

Office of Borough Mayor (adopted from Borough Mayor's Manual, February 2016, published by Commonwealth of Pennsylvania)

- Qualifications - Continuous resident of the Borough for one year prior to the election.
 - I have been a resident of the Borough since 2005.
- Elector - The mayor must be a registered elector of the Borough.
 - I am a registered elector of the Borough and prior to my appointment held the elected position of Minority Election Judge. I resigned this position the day after my appointment having verified the process prior to being appointed mayor with the Director, Adams County Elections and Voter Registration. My former position may be filled by submitting your interest to Director Angie Crouse via an email to acrouse@adamscountypa.gov or by calling the office at (717) 337-9832. Mrs. Crouse and her staff are excellent resources for election and voter information.
- May not hold an incompatible office.
 - In addition to reviewing the incompatible office positions in the Borough Mayor's Manual, I spoke with the State Ethics Office in Maryland to ensure I did not hold an incompatible office. I work for the Maryland Department of Public Safety and Correctional Services as the Executive Director of the Maryland Correctional Training Commission.

The mayor's salary is established by ordinance and in a borough with less than 5,000 residents, the salary is a maximum of \$2,500 per year. The most recent U.S. Census figures estimated the population of Littlestown to be 4,782¹.

Powers and Duties

The Borough Code charges the mayor with the duties of preserving order in the borough, enforcing borough ordinances and regulations, removing nuisances, and performing any other duties as shall be vested in the mayor's office by law or ordinance *8 Pa C.S. §10A07(1)*². These are not police powers as police powers are established in Pennsylvania statute and police officers are required to go through extensive training to receive certification to be an officer. Additional information about municipal police officers in Pennsylvania may be found at the Municipal Police Officers' Education and Training Commission (MPOETC)³.

The mayor has full charge over the chief of police and the police force (*8 Pa C.S. §1123.1(a)*)⁴.

The mayor may declare a local disaster emergency by the authority of the Borough Council.

The mayor has authority over the local police department operating in the borough. In the event of a state of emergency, the mayor has the authority to request aid and assistance from neighboring municipal police departments.

¹ https://data.census.gov/profile/Littlestown_borough,_Pennsylvania?g=160XX00US4243944

² <https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/08/00.010A.HTM?30>

³ <https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/53/00.021..HTM>

⁴ <https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/08/00.011.023.001..HTM?94>

The mayor has the power to:

- Administer oaths and affirmations in matters pertaining to borough affairs.
- Sign papers, contracts, obligations and documents as may be required by law and other than those required to be signed by the Council President (*8 Pa C.S. §10A07(2)*⁵).
- Issue various licenses or permits.
- Perform marriage ceremonies.

Legislative Powers

- The corporate powers of the Borough are vested in the Council. All of the powers of the Council shall be exercised by a vote of the majority of the Council.
- The Council must organize on the first Monday in January of each even numbered year to elect one member as Council President and Council Vice President. The mayor opens this meeting and presides over the nomination(s) and election of president and vice president. Once the president and vice president are elected, the mayor ceases to be the parliamentarian.
- The mayor may participate in council meetings and contribute to the discussions; however, the mayor may cast a deciding vote or table a matter until a special meeting of the council can be held between 5 - 10 days at which time the matter shall be reconsidered by the council. Note, there are specific circumstances in which the mayor may not cast a deciding vote.

Community Relations

- Community Leadership
- Public Celebrations/Individual Recognitions
- Ceremonial Role
- Constituent Services
- Public Relations Officer

⁵ <https://www.legis.state.pa.us/WU01/LI/LI/CT/HTM/08/08.HTM>