

ORDINANCE #320

AN ORDINANCE OF THE BOROUGH OF CLYMER, COUNTY OF INDIANA, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE POSITION OF BOROUGH MANAGER.

BE IT ORDAINED AND ENACTED by the Borough of Council for the Borough of Clymer, Indiana County, Pennsylvania, it is hereby ordained and enacted as follows:

SECTION 1 – OFFICE OF BOROUGH MANAGER

The office of Borough Manager is hereby created subject to the right of the Borough by Ordinance at any time to abolish the office.

The Borough Manager shall be a person with technical and executive ability and with such training and experience as to enable the Borough Manager to perform the duties required by the office in a successful and businesslike manner.

SECTION 2 – APPOINTMENT AND REMOVAL

The Borough Manager shall be selected by a majority vote of all members of Council. The Borough Manager shall serve at the pleasure of Council and may be removed by a majority vote of all members of Council.

SECTION 3 – BOND

Prior to performing any duties on behalf of the Borough, the Borough Manager shall give Bond, conditioned upon the faithful performance of the Manager's duties, providing at Borough Council's discretion, it may authorize the inclusion of the Manager in the blanket Bond for the Borough rather than requiring a separate Bond.

SECTION 4 – SALARY

The salary of Borough Manager shall be determined from time to time by resolution of Borough Council.

SECTION 5 – GENERAL POWERS AND DUTIES

The Borough Manager shall carry on the business of the Borough under the direction of the Borough Council. His powers and duties shall relate to the general management of Borough business not expressly allocated by statute to other Borough officers of Borough Council. The following are specific powers and duties delegated to the Manager:

A. The Borough Manager shall supervise and be responsible for activities of all municipal departments except such departments the supervision of which has been delegated to some other official or agency by law or ordinance.

B. The Borough Manager shall hire and, when it is deemed necessary for the good of the Borough, shall suspend or discharge (as directed by Council) all employees under his supervision. Notwithstanding the aforementioned, persons covered by civil service shall be hired, suspended, or discharge in accordance with such provisions. Furthermore, the Borough Manager shall not have the power to suspend or discharge police officers. The Manager shall report to Council at its next meeting any action taken by the Borough Manager pursuant to this subsection.

C. The Borough Manager shall prepare and submit to Borough Council a budget for the next fiscal year. In doing so, he shall obtain from each department, commission, or officer, estimates of revenues and expenditures and the supporting data that the Manager may request. The Manager shall review such estimates and revise them before submitting the budget to Council. The budget shall be submitted in a timely manner so they may be adopted within the constraints of the Borough Council.

D. The Borough Manager shall be responsible for the administration of the budget after its adoption.

E. The Borough Manager shall, under the direction of the Mayor, execute and enforce laws of the Commonwealth and all ordinances, resolutions, and bylaws of the Borough of Clymer.

F. The Borough Manager shall hold the offices of street commissioner, sanitation supervisor, and building inspector, and such other offices and positions as Borough Council may from time to time specify. He shall perform the duties as secretary/treasurer in the absence of the secretary or treasurer. The Borough Manager shall hold these offices whenever the same shall be legally required and shall perform all duties of such offices in addition to specific duties assigned to the Manager pursuant to this section.

G. The Borough Manager shall attend all meetings of Borough Council and its committees with the right to take part in the discussion; however, the Borough Manager shall have no right to vote at any meeting.

H. The Borough Manager shall prepare and distribute an agenda for each meeting of Council and supply pertinent material therewith.

I. The Borough Manager shall keep Council informed regarding the financial condition of the Borough and shall submit timely reports to Borough Council. In addition, the Borough Manager shall supply such other reports as Borough Council shall request and shall make recommendations to Council as he deems necessary.

J. The Borough Manager shall submit to Council, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Borough for the preceding year.

K. The Borough Manager shall make certain that the provisions of all franchises, leases, permits, and privileges granted by the Borough are observed.

L. The Borough Manager may employ, by and with the approval of the Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.

M. The Borough Manager shall make certain that all contracts are in proper form and in accordance with law. The Borough Manager shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Borough officer by statute or ordinance.

N. The Borough Manager shall make certain that all money owed by the Borough is promptly paid, that there is a proper accounting, and that appropriate procedures are followed for the security and collection of all Borough claims.

O. The Borough Manager shall be the purchasing officer of the Borough. All purchases shall be made in accordance with the Borough Code for equipment and supplies for the various boards, departments, commissions, and other offices of the Borough, providing that the Borough Manager shall not purchase or enter into an agreement involving more than four thousand dollars (\$4,000.00), without the approval of Borough Council. The Borough Manager shall keep an accounting of all purchases and shall from time to time, or when directed by the Council, make a full written report thereof. The Borough Manager shall formulate rules and regulations, subject to the approval of Council, governing the requisition and purchase of all municipal supplies and equipment.

P. The Borough Manager shall cooperate with Borough Council and other Borough officials at all times and in all matters to the end that the best interests of the Borough and of the general public may be achieved.

Q. All complaints regarding Borough services or personnel shall be referred to the Manager. The Manager or an officer designated by him shall investigate and dispose of such complaints and the Manager shall report thereon to the Borough Council

SECTION 6 – REPEALER

All ordinances or parts of ordinances inconsistent with the provisions of this ordinance shall be and are hereby repealed.

SECTION 7 – EFFECTIVE DATE

This Ordinance shall take affect immediately.

ORDAINED AND ENACTED by the Borough Council of Clymer Borough this 3rd day of October, 2006.

ATTEST:

BOROUGH OF CLYMER


Gerald S. Roof
Secretary

By James Marsh
President of Council

APPROVED this 4th day of October, 2006.

James Marsh
Mayor

Clymer Borough/Ordinance/Borough Manager