

BOROUGH OF MONROEVILLE

ORDINANCE NUMBER 145

AN ORDINANCE OF THE BOROUGH OF MONROEVILLE, ALLEGHENY 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 POWER AND DUTIES OF THE OFFICE.

BE IT ORDAINED AND ENACTED by the Council of the Borough of Monroeville, Allegheny County, Pennsylvania, and it is hereby ordained and enacted by the authority of the same as follow:

SECTION ONE: CREATION OF THE OFFICE: The Office of Borough Manager is hereby created by the Borough of Monroeville, subject to the right of the Borough, by ordinance, at any time to abolish such office.

SECTION TWO: As soon as practicable after the enactment of this ordinance, the Borough Council shall elect, by a majority vote of all its members, one person to fill the office of Borough Manager, who shall serve until the first Monday of January of the even-numbered years succeeding his appointment, and until his successor is elected and qualifies. The said office shall be filled biennially thereafter. 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 THREE: QUALIFICATIONS: The Manager shall be chosen principally on the basis of his executive and administrative abilities, with special reference to his actual experience in or his knowledge of accepted practices in respect to the duties of his Office as herein outlined. The Manager need not be a resident of the Borough of Monroeville or of the Commonwealth of Pennsylvania at the time of his appointment, but within a reasonable time thereafter (which time may be fixed by agreement between the Manager and the Borough of Monroeville) he shall become and during his tenure shall remain a resident of the Borough of Monroeville.

SECTION FOUR: MANAGER'S BOND: Before entering upon his duties, the Borough

Ordinance #145

Manager shall give a bond to the Borough of Monroeville, with a bonding company as surety, in the sum of Ten Thousand (\$10,000.00) Dollars, conditioned for the faithful performance of his duties, premium for the said bond to be paid for by the Borough of Monroeville. The bond of the Borough Manager may be included in, and the Manager may be bonded under and covered by the blanket bond now in force and effect for all Borough employees in the aforesaid amount of Ten Thousand (\$10,000.00) Dollars.

SECTION FIVE: MANAGER'S COMPENSATION: The Borough Manager shall receive such compensation as shall be fixed from time to time by ordinance.

SECTION SIX: THE POWERS AND DUTIES OF THE MANAGER: The Manager shall be the chief administrative officer of the Borough, and he shall be responsible to the Council as a whole for the proper and efficient administration of the affairs of the Borough. His powers and duties shall relate to the general management of all Borough business not expressly, by statute or ordinance, imposed or conferred upon other Borough officers. The Burgess is hereby authorized to delegate to the Borough Manager, subject to recall by written notification at any time, any of his non-legislative and non-judicial powers and duties.

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

1. He shall supervise and be responsible for the activities of all municipal departments, except such departments the supervision of which shall not have been delegated to the Manager by the Burgess or by Council, as the case may be.
2. He shall hire and, when he shall deem it necessary for the good of the service, shall suspend or discharge all employees under his 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; provided further: that the Manager shall report, at the next meeting thereafter of Council, any action taken by authority of this sub-section.
3. He shall prepare and submit to Council before the close of the fiscal year, or on such alternate date as Council shall determine, a suggested budget for

Ordinance #145

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, board, or officer, estimates of revenues and expenditures and other supporting data as he requests. The Manager shall review such estimates and may suggest revisions when submitting the suggested budget to the Council.

4. He shall be responsible for the administration of the budget after its adoption by the Council.

5. He shall, under the direction of the Burgess, execute and enforce the laws of the Commonwealth, and ordinances, resolutions and by-laws of the Borough.

6. He shall hold the offices of Borough Secretary, Borough Engineer, Building Inspector, Street Commissioner and Zoning Officer, and shall perform all the duties of all such officers, in addition to the specific duties assigned to the Manager by this ordinance.

7. He shall attend all meetings of the Borough Council and of its committees with the right to take part in the discussion, and he shall receive notice as to all special meetings of Council and of its committees.

8. He shall prepare the agenda for each meeting of Council and supply facts pertinent thereto.

9. He shall keep the Council informed as to the conduct of Borough affairs; submit periodic reports on the condition of the Borough finances and such other reports as the Council shall request; and shall make such recommendations to the Council as he deems necessary.

10. He shall submit to Council, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Borough for the preceeding year.

11. He shall see that the provisions of all franchises, leases, permits, and priviledges granted by the Borough are observed.

12. He may employ, by and with the approval of Council, experts and

## Ordinance #145

consultants to perform work and to advise in connection with any of the functions of the Borough.

13. He shall attend to the letting of contracts in due form of law, subject to the approval of the Solicitor, and he shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Borough Officer by statute.

14. He shall 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.

15. He shall be the Purchasing Officer of the Borough and he shall purchase, in accordance with the provisions of the Borough Code, all supplies and equipment for the various agencies, boards, departments, and other offices of the Borough. He 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 shall also issue rules and regulations - subject to the approval of Council - governing the requisition and purchasing of all municipal supplies and equipment.

16. He shall co-operate with the Borough Council at all times and in all matters that the best interest of the Borough and of the general public may be maintained.

17. All complaints regarding services of personnel of the Borough shall be referred to the office of the Manager. He, or an officer designated by him, shall investigate and dispose of such complaints, and the Manager shall report thereon to Council.

SECTION SEVEN: DISABILITY OR ABSENCE OF THE MANAGER: In case of illness or absence of the Manager from the Borough, he shall delegate one qualified member of his staff who shall perform the duties of the Manager during his absence or disability. The person so designated shall not perform such duties for a period longer than two weeks without the approval of the Council.

Ordinance #145

SECTION EIGHT: REPEALS: All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

ORDAINED AND ENACTED into law this 18th day of November, 1958.

THE BOROUGH OF MONROEVILLE

S/ William Vastadore

Attest:

S/Audrey D. McCarthy  
Secretary

EXAMINED AND APPROVED by me this 18th day of November, 1958

S/ Anthony J. Martin  
Burgess