

**ORDINANCE NO. 354**

**AN ORDINANCE AMENDING THE ORDINANCE CREATING THE POSITION OF BOROUGH MANAGER FOR MILESBERG BOROUGH (ORDINANCE NO. 346) TO AUTHORIZE SAID BOROUGH MANAGER TO ADMINISTER THE PERSONNEL POLICIES PROMUGATED BY BOROUGH COUNCIL.**

WHEREAS, Milesburg Borough has adopted Ordinance No. 346 create the office of Borough Manager; and

WHEREAS, the said Ordinance No. 346 established the powers and duties of the Borough Manager related to personnel matters to include certain enumerated functions related to the hiring, supervision, and discipline of Borough employees; and

WHEREAS, the Council of Milesburg Borough desires amend the powers and duties of the Borough Manager to include certain additional authority relating to the supervision and discipline of Borough employees.

NOW THEREFORE, it is hereby ORDAINED, that

1. Section 5, General functions, paragraph 2 of the Ordinance No. 346 shall be deemed to provide in its entirety as follows:

2. Advertise job vacancies; review applicants' qualifications and check references; schedule interviews; participate in the interview process with the Borough Personnel Committee. The Borough Manager shall be responsible for the day-to-day supervision of all Borough employees, and shall administer such personnel policies as Borough Council may promulgate and/or amend from time-to-time, including any such policies relating to employee discipline and/or termination; provided that disciplinary action resulting in termination of a Borough employee shall be subject to ratification by Borough Council. Any action taken by authority of this subsection shall be reported at the next monthly meeting of Borough Council, for such action by Council and/or inclusion in the meeting minutes, where appropriate.

ENACTED AND ORDAINED THIS 11th DAY OF July, 2015.

MILESBURG BOROUGH COUNCIL

ATTEST:

BY: Paul J. Bartley  
Council President

Paula J. Habel  
Manager/Secretary/Treasurer

Paul L. Kelleman  
Mayor