

ORDINANCE NO. _____

AN ORDINANCE OF THE BOROUGH OF MONTROSE, SUSQUEHANNA COUNTY, PENNSYLVANIA CREATING THE OFFICE OF THE BOROUGH MANAGER AND PROVIDING THE MANNER OF FILLING SAID OFFICE, THE AMOUNT OF BOND, METHOD OF COMPENSATING SUCH OFFICER, AND THE POWERS AND DUTIES OF THE OFFICE.

BE IT ORDAINED AND ENACTED by the Council of the Borough of Montrose, Susquehanna County, Pennsylvania, and it is hereby ordained and enacted by the authority of the same as follows:

SECTION 1 CREATION OF THE OFFICE: The Office of Borough Manager is hereby created by the Borough Council of the Borough of Montrose, hereinafter referred to as Council.

SECTION 2 APPOINTMENT OF MANAGER: The Manager shall be appointed by a majority of all the members of Council and he shall serve being subject to removal by the Council at any time by a vote of the majority of all the members of Council, providing that Council shall furnish the Manager notice of such removal at least thirty days prior to the effective date of such removal. During the interim Council may suspend the Manager from duty, but shall continue his compensation,

SECTION 3 SUPPLEMENTAL CONDITIONS: Supplemental conditions of employment may be stipulated by Council prior to the employment of the Manager, and thereafter with the consent of the Manager.

SECTION 4 INTERGOVERNMENTAL COOPERATION: The validity of Borough agreements and Authority agreements and amendments to the same pertaining to all aspects of the office of a Borough Manager and of a Manager is hereby recognized and permitted and shall have precedence over provisions of this Ordinance and its amendments. The validity of a duly-designated intergovernmental committee for purposes of coordinating planning and providing recommendations to Council is hereby permitted.

SECTION 5 QUALIFICATIONS: The Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to actual experience in or knowledge of accepted practices in respect to the duties of the Office as herein outlined. The Manager need not be a resident of the Borough or of the Commonwealth of Pennsylvania at the time of appointment, but during the tenure of office may reside outside the Borough only with the approval of Council.

SECTION 6 MANAGER'S BOND: Before entering upon duties, the Manager shall give a bond to the Borough with a bonding company as surety, to be approved by Council, in such amount as Council shall direct, conditioned upon the faithful performance of duties. The premium shall be paid by the Borough.

SECTION 7 MANAGER'S COMPENSATION: The salary of the Manager shall be fixed from time to time by Council.

SECTION 8 POWERS AND DUTIES OF THE MANAGER: The Manager shall be the business manager of the Borough and shall be responsible to Council as a whole for the proper and efficient administration of duties. His powers and duties shall relate to the general management of all Borough business not expressly imposed or conferred by statute upon other Borough officers.

Subject to recall by Council, the powers and duties of the Borough Manager shall include the following:

1. He shall serve as Zoning Officer.
2. He shall serve as Permit Officer.
3. He shall serve as Street Excavation Inspector.
4. He shall serve as Code Enforcement Officer.
5. He shall assist in the preparation of bid specifications and in the analyses of bids for acceptability.
6. He shall propose policies, procedures and roles pertaining to the effective administration of Borough government.
7. He shall monitor personnel functions to determine if these functions are in accordance with the desired objectives of Council.
8. He shall develop and implement, with Council approval, a viable public relations program.
9. He shall provide guidance to employees and officials in the accomplishment of the objectives of their roles.
10. He shall assist municipal officials and employees with special technical tasks, projects and problems.
11. He shall propose and assist in the securing of financial aid in the form of grants and loans from other governmental agencies.

12. He shall supply subjects and data pertinent to the preparation of the agenda for each meeting of Council.
13. He shall keep the Council informed as to the conduct of Borough affairs, submit periodic reports on the condition of the Borough finances and such other reports as Council requests and shall make such recommendations to Council as he deems advisable.
14. He shall, upon request of Council, submit to Council, as soon as possible after the close of the fiscal year, a complete report of the finances and/or the administrative activities of the Borough for the preceding year.
15. He shall see that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
16. He shall assist Council in the letting of contracts in due form of law, and he shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed by statute upon some other Borough Officer.
17. He shall hold such other municipal offices or head one or more of the municipal departments as the Council may from time to time direct.
18. He shall attend all meetings of Council and may attend meetings of its Committees and work groups with the right to take part in any discussion.
19. He shall, upon receipt of any complaint regarding Borough services, investigate and properly dispose of such complaint and shall report thereof to Council.

20. He shall prepare and submit a proposed annual budget and Capital program to Council.
21. He shall have the authority to hire and dismiss Borough employees according to the provisions of the established Borough personnel policy.

Section 9 MAYOR'S POWERS AND DUTIES: The Mayor is hereby authorized to delegate to the Borough Manager, subject to the approval of Council and to recall by written notification at any time, any of his non-legislative or non-judicial powers and duties.

Section 10 DISABILITY OR ABSENCE: If the Manager becomes incapacitated or needs to be absent from duty, he shall promptly notify the president of Council.

Section 11 Repeals: All ordinances or resolutions or parts of ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

ORDAINED AND ENACTED INTO a law in Council this _____ day of _____, 1977.

Borough of _____

President of Council

Attest: _____
Secretary

EXAMINED AND APPROVED THIS _____ DAY OF _____, 1977.

MAYOR

*A true copy
Robert G. Dean*