and approval or correction.

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1 Municipality code references
   Building, plumbing, electrical and gas inspectors: title 12.
   Fire department: title 7.
   Utilities: titles 18 and 19.
   Wastewater treatment: title 18.

2 Charter references
   Meetings: art. IV, § 7.
   Quorum: art. IV, § 8.
(5) Communications from the mayor.
(6) Reports from committees, members of the board of mayor and aldermen, and other officers.
(7) Old business.
(8) New business.
(9) Adjournment. (1997 Code, § 1-102)

1-103. General rules of order. The rules of order and parliamentary procedure contained in Robert's Rules of Order, Newly Revised, shall govern the transaction of business by and before the board of mayor and aldermen at its meetings in all cases to which they are applicable and in which they are not inconsistent with provisions of the charter or this code. (1977 Code, § 1-103, modified)
CHAPTER 2

MAYOR¹

SECTION
1-201. Generally supervises municipality's affairs.
1-203. Acts as chief of police.
1-204. Compensation.

1-201. Generally supervises municipality's affairs. The mayor shall have general supervision of all municipal affairs and may require such reports from the officers and employees as he may reasonably deem necessary to carry out his executive responsibilities. (1977 Code, § 1-201)

1-202. Executes municipality's contracts. The mayor shall execute all contracts as authorized by the board of mayor and aldermen. (1977 Code, § 1-202)

1-203. Acts as chief of police. The mayor shall act as chief of police unless another is appointed by the board. (1977 Code, § 1-203)

1-204. Compensation. The mayor shall receive two hundred fifty dollars ($250.00) per month as expense allowance. Such compensation shall become effective May 4, 1985. (Ord. #__, April 1985, modified)

¹Charter references
   Duties: art. IV, § 9.
   Vacancies: art. IV, § 10.
CHAPTER 3

RECORDER

SECTION
1-301. To be bonded.
1-302. To keep minutes, etc.
1-303. To perform general administrative duties, etc.
1-304. City treasurer.

1-301. To be bonded. The recorder shall be bonded in such sum as may be fixed by, and with such surety as may be acceptable to, the board of mayor and aldermen. (1977 Code, § 1-301)

1-302. To keep minutes, etc. The recorder shall keep the minutes of all meetings of the board of mayor and aldermen and shall preserve the original copy of all ordinances in a separate ordinance book. (1977 Code, § 1-302)

1-303. To perform general administrative duties, etc. The recorder shall perform all administrative duties for the board of mayor and aldermen and for the municipality which are not assigned by the charter, this code, or the board of mayor and aldermen to another corporate officer. The recorder shall also have custody of and be responsible for maintaining all corporate bonds, records, and papers in such fireproof vault or safe as the municipality shall provide. (1977 Code, § 1-303)

1-304. City treasurer. The city recorder shall be the treasurer of the city. As such, it shall be his duty to receive, and keep safely all revenues and bonds of the city, and the proceeds of its bond issues, and to disburse the same, upon warrants signed by the mayor and city recorder, for the operational expenses incurred by appropriations duly authorized by the board of mayor and aldermen. (Ord. #____, March 1985)

1Charter reference
City recorder: art. IV, §§ 1-3. 
CHAPTER 4

CITY SUPERVISOR

SECTION
1-401. City supervisor.
1-402. Absence of the supervisor.
1-403. Duties of the city supervisor.

1-401. City supervisor. The board of mayor and aldermen shall appoint and fix the salary of the city supervisor, who shall serve at the will and pleasure of the board. The supervisor shall be appointed by virtue of his experience and/or educational qualifications for this position. (Ord. #____, March 1985)

1-402. Absence of the supervisor. In the temporary absence or disability of the supervisor another officer shall be temporarily designated by the board of mayor and aldermen and shall serve in his capacity. (Ord. #____, March 1985)

1-403. Duties of the city supervisor. The city supervisor shall be the chief administrative officer of the city. He shall:
   (1) See that all laws, provisions of the charter and acts of the board of mayor and aldermen, subject to enforcement by him or by officers subject to his direction and supervision are faithfully executed;
   (2) Make recommendations to the board of mayor and aldermen as to the employment, promotion, suspension, demotion, or dismissal of any employee according to the guidelines established in personnel policies enacted by the board of mayor and aldermen;
   (3) Attend meetings of the board of mayor and aldermen, make recommendations concerning questions being considered, raise new points for consideration, but shall have no vote in any proceeding;
   (4) Make recommendations to the board concerning the conditions and needs of the city requiring immediate attention;
   (5) Act as the purchasing agent for the city;
   (6) Act as tax collector for the city;
   (7) Manage and direct all administrative and operational functions of the city;
   (8) Maintain personnel files of the city employees;

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1 Charter reference
   City supervisor: art. V, §§ 1-3.
(9) Prepare and submit the operating budget to the board of mayor and aldermen annually; and
(10) Perform such other duties as may be required of him by motion, resolution or ordinance. (Ord. #____, March 1985)