



CITY OF BETHLEHEM  
OFFICE OF THE CITY SOLICITOR

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INTER-OFFICE MEMORANDUM

To: Adam Waldron, Council President  
From: Matthew J. Deschler, Assistant Solicitor  
Re: Amending Article 145  
Date: May 27, 2021

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Attached please find a proposed Ordinance amending Article 145 (“Bethlehem Human Relations Commission”) to authorize and facilitate the electronic filing of discrimination complaints with the Human Relations Commission. At its regular monthly meeting on May 26, 2021, the Human Relations Commission voted unanimously to recommend that Council enact the proposed Ordinance.

Accordingly, the proposed Ordinance is being forwarded to Council for consideration and action as deemed appropriate. Please do not hesitate to contact me with any questions, comments or concerns.

/s/ Matthew J. Deschler

Matthew J. Deschler  
Assistant Solicitor

Cc: Mayor Donchez  
William P. Leeson, Esq., Solicitor  
Human Relations Commission members

Bill No. \_\_\_\_\_

**ORDINANCE NO.** \_\_\_\_\_

AN ORDINANCE OF THE CITY OF BETHLEHEM, COUNTIES OF LEHIGH AND NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, AMENDING ARTICLE 145 OF THE CODIFIED ORDINANCES OF THE CITY OF BETHLEHEM, TITLED "BETHLEHEM HUMAN RELATIONS COMMISSION"

THE COUNCIL OF THE CITY OF BETHLEHEM HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Article 145.06(A)(2) of the Codified Ordinances of the City of Bethlehem shall be amended as follows: (underlined text denotes additions, whereas ~~strikeouts~~ denote deletions):

2. Complaints may be filed (a) in person at the City Clerk's office, ~~or~~ (b) by mailing such complaints to the City Clerk's office or to the Chairperson of the Human Relations Commission, or (c) electronically through the Human Relation Commission's website. All complaints must be received by the City Clerk's office or by the Human Relations Commission within 180 days of the alleged act of discrimination to be considered timely.

SECTION 2: Article 145.06(A)(3) of the Codified Ordinances of the City of Bethlehem shall be amended as follows: (underlined text denotes additions, whereas ~~strikeouts~~ denote deletions):

3. The City Clerk's office shall convey all ~~original~~-complaints received by that office to the Chairperson of the Human Relations Commission within 10 days of the office's receipt of such complaints.

SECTION 3: Article 145.06(B)(2) of the Codified Ordinances of the City of Bethlehem shall be amended as follows: (underlined text denotes additions, whereas ~~strikeouts~~ denote deletions):

2. The respondent(s) shall file a written verified answer to the complaint within 60 days of receipt of the complaint. An answer to a complaint may be filed in the same manner as ~~an original~~ the filing of the complaint. If the answer is filed with the City Clerk's office, it shall be conveyed by the City Clerk to the Chairperson of the Human Relations Commission within 10 days of the City Clerk's office's receipt thereof. The Commission shall promptly send a copy of the answer to the person(s) aggrieved.

SECTION 4: That all ordinances and sections thereof that are inconsistent with this Ordinance are hereby repealed.

Sponsored by \_\_\_\_\_

\_\_\_\_\_

Passed finally in Council this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

This Ordinance approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor