

**BOROUGH OF OAKDALE
ALLEGHENY COUNTY, PENNSYLVANIA**

ORDINANCE NO. 2024-7

AN ORDINANCE OF BOROUGH OF OAKDALE, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE OFFICERS AND EMPLOYEES ORDINANCE CREATING THE POSITION OF BOROUGH MANAGER AND DESCRIBING THE DUTIES AND RESPONSIBILITIES THEREOF.

WHEREAS, pursuant to the powers vested in the Borough Council under the Borough Code of Pennsylvania, Title 8, specifically, 8 Pa.C.S. §1005 and §1141(a), and to be codified in Chapter 54 as Article 2 of the Borough Code of Ordinances, the Council of the Borough of Oakdale creates the position of Borough Manager; and

WHEREAS, the Borough Council of the Borough of Oakdale have determined that the day-to-day operations of Borough business and administration can best be delegated to a Borough Manager;

WHEREAS, the Borough Council of Oakdale may wish to appoint a Borough Manager as a Borough employee for the purposes of day-to-day administration of Borough matters and in doing so define the duties and responsibilities of such employment; and

WHEREAS, the duties and responsibilities of the Borough Manager position will be listed in Chapter 54 Article 2 of the Borough Code of Ordinances.

NOW THEREFORE, in consideration of the foregoing, it is hereby ordained and enacted by the authority of the Borough Council of the Borough of Oakdale, Allegheny County, Commonwealth of Pennsylvania, as follows:

SECTION 1: OFFICE CREATED

The Office of Borough Manager is hereby created by the Borough Council of the Borough of Oakdale (hereafter "Council").

SECTION 2: APPOINTMENT

At the sole discretion of the Council, the Borough Manager may be appointed by a majority vote of the Borough Council. The Manager, if appointed, shall serve at the pleasure of the Council, and may be removed at any time by a majority vote.

SECTION 3: REQUIRED EXPERIENCE AND SKILLS

The Manager should have the requisite experience that Council deems necessary to handle the duties and responsibilities of the role.

SECTION 4: COMPENSATION

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

SECTION 5: DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Borough Manager shall be as prescribed and amended from time to time by the Council.

SECTION 6: OTHER OFFICES NOT INCOMPATIBLE

- a. The Borough Manager, Secretary, and Treasurer shall not be incompatible titles, and any two or more or all of the offices may be held by one person. Neither the Mayor nor any member of Council shall be eligible to hold the office of Borough Manager.
- b. If appointed by Council, the Borough Manager shall have authority over the Borough Secretary, if appointed, where an ordinance vests the Borough Secretary with decision making authority or appoints the Borough Secretary as a responsible party for an action of the Borough.

SECTION 7: DISABILITY OR ABSENCE OF THE MANAGER

If the Manager becomes ill or needs to be absent from the Borough, they shall designate one qualified member of the staff to perform the duties of the Manager during their 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.


ENACTED AND ORDAINED into Law this the 11th day of July 2024.

ATTEST:

BOROUGH OF OAKDALE



Borough Secretary



President, Borough Council