

Chapter 32

MANAGER, BOROUGH

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[HISTORY: Adopted by the Borough Council of the Borough of Camp Hill 4-12-1954 by Ord. No. 438, approved 4-12-1954. Amendments noted where applicable.]

§ 32-1. Office created.

The office of Borough Manager is hereby created by the Borough of Camp Hill.

§ 32-2. Appointment. [Amended 1-9-1961 by Ord. No. 583, approved 1-9-1961]

The Borough Council shall from time to time and whenever there is a vacancy elect, by a vote of a majority of all the members, one person to fill said office, subject to removal by the Council at any time by a vote of a majority of all the members.

§ 32-3. Qualifications. [Amended 10-14-1969 by Ord. No. 767, approved 10-15-1969]

The Manager shall be chosen solely 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 herein outlined.

§ 32-4. Bond. [Amended 12-9-1987 by Ord. No. 891, approved 12-9-1987]

Before entering upon his duties, the Manager shall be bonded by an individual bond or as a participant under a blanket bond, with a surety company approved by the Council, in the minimum sum of \$20,000, conditioned for the faithful performance of his duties. The premium shall be paid by the Borough.

§ 32-5. Salary.

The salary of the Borough Manager shall be fixed from time to time by ordinance.¹

1. Editor's Note: See Ch. 51, Salaries and Compensation.

§ 32-6. Powers and duties.

- A. The Manager shall be the chief administrative officer of the Borough, and he shall be responsible to the Council as a whole for the proper and efficient administration of the affairs of the Borough. His powers and duties shall relate to the general management of all Borough business not expressly by statute imposed or conferred upon other Borough officers.
- B. Subject to recall by ordinance of the 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.
 - (2) He shall hire and, when necessary for the good of the service, shall suspend or discharge all employees under his supervision; provided, however, that all such employees shall serve at the pleasure of Borough Council; provided, further, that persons covered by the civil service provisions of the Borough Code shall be hired, suspended, or discharged in accordance with such provisions; and provided, further, that the Manager shall report, at the next meeting thereafter of Council, any action taken by authority of this subsection. **[Amended 5-12-2004 by Ord. No. 1010, approved 5-12-2004]**
 - (3) He shall prepare and submit to the Council before the close of the fiscal year, or on such alternate date as the Council shall determine, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Manager, or an officer designated by him, shall obtain from the head of each department, agency, board or office estimates of revenues and expenditures and other supporting data as he requests. The Manager shall review such estimates and may revise them before submitting the budget to the Council.
 - (4) He shall be responsible for the administration of the budget after its adoption by the Council.
 - (5) He shall hold such other municipal offices or head one or more of the municipal departments as the Council may from time to time direct.
 - (6) He shall attend all meetings of the Council and its committees with the right to take part in the discussion, and he shall receive notice of all special meetings of the Council or its committees.
 - (7) He shall prepare the agenda for each meeting of the Council and supply facts pertinent thereto.
 - (8) He shall keep the 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 Council requests and make such recommendations to the Council as he deems necessary.

- (9) He shall 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.
- (10) He shall see that the provisions of all franchises, leases, permits and privileges granted by the Borough are observed.
- (11) He may employ, by and with the approval of the Council, experts and consultants to perform work and to advise in connection with any of the functions of the Borough.
- (12) 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 upon some other Borough officer by statute.
- (13) 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.
- (14) He shall be the purchasing officer of the Borough, and he shall purchase, in accordance with the provisions of the Borough Code, all supplies and equipment for the various agencies, boards, departments and other offices of the Borough. He 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. He shall also issue rules and regulations, subject to the approval of the Council, governing the requisition and purchasing of all municipal supplies and equipment.
- (15) All complaints regarding services or personnel of the Borough 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 Council.

§ 32-7. Delegation of powers and duties of Mayor.

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.

§ 32-8. (Reserved) ²

§ 32-9. Acting Manager.

If the Manager becomes ill or needs to be absent from the Borough, he shall designate one qualified member of his staff who shall perform the duties of the Manager during his absence or disability. The person so designated shall not perform these duties for a period longer than two weeks without the approval of the Council.

2. Editor's Note: Former § 32-8, Limitations on powers of Council, amended 1-9-1961 by Ord. No. 583, approved 1-9-1961, was repealed 5-12-2004 by Ord. No. 1010, approved 5-12-2004.

§ 32-10. Assistant Borough Manager. [Added 8-11-1993 by Ord. No. 930, approved 8-11-1993]

There is hereby created the office of Assistant Borough Manager. The requirements for appointment and termination, the qualifications, bonding, salary, powers and duties and all other rights, privileges and responsibilities of the Borough Manager as set forth in this Chapter 32 shall apply to the position and person of Assistant Borough Manager; subject, however, that the Assistant Borough Manager shall exercise the discretionary authority provided herein under the direction of the Borough Manager or in the extended absence of the Borough Manager.