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OFFICERS AND EMPLOYEES

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[HISTORY: Adopted by the Borough Council of the Borough of Heidelberg as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Salaries and compensation — See Ch. 25.

ARTICLE I
Mayor
[Adopted 7-15-1997 by Ord. No. 523]

§ 15-1. Duties.

Pursuant to the Borough Code, 53 P.S. § 46029(1), which states that it shall be the duty of the Mayor to perform such duties “ ... as shall be vested in his office by law or ordinance,” the duties of the Mayor shall hereby include the duty to attend all regular public meetings of the Borough Council, unless the Mayor is detained by sickness or prevented by necessary absence from the borough from such attendance.¹

¹ Editor’s Note: Original § 17-2, regarding a penalty for the Mayor’s failure to attend meetings, which immediately followed this subsection, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

ARTICLE II

Manager – Engineer – Superintendent of Public Works
[Adopted 6-15-1999 by Ord. No. 532]**§ 15-2. Creation.**

The office of the Borough Manager – Engineer – Superintendent of Public Works, hereinafter “Manager,” is hereby created by the Borough Council of the Borough of Heidelberg, subject to the right of Council, at any time, to abolish that office.

§ 15-3. Appointment; term; removal.

The Manager shall be appointed by a majority of all the members of the Borough Council and shall serve until the first Monday of January of the even-numbered year following appointment. The Manager shall serve at the pleasure of Council and may be removed at any time by a majority vote of all the members of Council. At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth its intention for removal and the reasons therefor.

§ 15-4. Qualifications.

The Manager shall be chosen solely on the basis of executive, engineering and administrative abilities, with special reference to actual experience in, or knowledge of, accepted practices in respect to the duties of the office of Manager. The Manager need not be a resident of the Borough of Heidelberg or of the Commonwealth of Pennsylvania.

§ 15-5. Bond.

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

§ 15-6. Salary.

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.

§ 15-7. Powers and duties.

Powers and duties of the Manager shall include:

- 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 include the general management of all borough business, with the exception of the Office of Treasurer and Tax Collector or any other business 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 the activities of all borough departments except the Office of Township Treasurer, Tax Collector and the Police Department.
 - (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 the Manager's 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 and an explanatory budget message.
 - (5) Obtain from the Chief of each department, board, agency or other office estimates of revenues and expenditures and other supporting details for the purpose of preparing the budget.
 - (6) Be responsible for the administration of the budget after its adoption by the Borough Council.
 - (7) In conjunction with the preparation of the budget, the Manager shall develop long-range fiscal plans for the borough, such plans to be presented annually to the Borough Council for its review and adoption.
 - (8) Attend all meetings of Council and, upon request, attend 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.
 - (9) Submit periodic reports of the condition of borough ordinances and such other reports as Council deems appropriate and may request.
 - (10) Make recommendations to Council as the Manager deems necessary and appropriate.
 - (11) Submit to Council as soon as practicable at the close of the fiscal year a complete report of the financial and administrative activities of the borough for the preceding year.
 - (12) Secure compliance with all franchises, leases, permits and privileges granted by Council.
 - (13) 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 to the letting of contracts in due form of law.
 - (14) Award and supervise the performance and faithful execution of all contracts granted by the borough.

- (15) Secure payment to the borough of all money owed and insure that proper proceedings are taken for the securing and collection of all the borough's claims.
- (16) 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.
- (17) In conjunction with such purchasing duties, the Manager shall keep an account of all purchases and shall, from time to time or when directed by the Council, make a full written report thereof.
- (18) Issue rules and regulations, subject to the approval of Council, governing the requisition and purchase of all municipal supplies and equipment.
- (19) Prepare necessary invoices and collect utility fees for water service, sewer service, and garbage service, and any other municipal fee imposed by borough ordinance.
- (20) Prepare invoices for and collect those taxes not otherwise collected by the Tax Collector.
- (21) Be responsible for managing and directing the finances of the borough to insure proper investments of all municipal funds in excess of immediate needs as well as the administration of all loans.
- (22) Investigate and dispose of all complaints regarding services or personnel of the borough.
- (23) Supervise and be responsible for activities of any and all borough employees assigned to jurisdiction by the Manager by ordinance or by resolution of Council.
- (24) Represent Council in matters relative to union and union members and issue all work rules and disciplinary notices to union employees on behalf of Council.
- (25) Keep a current inventory showing all real and personal property of the borough and its condition, and 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 for care and control.
- (26) Publish all notices, ordinances, or other documents required by law to be published and to prepare or cause to be prepared all reports which the borough or any officials thereof are required by law to prepare.
- (27) Prepare and have custody of all municipal records required by law.
- (28) Where the law makes it the duty of a specific officer to keep or maintain records, the Manager shall make available to such officer all necessary clerical assistance for the preparation of such records and shall make available a place for the custody of such records.
- (29) Where the law requires or provides for a certification of any records or documents by any office of the borough, the Manager shall cause such records or documents to be properly prepared and presented to such officer for the proper signatures.

- (30) Keep a complete set of maps and plats showing the location of all borough utilities and other borough properties, streets, and other public places, and all lots or parcels of land subdivided according to law.
- (31) Maintain an office in the Borough Building and spend such time in the performance of these duties as may be required.
- (32) When the Manager becomes ill or needs to be absent from the borough, the Manager shall designate, with the approval of Council, a qualified staff member who shall perform the duties of the Manager during the Manager's absence or disability.

§ 15-8. Delegation of additional powers and duties.

With the concurrence of Council, the Mayor is hereby authorized to delegate to the Manager, subject to recall by written notification at any time, any nonlegislative and nonjudicial powers and duties as the Mayor deems appropriate.

ARTICLE III

Auditor

[Adopted 6-15-1999 by Ord. No. 533, approved 6-15-1999]

§ 15-9. Position of elected auditor abolished.

In accordance with Section 1005(7) of the Borough Code,² the position of elected auditor is hereby abolished.

§ 15-10. Appointment of independent auditor.

In accordance with Section 1005(7) of the Borough Code,³ Council shall, hereafter, by resolution, enacted each year prior to the close of the fiscal year, appoint an independent auditor who shall be a certified public accountant, registered in Pennsylvania, a firm of certified public accountants so registered, or a competent public accountant or a competent firm of public accountants, who shall audit the books of the borough and render the required reports thereon.

² Editor's Note: See 53 P.S. § 46005(7).

³ Editor's Note: See 53 P.S. § 46005(7).

