

ORDINANCE NO 2 OF  
2015

AN ORDINANCE OF PLYMOUTH BOROUGH, LUZERNE COUNTY, PENNSYLVANIA  
CREATING THE OFFICE OF BOROUGH" MANAGER, AND PROVIDING  
FOR THE MANNER OF APPOINTMENT AND REMOVAL, COMPENSATION,  
POWERS AND DUTIES THEREOF.

BE IT ORDAINED, enacted by the Borough of Plymouth, Luzerne County,  
Pennsylvania, and it is here-by enacted and ordained by the authority of same as  
follows:

SECTION 1. Creation of Office. The Office of Borough Manager is hereby  
created.

SECTION 2. Appointment and Removal. The manager shall be appointed for an  
indefinite term by a majority of all members of Council. The manager shall serve  
at the pleasure of the Council. He or she may be removed at any time by a majority  
vote of all of its members. At least thirty (30) days before such removal is to  
become effective, the Council shall furnish the manager with a written statement  
setting forth its intention to remove him or her.

SECTION 3. Qualifications. The manager shall be chosen solely on the  
basis of his or her executive and administrative abilities, with special reference  
to the duties of the office as herein outlined.

SECTION 4. Bond. Before entering upon his or her duties, the manager  
shall give a bond to the Borough with a bonding company as surety, to be approved  
by the Council, in the sum of Ten Thousand Dollars (\$10,000.00) conditioned for the  
faithful performance of his or her duties. The premium shall be paid by the  
Borough.

SECTION 5. Manager's Compensation. The salary of the Borough Manager  
shall be fixed from time to time by the Council.

SECTION 6. Powers and Duties. The manager shall be the chief  
administrative officer of the Borough and shall be responsible to the Council as a

whole for the proper and efficient administration of the management of the affairs of the Borough placed in his or her charge. The powers and duties for administration of all Borough business shall be vested in the manager, unless expressly imposed or conferred by statute or ordinance upon other Borough officers. Subject to recall by Ordinance of Council, the powers and duties of the Borough Manager shall include the following:

1. Supervise and be responsible for the activities of all municipal departments excepting the Police Department and such other departments that are specifically excluded by Borough Council action.
2. Submit all recommendations and applications for employment to the Council for its decision to fill vacancies or to add new employees.
3. With the assistance of the Chairman of the Finance Committee, or a member of said Committee, prepare and submit to the Council a budget for the next calendar year and an explanatory budget message in such a timely fashion as will enable the Council to consider and adopt the budget and related tax ordinances according to the requirements of law. In preparing the budget, the manager, or an officer designated by him or her, shall obtain from the head of each department, agency or board, estimates of revenues and expenditures and such other supporting data as is necessary to prepare the budget. The manager shall review such estimates and may revise them before submitting the budget to the Council.
4. Be responsible for the administration of the budget after its adoption by the Council.
5. Hold such other municipal offices or head one or more of the municipal departments as the Council may from time to time direct.
6. Attend all meetings of Council and its committees with the right to take part in the discussion. The manager shall receive notice of all special meetings of Council and its committees.

7. Notify all members of all boards, commissions, committees, authorities, etc., of the Borough of all regular and special meetings.
8. Keep the Council informed as to the conduct of Borough affairs, submit periodic reports on the condition of the Borough finance and such other reports as the Council requests, and make such recommendations to the Council as he or she deems necessary.
9. With the approval of the President of the Council, prepare the agenda for each meeting of the Council.
10. Submit to the Council as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Borough for the preceding year.
11. See that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
12. With the approval of the Council, employ experts and consultants to perform work and to render advice in conjunction with any of the functions of the Borough.
13. Attend to the letting of contracts in due form of law.
14. Supervise the performance and faithful execution of all contracts except insofar as such duties are expressly imposed upon some other Borough officer by statute, ordinance or other appropriate Council action.
15. See that all monies owed the Borough are promptly paid and inform the Council of those that are owed so that Council action can determine the procedure for the security and collection of all the Borough's claims.
16. Serve as purchasing officer of the Borough and purchase in accordance with the provisions of the Borough Code, all supplies and equipment for the agencies, boards, departments and other offices of the Borough.
17. Keep an account of all purchases and when directed by Council make a full written report thereof.
18. Issue rules and regulations subject to the approval of Council, governing the requisition and purchasing of all municipal supplies and equipment.

19. Receive all complaints regarding the services or personnel of the Borough. Either the Borough Manager or an officer designated by the Borough Manager, shall investigate and dispose of such complaints and report to Council concerning same.

20. Cooperate with Borough Council at all times and in all matters so that the best interest of the Borough and of the general public may be maintained.

SECTION 7. Absence of the Manager. If the manager becomes ill or needs to be absent from the Borough, he or she shall cause the President of Council to be so notified of such absence as promptly as the circumstances permit and shall with the concurrence of the Council President determine who shall perform the duties of the manager during his absence. The manager shall keep the Council President advised of all scheduled absences, such as vacation, and with the concurrence of the Council President shall determine the manner by which the functions of Borough Manager shall be performed during his or her absence.

Enacted and Ordained this 9<sup>th</sup> day of June, 2015.

Plymouth Borough Council

William Dixon  
WILLIAM DIXON, PRESIDENT OF COUNCIL

Attest:

Holly Spece  
HOLLY SPECE, SECRETARY

Examined and approved this 9 day of June 2015.

Dorothy E. Petrosky  
DOROTHY E. PETROSKY, MAYOR