

**ORDINANCE – 2022-01**

**LANDISBURG BOROUGH OFFICE OF MANAGER**

ADMITTED TO RECORD  
2022 MAR 16 PM 2:21  
PROTHONOTARY'S OFFICE  
PERRY COUNTY

**SECTION 1: Creation of Office of Manager**

The Office of Borough Manager is hereby created by the Borough Council of the Landisburg Borough, subject to the right of Borough Council, by ordinance and at any time, to abolish that office.

Whereas, the Borough of Landisburg currently conducts day to day business through Borough Council and it's Secretary; and

Whereas, the Borough Council has deemed it appropriate and in the best interest of the Borough and it's residents to establish the Office of Manager; and

Whereas, the Borough Code requires that the position of Borough Manager be created by ordinance with the duties of the office delineated in the ordinance.

**SECTION 2: Appointment and Removal of Manager**

The Manager shall be appointed for an indefinite term by a majority vote of all the members of Council. The Manager shall serve at the pleasure of Council and may be removed at any time by a majority vote of all it the members of Council. At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth it's intension to remove him/her and the reasons therefore.

**SECTION 3: Qualifications of Manager**

The Manager shall be chosen on the basis of his/her executive and administrative abilities, with special reference to his/her actual experience in, or his/her knowledge of, accepted practices in respect to the duties of his office as set forth in Section 6 below. The Manager need not to be a resident of the Borough or the Commonwealth of Pennsylvania at the time of appointment, but as soon as practicable thereafter, shall become, and during his/her tenure, shall remain a resident of the Borough.

**SECTION 4: Manager's Bond**

Before entering upon the duties of Manager, the appointed Manager shall give bond to the Borough with a bonding company assuring such sum as is set by Resolution of Council, conditioned upon the faithful performance of the duties of this office. Any premiums associated therewith or therefor shall be paid by the Borough.

**SECTION 5: Manager's Compensation**

The salary of the Manager shall be fixed from time to time in the same manner as compensation for all other Borough employees. At such time as Council appoints an individual to the office of Manager, Council shall also fix the initial salary of said Manager.

## **SECTION 6: Powers and duties of Manager**

- a) The Manager shall be the Chief Administrative Officer of the Borough and shall be responsible to Council as a whole for the proper and efficient administration of the affairs of the Borough.
- b) The Manager's powers and duties shall relate to the general management of all Borough business, not expressly imposed or conferred upon other Borough officers by statute.
- c) Subject to recall by ordinance of Council, the Manager shall:
  - 1) Supervise and be responsible for all activities of all Borough departments except the police and fire departments when applicable.
  - 2) With the concurrence of Council, hire, and when necessary for the good of the Borough, suspend or discharge employees under the Manager's supervision and jurisdiction.
  - 3) Make recommendations to Council with respect to the compensation of all employees under his/her supervision and jurisdiction.
  - 4) Prepare and submit to Council before the close of the fiscal year or on such alternative date as Council may determine. A budget for the next fiscal year as an explanatory budget message and administer same.
  - 5) Obtain from the Chief of each department, board, agency or other office, estimates of revenues and expenditures and other supporting duties for the purpose of preparing the budget.
  - 6) Attend all meetings of Council and, upon request, attend its committee meetings with the right to take part in any and all discussions pursuant to the rules and regulations for the conduct of meetings as established by Council.
  - 7) Make recommendations to Council as the Manager deems necessary and appropriate.
  - 8) Secure compliance with all franchises, leases, permits and privileges granted by Council.
  - 9) Employ, with the approval of Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough and to see the letting of contracts in due form of law.
  - 10) Supervise performance and faithful execution of all contracts.
  - 11) Secure payment to the Borough of all money owed and ensure that proper proceedings are taken for the securing and collection of all of the Borough's claims.
  - 12) Be the Purchasing Officer of the Borough and purchase, in accordance with the provisions of the Borough Code, all supplies and equipment for various agents, boards and departments and other offices of the Borough.



- 13) Investigate and dispose of all complaints regarding services or personnel of the Borough.
- 14) Keep a current inventory showing all real and personal property of the Borough and it's condition, and shall be responsible for the care and custody of all such property, including equipment, buildings, parks and all other Borough property, which is not by law assigned to some other office or body for care and control.

**SECTION 7: Delegation of Certain Powers and Duties of Mayor to Manager**

The Mayor is hereby authorized to delegate to the Manager, subject to recall by written notification at any time, any of his/her nonlegislative and nonjudicial powers and duties.

ADOPTED by the Landisburg Borough Council this 14 day of MARCH, 2022.

BY: Larry Baum LBC  
Council President Larry Baum

APPROVED BY [Signature]  
Mayor Douglas Morrison

ATTEST: [Signature]  
Secretary Thomas W. Gates

