

Chapter 1

Part F: Borough Manager (OR3-2007)

100.00 Creation of Office of Manager:

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

200.00 Appointment and Removal of Manager:

200.10 The Manager shall be appointed for an indefinite term by a majority of all the members of Council.

200.20 The Manager shall serve at the pleasure of Council and may be removed at any time by a majority vote of the members of Council.

200.30 At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth its intention to remove him and the reasons therefore.

300.00 Qualifications of Manager:

300.10 The Manager shall be chosen 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 set forth in Section 600.

300.20 The Manager need not be a resident of the Borough or of the Commonwealth of Pennsylvania at the time of appointment, but as soon as practicable thereafter, shall become, and during his tenure, shall remain a resident of the Borough.

400.00 Manager's Bond:

400.10 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 the office.

400.20 Any premiums associated therewith or therefore shall be paid by the Borough.

500.00 Manager's Compensation:

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

600.0 Powers and Duties of Manager:

- 600.10 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.
- 600.20 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.
- 600.30 Subject to recall by Ordinance of Council, the Manager shall have those duties and responsibilities as conferred by Council by Resolution.

700.00 Delegation of Certain Powers and Duties of Mayor to Manager:

- 700.10 The Mayor is hereby authorized to delegate to the Manager, subject to recall by written notification at any time, any of his non-legislative and non-judicial powers and duties.

800.00 Repealer:

- 800.10 All ordinances or resolutions or parts thereof, insofar as they are inconsistent herewith, are hereby repealed.

900.00 Enacted:

- 900.10 ORDAINED AND ENACTED this 23rd day of April, 2007.