

**ORDINANCE NO. 361**

**AN ORDINANCE OF MILESBURG BOROUGH CREATING THE OFFICE OF BOROUGH MANAGER, ESTABLISHING QUALIFICATIONS, PROVIDING FOR COMPENSATION, SETTING FORTH DUTIES AND AUTHORITIES, AND PROVIDING FOR DELEGATION**

Section 1.     ***Creation of Office***

The office of Borough Manager is hereby created by Milesburg Borough, subject to the right of the borough, by ordinance, at any time to abolish such office.

Section 2.     ***Election of Manager; vacancy in office; removal.***

As soon as practicable after the enactment of this Ordinance, Borough Council shall elect, by a majority vote of all its members, one person to fill the office of Borough Manager. In the case of a vacancy, the Council shall fill said office by majority vote of all its members. The Borough Manager shall, however, be subject to removal at any time by a majority vote of all the members of the Council.

Section 3.     ***Qualifications***

The Borough Manager shall be chosen on the basis of executive and administrative abilities, with special reference to his/her actual experience in or knowledge of accepted practices in respect to the duties of the office as herein outlined.

A bachelor's degree in public administration, business administration, civil engineering or a related field from an accredited college and three years of managerial and/or administrative experience of a business or a public agency or performance in an applicable profession, or any equivalent combination of education and/or experience is required. The Borough Manager must possess a Pennsylvania driver's license and must have adequate established background history to permit the Borough to provide Bonding for the handling of Borough Funds.

Section 4.     ***Compensation.***

The Borough Manager shall receive such hourly compensation as shall be fixed from time to time by Borough Council.

Section 5     ***General functions***

The Manager shall be the chief administrative officer of the borough, and shall be responsible to the Council as a whole for the proper and efficient administration of the affairs of the borough. His/her powers and duties shall relate to the general management of all borough business not expressly, by statute, ordinance, or rules imposed or conferred upon other borough officers or employees. The

Mayor is hereby authorized to delegate to the Borough Manager, subject to recall by written notification at any time, any of his/her non-legislative and non-judicial powers and duties. The Borough Manager's powers and duties shall include, without limitation, the following:

1. Supervise and be responsible for the activities of all Borough and Water Authority departments except those functions designated as primary responsibilities of the Lead Worker and any certified water system maintenance operators or water authority employees or contractors involved in the operation, testing, monitoring, reporting, maintenance and/or repair of the water system and its component parts..
2. Advertise job vacancies; review applicant's qualifications and check references; schedule interviews; participate in the interview process with the Borough Personnel Committee. If a possible disciplinary action arises, the Borough Manager may recommend discipline, up to and including termination to Borough Council, which shall proceed to act on said recommendation according to law. Final decision for hiring or disciplinary action rests with the Borough Council. Any action taken by authority of this subsection shall be reported at the appropriate monthly meeting for inclusion in the meeting minutes.
3. Meet with the Borough Finance Committee representatives to prepare the annual budgets.
4. Be responsible for the administration of the budgets after adoption by the Borough Council.
5. Hold such other offices as the Borough Council may from time to time direct, including Right-to-know Officer, Pension Administrator, Payroll Coordinator, Benefits Coordinator, and HIPPA Officer and any other position not precluded by law.
6. Attend all meetings of the Borough Council and its committees, with the right to take part in the discussion and receive notice of all special meetings including committees.
7. Prepare the agenda for each meeting of Borough Council, supply facts pertaining thereto, and advise regarding effectiveness of proposed or existing plans, projects, policies, resolutions, and ordinances and recommend changes.
8. Keep the Borough Council informed as to the conduct of Borough, submit monthly reports on the condition of the Borough finances and such other reports as the Borough Council requests and make such recommendations as deemed necessary.
9. As soon as possible after the close of the fiscal year, submit a complete report on the financial and administrative activities of the Borough for the preceding year.
10. Review contracts, franchises, leases, and permits to verify their conformance with the agreed terms.
11. Employ, by and with the approval of Borough Council, experts and consultants to perform work and to advise in connection with any of the functions for the Borough.
12. Attend to the letting of contracts in due form of law, and supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Borough officer by statute.
13. See that all money owed is promptly invoiced, billed and paid the Borough and that proper proceedings are taken for the security and collection of all the Borough's claims.
14. Purchase equipment and supplies with the consent of Borough Council; compile product specifications when necessary; let and receive bids and quotes for purchases; keep and account of all purchases and shall monthly or when directed by the Borough Council; make a

- full written report thereof; issue rules and regulations, subject to the approval of Borough Council governing the requisition and purchasing of all supplies and equipment.
15. Manage the financial affairs of the Borough which shall include, but not be limited to, the investment and reinvestment of Borough funds, the purchase of certificates of deposit, selection of depositories and related activities, all of which must be as permitted by law. Such transactions shall be reported to Borough Council at its first regular meeting following the completion of such transactions. Submit an updated report of the transactions each month thereafter. A full review of all of the transactions shall be a part of the biannual reorganization meeting.
  16. Shall be responsible to keep full minutes of the proceedings of Borough Council Authority; shall transcribe the bylaws, rules, regulations, ordinances and resolutions adopted into a book kept for this purpose; preserve the records and documents of the Borough, shall have custody of the corporate seals; shall certify copies of any book, paper, record, bylaw, rule, regulation, resolution, ordinance or proceeding of the Borough, under the seal; shall attest the execution of all instrument, record all ordinances and attest the same by signature; shall file of record proof of service of all notices required by law.
  17. Consult with the Solicitor on an as needed basis.
  18. Consult with outside experts such as engineers or auditors as needed in the course of furthering borough work.
  19. Employee must be computer literate and be able to use, transmit, receive and manipulate data and information in commonly used word processing, spreadsheet, email, internet access and information system programs, particularly those programs currently used by the Borough.
  20. Perform Borough-related work as required.

Section 6      ***Repealer***

Milesburg Borough Ordinance No. 346, adopted on July, 14, 2014, is hereby repealed.

Section 7      ***Effective Date***

This Ordinance shall take effect and be in full force and effect as of the 10<sup>th</sup> day of January, 2022.

ATTEST:

  
 Paula J. Hall, Manager/Secretary-Treasurer

BOROUGH OF MILESBURG:

  
 Fred T. Kellerman, Council President

  
 Clair D. Martin, Mayor