

BOROUGH OF SOUTHMONT
CAMBRIA COUNTY, PENNSYLVANIA

ORDINANCE NO. 329

AN ORDINANCE OF THE BOROUGH OF SOUTHMONT
PENNSYLVANIA, CREATING THE OFFICE OF FULL
OR PART TIME BOROUGH MANAGER AND PROVIDING
FOR THE POWERS AND DUTIES OF THE BOROUGH
MANAGER

BE IT ORDANINED by the Mayor and Council of the Borough of
Southmont:

SECTION 1. CREATION OF OFFICE. The office of Manager is hereby
created pursuant to the terms of Act No. 581 of February 1, 1966,
P.L. (1965) _____, 1141, 53 P.S. 46141, as amended.

SECTION 2. APPOINTMENT OF MANAGER. The Manager shall be
appointed by majority vote of the Council for a two (2) year term.
He/she shall be chosen by the Council solely on the basis of his/her
executive and administrative qualitications with special reference
to actual experience in Local Government and knowledge of accepted
practices. At the time of appointment he/she need not be a res-
ident of the Borough or of the State, but during his/her tenure of
office he/she shall reside within the Borough.

SECTION 3. REMOVAL OF MANAGER. The Council may remove the
Manager at any time by a majority vote of its members. If requested,
the Council shall grant him/her a public hearing within 30 days
following notice of removal. During the interim, the Council may
suspend the Manager from duty, but shall continue his/her salary,
and, if the removal become final, shall pay his/her salary until
the effective date of his/her removal.

SECTION 4. POWERS AND DUTIES OF MANAGER. The Manager shall
be the chief administrative officer of the Borough. Excepting the
police, he/she shall be responsible to the Council for the proper
administration of all departments except police. To that end, he/
she shall have power and shall be required to:

A. Recomend to Council the appointment and the
promotion or demotion of empolyees of all departments except
police and, when necessary for the good of the service, to tem-
porarily suspend employees of all departemnts except police.

B. Prepare the budget annually along with the Borough Treasurer and submit it to the Council together with a message describing the important features and be responsible for its administration after adoption.

C. Prepare and submit to the Council reports on the administrative activities of the Borough.

D. Keep the Council advised of conditions and future needs of the Borough, and make such recommendations as he/she may deem desirable.

E. He/she shall administer employee benefits and the preparation of payroll for all departments of the Borough along with Borough Secretary.

F. Recommend to Council adoption of such measures as he/she may deem necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative services.

G. Attend all meeting of the Council unless excused therefrom and take part in the discussion of all matters coming before the Council. He/she shall be entitled to notice of all regular and special meetings of the Council.

H. Supervise the purchase of all materials, supplies, and equipment for which funds are provided in the budget. He/she shall issue purchase orders for material necessary for operation or maintenance of services for all accounts. He/she shall receive sealed bids for purchases or contracts for \$4,000.00 or more and present them to Council for approval, and shall advise the Council on the advantages or disadvantages of contract and bid proposals. No purchase shall be made, contract let or obligation incurred for any time or service which exceeds the current budget appropriation without a supplemental appropriation by the Council. No contract for \$4,000.00 or more shall be let except by the Council. The

Manager may issue such rules governing purchasing procedures within the administrative organization as the Council shall approve.

I. See that all laws and ordinances for which he/she is responsible are fully enforced.

J. Investigate the affairs of the Borough or any department or division thereof for which he/she is responsible. Investigate compleaints concerning departments for which he/she is responsible in relation to matters concerning the administration of the government of the Borough, and in regard to service maintained by the public utilities in the Borough, and see that all franchises, permits and privileges granted by department which are his/her responsibility, are faithfully observed.

K. He/she shall serve as official Borough representative at meetings when authorized by Council.

L. When authorized by Council, he/she attend meetings of other bodies, associations or groups which in his/her opinion are necessary for professional development or where in his/her opinion attendance shall be beneficial to the Borough.

M. He/she shall not be employed by any person or firm or engage in private business during his period of employment by the Borough without the approval of Council.

N. He/she may serve as Secretary of the Borough of Southmont and perform such other duties as may be assigned by the Council, not inconsistent with the law or ordinances.

O. He/she shall actively pursue grants and applications both State and Local for the good of the development of the Borough of Southmont and will be responsible to recommend the same to Council for action.


SECTION 5. BOND. The Manager shall be bonded in an amount approved by Council, said bond to be conditioned on the faithful performance of his/her duties. The premium of the bond shall be paid by the Borough.

SECTION 6. COMPENSATION. The Manager shall receive such compensation and benefits as the Council shall fix from time to time. Compensation and benefits shall not be decreased during his/her term of office.


SECTION 7. SAVING CLAUSE. If any section, subsection or sentence, clause, or phrase of this ordinance is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of the ordinance. All ordinances of the Borough prescribing the duties of heads of departments shall remain in full force and effect except insofar as they conflict with the provisions of this ordinance in which case, the provisions of this ordinance shall govern.

Adopted this 17th day of December, 1984.

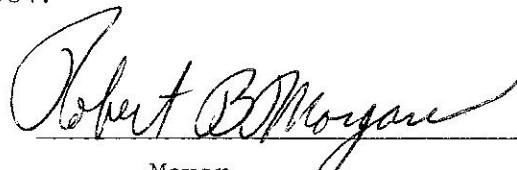
BOROUGH OF SOUTHMONT

BY: 
President of Council

ATTEST:


Secretary

Approved this 17th day of December, 1984.


Mayor