ORDINANCE # 47

AN ORDINANCE ESTABLISHING THE POSITION OF BOROUGH MANAGER IN THE BOROUGH OF SEVEN FIELDS.

The following is herein enacted and ordained by the Borough of Seven Fields, Butler County:

Section I: Statement of Intent

It has been determined by the council of the Borough of Seven Fields that government efficiency and welfare of the residents of the Borough of Seven Fields can be best served by the establishment, pursuant to the applicable provisions of the Borough Code, of the position of Borough Manager.

Section II:

The position of Borough Manager shall be filled by Resolution adopted by majority of the Borough Council, appointing individual to the position. Such appointment by resolution shall be subject to removal of the appointed official by council at any time by a vote of the majority of all the members of council.

Section III:

The Borough of Seven Fields shall provide a bond for the position of Borough Manager.

Section IV:

The powers and duties of the Borough Manager of the Borough of Seven Fields shall be as follows:

A. Manage all employees of the Borough;
B. Act as liaison with all federal, state and local government authorities;
C. Act as liaison with all Borough consultants and appointed officials;
D. Direct the affairs and management of the building inspector and zoning officer.
E. Oversee the administrative affairs of the Borough;
F. Manage park and recreation activities;
G. File a monthly report to Borough Council on the status of all Borough affairs and activities;
H. Attend all Borough Council meetings and provide support to council, and attend all other official meetings of Borough Boards and committees as directed by Borough Council;

I. Provide administrative and informational support to all committees and commissions established by Borough council;

J. Provide liaison information and support to the Borough Mayor;

K. To advise Borough Council on all areas of concern within the Borough; and

L. Act as officer and secretary/treasurer of the Borough as and if appointed by Borough council.

Section V:

The Borough Council shall have the power, by resolution or motion, to appoint the Borough Manager to other positions as authorized by the Borough Code, or to delegate to the Borough Manager those other powers and duties as set forth in the Borough Code which the Borough Manager is eligible and to which his office is not incompatible.

Section VI:

The Borough Council shall establish by resolution the hours of employment of the Borough Manager, renumeration, and other employment benefits.

ORDAINED AND ENACTED by the Council of the Borough of Seven Fields this 29 day of August 1994.

Christine R. Clutter
Christine R. Clutter
Borough Secretary

Robert M. Messina
Robert M. Messina
Council President

REVIEWED AND APPROVED BY ME THIS 29th day of August, 1994.

Elisabeth O. Brugnone
Elisabeth Brugnone
Mayor of Seven Fields Borough