



CITY OF BETHLEHEM

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MAYOR'S OFFICE

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Robert J. Donchez

Mayor

From: Robert J. Donchez, Mayor

To: President Reynolds

Date: January 12, 2015

Re: Housing Inspector

Attached is the necessary information for filling this position.

I would appreciate it, if it would be placed on the January 20, 2015 agenda.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Donchez", is written over a faint, larger version of the same signature.

Robert J. Donchez

Mayor

Cc: City Council

J. Porembo

D. Brong

A. Karner

K. Wenrich

M. Cichocki

CITY OF BETHLEHEM

Department of Community and Economic Development

Interoffice Memo

To: J. William Reynolds, City Council President

From: Craig B. Hynes, Chief Code Official

Re: Proposed Hiring of Housing Inspector

Bureau of Housing is requesting approval to hire a Housing Inspector. The position was approved in the 2015 Budget. It will be a contract position through a grant (at a bi-weekly cost of 1910.77). It is a full time position. The person will be conducting Sale and Rental Inspections as well as complaints concerning the City's Property Maintenance Code under Ordinance 1733.