

RED HILL BOROUGH COUNCIL
MONTGOMERY COUNTY, PENNSYLVANIA

ORDINANCE NO. 2023 – 596

“AN ORDINANCE DELETING IN ITS ENTIRETY CHAPTER 1 (ADMINISTRATION AND GOVERNMENT), PART 2 (OFFICES OF BOROUGH MANAGER, SECRETARY AND TREASURER) AND REPLACING IT WITH A NEW CHAPTER 1, PART 2 TO CREATE THE OFFICE OF BOROUGH MANAGER AND AMENDING AND RESTATING THE OFFICES OF SECRETARY AND TREASURER.”

The Borough Council of the Borough of Red Hill does hereby **ENACT AND ORDAIN** as follows:

SECTION 1 – Amendment to Code

The Codified Ordinances of the Borough of Red Hill, Chapter 1 (Administration and Government Part 2 A (Office of Borough Manager) is hereby amended to create the position of Borough Manager:

Part 2

Article A
Borough Manager

§1-201. Creation of Office.

The office of Borough Manager for the Borough of Red Hill is hereby created pursuant to the provisions of Section 1141 of the Borough Code, Act of February 1, 1966, P.L. 1656 (1965).

§1-202. Appointment.

The Borough Council shall, by resolution adopted by majority vote of all of its members an individual to fill the office of Borough Manger. The person so appointed to fill the position shall serve for an indefinite time at the pleasure of Council and may be removed at any time by a vote of the majority of all of the member of Borough Council.

§1-203. Qualifications.

The following qualifications shall be required of any individual appointed to the office of Borough Manager of Red Hill:

1. The individual shall be a citizen of the United States.
2. The individual shall possess a high school degree or high school equivalency degree.
3. The individual shall live within a twenty-five (25) mile radius of the Borough of Red Hill.
4. The individual shall be experienced in personnel management, public budgeting, and financial management with 5 years of related experience in the public, private or non-profit sectors or a bachelor's degree and two years of public, private, or non-profit sector experience

§1-204. Salary.

The salary for the Borough Manager shall be set by Borough Council from time to time.

§1-205. General Duties and Authority.

The Borough Manager shall be the chief administrative officer of the Borough, and shall be responsible to the Borough Council as a whole for the proper and efficient administration of the affairs of the Borough. The powers and duties shall relate to the general management and operation of all Borough business not expressly imposed or conferred by statute or ordinance upon other Borough officers.

§1-206. Specific Duties.

The specific duties and authority of the Borough Manager, pursuant to the statement of general duties and authority in §1-205 immediately above, shall include but are not limited to the following:

1. Employee Supervision
2. Labor Relations
3. Community/Public Relations
4. Grant Writing
5. Human Resources
6. Prepare for Council Meetings
7. Report to Council
8. NPDES MS4 Compliance Administrator
9. Right to Know Officer
10. Coordinates projects with the Public Works Director
11. Responsible for Budget Preparation and Implementation
12. Other duties as outlined in the Borough Manager Job Description as amended from time to time.

§1-207. Absence of Manager.

In the event the Borough Manager should become ill or is required to be absent from the Borough, the Borough Manager, in consultation with the President of Borough Council shall designate one (1) qualified member of the staff who shall perform the duties of Manager during the absence or disability. The person so designated shall not perform these duties for a period longer than two (2) weeks without the approval of the Borough Council.

SECTION II – Amendment to Code

The Codified Ordinances of the Borough of Red Hill, Chapter 1 (Administration and Government Part 2 B (Office of Borough Secretary) is hereby amended as follows:

Article B

Borough Secretary

§1-210. Existence of Office.

The office of Borough Secretary for the Borough of Red Hill is hereby ratified and confirmed as an existing position authorized pursuant to the provisions of Section 1111 of the Borough Code, Act of February 1, 1996, P.L. 1656 (1965).

§1-211. Appointment.

The Borough Council shall, by resolution adopted by majority vote of all of its members an individual to fill the office of Borough Secretary. The person so appointed to fill the position shall serve for an indefinite time at the pleasure of Council and may be removed at any time by a vote of the majority of all of the member of Borough Council.

§1-212. Qualifications.

1. The Individual shall be a citizen of the United States.
2. The Individual shall possess a high school degree or high school equivalency degree.
3. The Individual shall have experience in the government or private sector administration of such extent and nature as will qualify said individual to discharge the duties of the office as herein after specified.

§1-213. Salary.

The salary for the Borough Secretary shall be set by Borough Council from time to time.

§1-214. General Duties and Authority.

The Borough Secretary shall provide personal administrative support to Borough Council through conducting and organizing administrative duties and activities, including receiving and handling information. The Borough Secretary shall perform such other functions as shall be reasonably assigned to this office from time to time.

§1-215. Specific Duties.

