

BOROUGH OF WEST EASTON

ORDINANCE NO. #772

**AN ORDINANCE ESTABLISHING THE OFFICE OF BOROUGH MANAGER
IN THE BOROUGH OF WEST EASTON, PROVIDING THE MANNER OF
FILLING SAID OFFICE, THE PROVISION OF BOND, METHOD OF
COMPENSATION AND THE POWER AND DUTIES OF THE OFFICE.**

BE IT ORDAINED AND ENACTED and it is hereby ordained and enacted by the
Council of the Borough of West Easton, Pennsylvania:

SECTION 1. DIMENSIONS, SCOPE AND NATURE

- 1.) The office of the Borough Manager is hereby created by the Borough of West Easton, subject to the right of the Borough, by ordinance, at any time to abolish such office.
- 2.) The Borough Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to actual experience in, or knowledge of accepted practices in respect to the duties of the office as here in outlined.
- 3.) The Borough Council shall elect, by a majority vote of all members of council, one person to fill the office of Borough Manager who shall serve for an indefinite term. In the case of a vacancy, the Borough Council shall fill said office by a majority vote. The Borough Manager shall, however, be subject to removal at any time by a majority vote of all members of Borough Council.
- 4.) The Borough Manager shall be the Administrative Officer of the Borough. The Manager shall be responsible to the Borough Council and specifically to the Council President for the proper and efficient administration of all affairs of the Borough on a daily basis except such activities the supervision of which has not been delegated to the Manager, as the case may be. The Borough Manager shall be subject to an annual written performance appraisal conducted by the Council President with input by all members of Council.
- 5.) The Borough Manager shall hold the offices of Borough Secretary, Zoning Officer and other such offices as may be required by Borough Council, and shall perform all duties of such offices.
- 6.) Before taking office the Borough Manager shall give a bond to the Borough, with a bonding company as surety, an amount to be designated by Council, conditioned for the faithful performance of his duties. The premium for the said bond is to be paid by the Borough of West Easton.
- 7.) The Borough Manager shall receive such compensation as shall be fixed from time to time by resolutions.

8.) The Borough Manager shall cooperate with Borough Council members at all times and in all matters such that the best interests of the Borough and of the general public may be maintained.

9.) The Borough Manager shall execute and enforce the laws of the Commonwealth and ordinances, resolutions and by-laws of the Borough. The Borough Manager is to ensure that the provisions of all franchise, leases, permits and privileges granted by the Borough are observed.

SECTION 2. JOB DESCRIPTION (REFER TO RESOLUTION)

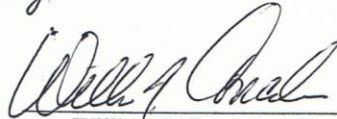
SECTION 3. ABSENCE

1.) In case of illness or absence of the Manager from the Borough, The Council President shall delegate one qualified person, the duties of the Manager. The person so designated may perform the Manager's duties from the time of appointment until the next Council meeting at which time Council may opt to continue with or reappoint the temporary Manager.

SECTION 4. PRIOR ORDINANCES

1.) All ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed.

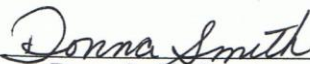
Enacted into an Ordinance by the Council of the Borough of West Easton this 10 th day of July.



William J. Concolino, President

 7/10/06.

Gerald W. Gross, Mayor

Attest 
Donna Smith, Secretary

RESOLUTION NUMBER #773

**JOB DESCRIPTION FOR BOROUGH MANAGER
AS SET FORTH BY BOROUGH COUNCIL**

DIMENSIONS, SCOPE AND NATURE

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- 5.) The Borough Manager shall hold the offices of Borough Secretary, Zoning Officer and other such offices as may be required by Borough Council, and shall perform all duties of such offices.
- 6.) Before taking office the Borough Manager shall give a bond to the Borough, with a bonding company as surety, an amount to be designated by Council, conditioned for the faithful performance of his duties. The premium for the said bond to be paid by the Borough of West Easton.
- 7.) The Borough Manager shall receive such compensation as shall be fixed from time to time by resolutions.
- 8.) The Borough Manager shall cooperate with Borough Council members at all times and in all matters such that the best interests of the Borough and of the general public may be maintained.

that the provisions of all franchise, leases, permits and privileges granted by the Borough are observed.

SECTION A SUPERVISION OF EMPLOYEES

1.) The Borough Manager shall provide supervision to employees in accordance with Borough policies and objectives. The Borough Manager will maintain good communications, set goals, recognize training needs, and provide counseling and follow-up on all assignments, tasks and projects as required to insure satisfactory results.

2.) The Borough Manager shall hire and, when deemed necessary for the good of the Borough, shall suspend or discharge employees under Borough Managers supervision, provided that the Borough Manager reports the same at the next regular meeting of Council. Borough Council shall decide to reinstate or discharge the employee as the case may be.

3.) The Borough Manager shall provide documentation, orientation and training where necessary, to Borough employees, including Borough Council members, for the proper execution of their jobs.

