

BOROUGH OF SEVEN FIELDS

ORDINANCE NO. 53

AN ORDINANCE OF THE BOROUGH OF SEVEN FIELDS, BUTLER 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 SAID OFFICE.

Be it ordained and enacted by the Council of the Borough of Seven Fields, Butler 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 of Seven Fields.

SECTION 2. APPOINTMENT AND REMOVAL: The Manager shall be appointed for an indefinite term by a majority of all members of Council. The Manager shall serve at the pleasure of the Council and he/she may be removed at any times by a majority vote of all its members. At least thirty days before such removal is to become effective, the Council shall furnish the Manager with a written statement setting forth its intention to remove him/her.

SECTION 3. QUALIFICATIONS: The Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference 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 he may reside outside the Borough only with the approval of Council. If the Council fails within a reasonable time, not to exceed sixty days after the appointment, to approve the Manager's residence outside the Borough he/she must immediately become, and during his/her/tenure remain, a resident of the Borough.

SECTION 4. BOND: Before entering upon his/her/tenure duties, the Manager shall give a bond to the Borough with a bonding company as surety, to be approved by the Council, in the sum of \$25,000, conditioned upon the faithful performance of his/her duties, the premium for said bond to be paid by the Borough.

SECTION 5. MANAGER'S COMPENSATION: The salary of the Borough Manager shall be fixed from time to time by vote of Council.

SECTION 6. POWERS AND DUTIES: 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 placed in his/her charge. The powers and duties of administration of all Borough business shall be

vested in the Manager, unless expressly imposed or conferred by statute or ordinance upon other Borough Officers.

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

1. To supervise and to be responsible for the activities of all municipal departments.
2. To hire and, when necessary for the good of the service, to suspend or discharge any employee under his/her supervision, provided that persons covered by the civil service provisions of the Borough Code shall be hired, suspended or discharged in accordance with such provisions, and provided further that the Manager shall report, at the next meeting thereafter of Council, any action taken by authority of this subsection.
3. To fix wages and salaries of all personnel under his/her/her supervision, within a range previously determined by Council.
4. To prepare and submit to Council, before the close of each fiscal year, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Manager, or an officer designated by him, shall obtain from the head of each department, agency or board, or any qualified officer thereof, estimates of revenues and expenditures and such other supporting data as is required. The Manager shall review such estimates and may revise them before submitting the budget to the Council.
5. To be responsible for the administration of the budget after its adoption by the Council.
6. To develop, in conjunction with the preparation of the yearly budget, long-range fiscal plans for the municipality, such plans to be presented annually to the Council for its review and adoption.
7. To hold such other municipal office and to head such municipal department as the Council may from time to time direct.
8. To attend all meetings of Council and its committees with the right to take part in the discussions. The manager shall receive notice of all special meetings of Council and its committees.
9. To prepare the agenda for each meeting of Council and supply facts pertinent thereto.

10. To keep the Council informed as to the conduct of Borough affairs; to submit periodic reports on the condition of the Borough finances and such other reports as the Council requests; and to make such recommendations to the Council as he deems advisable.
11. To submit to Council, as soon as possible after the close of the fiscal year, a complete report on the finances and the administrative activities of the Borough for the preceding year.
12. To see that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
13. To employ, by and with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.
14. To attend to the letting of contracts in due form of law. The Manager 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.
15. To see that all money owed the Borough is promptly paid and that proper proceedings are taken for the security and collection of all the Borough's claims.
16. To serve as Purchasing Officer of the Borough and to purchase in accordance with the provisions of the Borough Code, all supplies and equipment for the agencies, boards, departments, and other offices of the Borough. The Manager shall keep an account of all purchases and shall, from time to time or when directed by Council, make a full written report thereof. He/she shall also issue rules and regulations, subject to the approval of Council, governing the procurement of all municipal supplies and equipment.
17. To investigate and dispose of, or to designate an officer to investigate and dispose of, all complaints regarding Borough services, and to report to the Council thereon. All complaints regarding Borough services shall be referred to the Office of the Manager.
18. To enforce the ordinances and regulations of the Borough.

SECTION 7. MAYOR'S POWERS AND DUTIES: The Mayor is hereby authorized to delegate to the Borough Manager, subject to

revocation by written notification at any time, any of his/her non-legislative and non-judicial powers and duties.

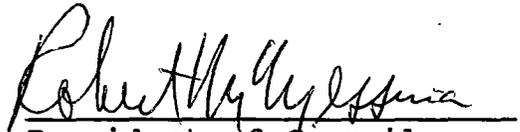
SECTION 8. PROCEDURAL LIMITATIONS ON COUNCIL: Neither the Council, its members, nor its committees shall dictate or influence or attempt to dictate or influence the hiring of any person to, or his/her discharge from, municipal employment by the Manager, or in any manner take part in this hiring, suspending or discharging of employees in the administrative service of the Borough except as required by the civil service provisions of the Borough Code. Other than for the purposes of inquiry the Council or any of its members or any of Council's committees or its members shall deal with the administrative service solely through the Borough Manager and neither the Council nor any of its members, nor any of Council's committees or its members shall give orders -- publicly or privately -- to any subordinate of the Manager.

SECTION 9. DISABILITY OR ABSENCE OF THE MANAGER. If the Manager becomes ill or needs to be absent from the Borough, he shall designate on qualified member of his/her staff to perform the duties of the Manager during his/her absence or disability. The person so designated shall not perform these duties for a period longer than two weeks without the approval of the Council.

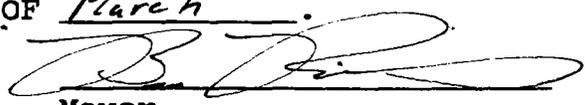
SECTION 10. REPEAL: All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are consistent herewith, be and the same are hereby repealed.

ORDAINED AND ENACTED INTO LAW THIS 25TH DAY OF MARCH, 1996.

BOROUGH OF SEVEN FIELDS


President of Council

Attest Christine Wells
Secretary

EXAMINED AND APPROVED THIS 25 DAY OF March.

Mayor