

ARTICLE 125
City Clerk

- 125.01 Appointment.
- 125.02 Duties.
- 125.03 Notary powers.
- 125.04 Annual supplement to Codified Ordinances.

CROSS REFERENCES

Appointment, duties, qualifications - see 3rd Class Charter Law §410(a)
(53 P.S. §41410(a)); 3rd Class §1301, 1302 (53 P.S. §36301, 36302)
Keep Council minutes; signature - see 3rd Class Charter Law §606, 607(b)
(53 P. S. §41606, 41607(b))

125.01 APPOINTMENT.

The City Clerk shall be appointed by a majority of the members of Council, shall serve at the pleasure of Council and Council shall fix his compensation. (Ord. 2-1962 §220.)

125.02 DUTIES.

The City Clerk shall keep minutes of the meetings of Council and shall sign them as set forth in Section 111.04; shall record and index all ordinances and resolutions adopted by Council and, at the end of each year, with the advice and assistance of the City Solicitor, shall compile, bind and index the same or copies thereof; and shall keep all other records and documents of Council. He shall perform such other duties as may be required of him by any elected official of the City. All records and documents of Council shall be open to inspection by any taxpayer of the City upon demand at the office of the City Clerk during office hours. (Ord. 2-1962 §221.)

125.03 NOTARY POWERS.

The City Clerk shall have the power of a notary public to administer oaths in any matter pertaining to the business of the City or in any legal proceeding in which it is interested. (Ord. 2-1962 §222.)

125.04 ANNUAL SUPPLEMENT TO CODIFIED ORDINANCES.

The City Clerk shall at the close of each year cause to be prepared and printed as a City document a supplement to the Codified Ordinances containing all the ordinances of a general and permanent nature passed during such year. (1944 Code Ch. 1, §2.)