4.) The use of experts and consultants to perform work and to advise in connection with functions of the Borough is with the approval of Borough Council.

5.) All complaints regarding Borough personnel shall be referred to the office of the Borough Manager. The Borough Manager shall investigate and dispose of such complaints, and the Borough Manager shall report thereon to Council.

SECTION B FINANCE AND BUDGET

1.) The Borough Manager shall prepare and submit to Borough Council a budget for the next fiscal year and an explanatory narrative. In preparing the budget, the Borough Manager shall obtain from all sources available, estimates of revenues and expenditures (with supporting data) and review such estimates before submitting the budget to Council.

2.) The Borough Manager shall be responsible for the administration of the budget after its adoption by Borough Council.

3.) The Borough Manager shall keep the Council informed as to the status of Borough affairs; submit quarterly reports on the condition of Borough finances and other reports as the Council shall request, and shall highlight budget line items when they exceed the budget.

4.) The Borough Manager shall submit to Council, as soon as possible after the close of the fiscal year, a complete report on the financial activities of the Borough for the preceding year.

5.) The Borough Manager shall see that all money owed to the Borough is promptly invoice, that proceedings are taken and followed for the security and collection of all Borough's claims.

6.) The Borough Manager shall see that the maximum practical amount of money in all Borough accounts not needed for immediate payment of bills, shall be invested in legally permitted savings accounts, certificates of deposit or other financial instruments which will benefit The Borough as approved by Borough Council.

SECTION C ZONING

1.) The Borough Manager shall administer the Zoning Ordinance of the Borough with specific purpose to enforce its contents in total. The Manager shall examine, issue and record all requests for permits and insure adequate files are maintained for public record. The Manager shall keep up to date with the Zoning Ordinance, its changes and its associated mapping.

2.) The Council shall be notified of pending hearings and hearing results by end of month reports.

3.) The Borough Manager shall attend Zoning hearings as the Zoning Officer.

SECTION D SECRETARY

1.) The Borough Manager shall be responsible for the efficient daily business operations of the Borough.

2.) The Borough Manager shall prepare all federal and state reports in timely fashion accordance with specific government regulations as prescribed.

3.) The Borough Manager shall prepare the agenda for each meeting of Council and supply facts pertinent thereto and submit to Council President for approval. Any changes after approval must be reviewed by Council President.

4.) The Borough Manager shall attend all meetings of the Borough Council and shall receive notice of all special meetings of Council and its committees. Council committee meetings may require the attendance of the Manager.

5.) The Borough Manager shall have prepared and presented to Borough Council for approval minutes of Council meetings with special attention focused to action items and Council decisions.

6.) All problems and complaints concerning Borough services shall be thoroughly investigated and resolved to the extent possible by the Manager with final resolution by Borough Council.

7.) The Borough Manager shall see that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.

8.) The Borough Manager shall be proficient in computer operations with programs such as Microsoft Word, Excel, and any other program or programs which would be used to conduct Borough business.

SECTION E PURCHASING FUNCTION

1.) The Borough Manager shall be the Purchasing Official of the Borough and shall purchase, in accordance with the provisions of the Borough Code and adopted budget, all supplies and equipment needed for the operations of the Borough in an amount not to exceed two hundred (\$200.00) dollars without the consent of Council. The Manager shall keep an account of all purchases and shall make a full written report thereof. The Manager shall also issue specifications, subject to the approval of Council, governing the requisition and purchasing of all municipal supplies and equipment.

2.) The Borough Manager shall attend to the letting of contracts in due form of the law, and shall supervise the performance and faithful execution of these contracts except insofar as such duties are expressly imposed upon some other Borough officer by statute.

SECTION F STREETS

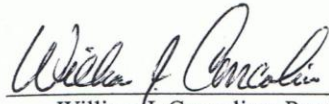
1.) The Borough Manager shall insure streets and alleys of the Borough are properly maintained. A yearly maintenance program shall be developed for street maintenance, storm drain cleaning, leaf pick up, weed control, etc. General inspections shall be carried out for snow removal, storm basins, curbing, sidewalks, cave ins, safety, etc. Corrective action shall be taken in all maintenance items with major problems reported to Council for action.

2.) Borough Manager shall cooperate with Council and Committees for the purpose of rebuilding and resurfacing streets to maintain them in an acceptable condition. This will entail specification development and solicitation of bids to effect proper end results.


SECTION G PUBLIC PROPERTY

1.) Borough Manager shall be responsible for the proper maintenance of Borough property (land, buildings and equipment). Maintenance shall include, but not be limited to, safety items, painting, grooming, signing, cleanliness, etc. Cooperation with Borough Council in the buying or replacement of property is required.

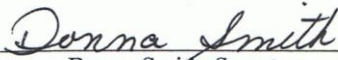
Enacted into a Resolution by the Council of the Borough of West Easton this 26th day of



William J. Concolino, President

 6/26/06

Gerald W. Gross, Mayor

Attest 

Donna Smith, Secretary