

Chapter 36

MANAGER

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[HISTORY: Adopted by the Borough Council of the Borough of Dallastown 2-9-1976 by Ord. No. 303. Amendments noted where applicable.]

GENERAL REFERENCES

Defense and indemnification — See Ch. 17.

Salaries and compensation — See Ch. 59.

§ 36-1. Creation of office.

The office of Borough Manager is hereby created by the Borough of Dallastown.

§ 36-2. Appointment; term; removal. [Amended 6-14-1982 by Ord. No. 348]

The Manager shall be appointed for an indefinite term by a majority of all members of the Borough Council. The Manager shall serve at the pleasure of the Borough Council, and he may be removed at any time by a majority vote of all its members. At least 30 days before such removal is to become effective, the Borough Council shall furnish the Manager with a written statement setting forth its intention to remove him.

§ 36-3. Qualifications.

The Manager shall be chosen solely on the basis of his executive and administrative abilities, with special reference to the duties of his office as herein outlined.

§ 36-4. Bond.

Before entering upon his duties, the Manager shall give a bond to the borough with a bonding company as surety, to be approved by the Borough Council, in an amount specified by the Borough Council, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by the borough.

§ 36-5. Manager's compensation and hours.

The salary and hours of employment of the Borough Manager shall be fixed by the Borough Council and may be changed from time to time at the discretion of the Borough Council.

§ 36-6. Powers and duties.

- A. The Manager shall be the Chief Administrative Officer of the borough and he shall be responsible to the Borough Council as a whole for the proper and efficient administration of the affairs of the borough. The powers and duties of administration of all borough business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other borough officers. In addition, the Mayor is hereby authorized to delegate to the Borough Manager, subject to recall by written notification at any time, any of his nonlegislative and nonjudicial powers and duties.
- B. Subject to recall by ordinance of the Borough Council, the powers and duties of the Borough Manager shall include the following:
- (1) He shall supervise and be responsible for the activities of all municipal departments, except the Police Department and Water Authority.
 - (2) He shall hire and, when necessary for the good of the service, shall suspend or discharge any employee under his supervision with prior approval of the Borough Council.
 - (3) He shall prepare and submit to the Borough Council, at a time designated by the Borough Council, a recommended budget for the next fiscal year and an explanatory message. In preparing the proposed budget, the Manager shall consult with the head of each department or committee, agency, authority or board, or any qualified officer thereof, as to estimates of revenues and expenditures and such other supporting data as he requires.
 - (4) He shall be responsible for the administration of the budget after its adoption by the Borough Council.
 - (5) He shall, in conjunction with the preparation of the yearly budget, develop long-range fiscal plans for the municipality, such plans to be presented annually to the Borough Council for its review and action.
 - (6) He shall hold such other municipal offices and head such municipal departments as the Borough Council may from time to time direct.
 - (7) He shall attend all meetings of the Borough Council and its committees with the right to take part in the discussions, and he shall receive notice of all special meetings of the Borough Council and its committees.
 - (8) He shall prepare the agenda for each meeting of the Borough Council and supply facts pertinent thereto.
 - (9) He shall keep the Borough 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 Borough Council requests; and make such recommendations to the Borough Council as he deems advisable.
- (10) He shall submit to the Borough Council as soon as possible after the close of the fiscal year a complete report on the finances and the activities of the borough for the preceding year.
 - (11) He shall see that the provisions of all franchises, leases, permits and privileges granted by the borough are observed.
 - (12) He may employ, by and with the approval of the Borough Council, experts and 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, and he 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.
 - (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,¹ all supplies and equipment for the agencies, boards, departments and other offices of the borough, provided that all capital expenditures shall be subject to prior approval of the Borough Council. He shall keep an account of all purchases and shall, from time to time or when directed by the Borough Council, make a full written report thereof. He shall also issue rules and regulations, subject to the approval of the Borough Council, governing the procurement of all municipal supplies and equipment.
 - (16) All complaints regarding borough services 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 the Borough Council. He shall cooperate with the Borough Council at all times and in all matters that the best interests of the borough and of the general public may be maintained.
 - (17) He shall make research and investigation into the administrative and governmental functions of various boroughs, cities and townships and make recommendations to the Borough Council of appropriate ordinances affecting the health, safety, welfare and administration of this borough. He shall establish and maintain appropriate filing systems and efficient administrative procedures for the conduct of the business of the borough.

§ 36-7. Procedural limitations on Borough Council.

Other than for the purposes of inquiry, the Borough Council or any of its members or any of Borough Council's committees or its members shall deal with the administrative service solely through the Borough Manager and neither the Borough Council nor any of its members nor any

¹ Editor's Note: See 53 P.S. § 45101 et seq.

of Borough Council's committees or its members shall give orders publicly or privately to any subordinate of the Manager.

§ 36-8. Disability or absence of the Manager.

During any absence of the Manager, the normal operating functions of the borough shall be delegated to the appropriate committee heads in accordance with such table of organization as established by the Borough Council and in force at the time of the disability or absence of the Manager. Duties of the Manager not so specifically delegated shall be performed by the Borough Council.