The specific duties and authority of the Borough Secretary, pursuant to the statement of general duties and authority in §1-214 immediately above, shall include but not limited to the following:

1. Attend all meetings of Borough Council unless excused in any particular case.
2. Prepare, distribute, and maintain a complete record of all minutes of Borough Council meetings and proceedings.
3. Transcribe the bylaws, rules, regulations, and ordinances adopted by Borough Council into a book kept for that purpose.
4. Preserve the records and documents of the Borough and prepare and manage Borough correspondence, reports, and documents.
5. Have custody of the corporate seal of the Borough.
6. Certify copies of any book, paper, record, bylaws, rule, regulations, resolutions, ordinance or proceeding of the Borough, under the seal thereof which copies, when so certified, shall be admissible in evidence in any court of the Commonwealth.
7. Attest the execution of all instruments and record all ordinances of the Borough and attest the same.
8. Prepare and file of record proof of service of all notices required by law.
9. Other duties as outlined in the Secretary Job Description as may be amended from time to time.

SECTION III – Amendment to Code

The Codified Ordinances of the Borough of Red Hill, Chapter I (Administration and Government), Part 2 C (Office of Borough Treasurer) is hereby amended as follows:

Article C
Borough Treasurer

§1-220. Existence of Office.

The office of Borough Treasurer for the Borough of Red Hill is hereby ratified and confirmed as an existing position authorized pursuant to the provisions of Section 1106 of the Borough Code, Act of February 1, 1966, P.L. 1656 (1965)

§1-221. Appointment.

The Borough Council shall by resolution adopted by majority vote of all its members, appoint an individual to fill the office of Borough Treasurer. The person so appointed to fill the position shall serve for an indefinite time at the pleasure of Council and may be removed at any time by a vote of the majority of all the members of Borough Council. The Borough Treasurer shall, before entering upon the duties of the office, give bond in an amount determined by council, conditioned for the faithful performance of the treasurer's duties.

§1-222. Qualifications.

The following qualifications shall be required of any individual appointed to the office of Borough Treasurer of Red Hill,

1. The individual shall be a citizen of the United States.
2. The individual shall possess a high school degree or high school equivalency degree.
3. The individual shall have experience in the government sector or private sector administration of such extent and nature as will qualify said individual to discharge the duties of the office as hereinafter specified.

§1-223. Salary.

The salary for the Borough Treasurer shall be set by Borough Council from time to time.

§1-224. General Duties and Authority.

The Borough Treasurer shall direct the functions dealing with the receipt, disbursement and protection of funds and the preservation of Borough assets, govern overall credit policy, negotiate loans, arrange insurance coverage, and maintain banking relationships of the Borough. The Treasurer shall perform such other functions as shall be reasonably assigned to this office from time to time.

§1-225. Specific Duties.

1. Maintain a just accounting of all receipts and disbursements.
2. Submit the accounting annually to the Borough Auditor.
3. Receive all moneys for the use of the Borough and deposit all moneys received by any officer or employee of the Borough into checking and money market accounts with a bank or banking institution in the name and for the use of the Borough.
4. Authorize the payment of all expenditures to be paid out of Borough funds, upon an order signed by the President and Secretary of Borough Council.
5. Other duties as outlined in the Treasurer Job Description as may be amended from time to time.

Article D

General Provisions

SECTION IV – Amendment to Code

The Codified Ordinances of the Borough of Red Hill, Chapter I (Administration and Government), Part 2 C (Office of Borough Treasurer) is hereby amended as follows:

§1-226. Concurrent Offices.

The Offices of Borough Manager, Secretary and Treasurer may, when specifically designated by ordinance or resolution of Borough Council be held by the same person.

§1-227. Amendment or Repeal.

The Borough Council shall have the power at any time and from time to time to amend parts of this Part.

SECTION V. - Severability

The provisions of this Ordinance are intended to be severable, and if any section, sentence, clause, part, or provision hereof shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts, or provisions of this Ordinance. It is hereby declared to be the intent of the Council that this Ordinance would have been adopted even if such illegal, invalid, or unconstitutional section, sentence, clause, part, or provision had not been included herein.

SECTION VI. -Failure to enforce not a Waiver

The failure of the Borough to enforce any provision of this Ordinance shall not constitute a waiver by the Borough of its rights of future enforcement hereunder.

SECTION VII. - Effective Date


This Ordinance shall take effect and be in force from and after its approval as required by the law.

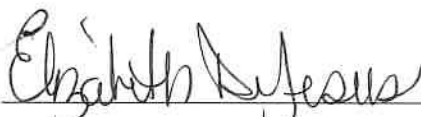
SECTION VIII. - Repealer

All other ordinances and resolutions or parts thereof insofar as they are inconsistent with this Ordinance are hereby repealed.


ORDAINED and **ENACTED** by the Borough Council of Red Hill Borough, Montgomery County, Pennsylvania, this 13th day of September, 2023.

RED HILL BOROUGH COUNCIL

By: 
Doris Decker, President

Attest: 
Elizabeth DeJesus, Secretary

APPROVED the 13th day of September, 2023.


David Schiffigens, Mayor

NOTICE

NOTICE is hereby given that the Red Hill Borough Council, at its public meeting on September 13, 2023 at 7 PM at the Red Hill Borough Hall, 56 West Fourth Street, Red Hill, Pennsylvania 18076, will consider and could vote to adopt an Ordinance Amending the Code of Ordinances of the Borough of Red Hill, Chapter 1 (Administration and Government), Part 2 (Offices of Borough Manager, Secretary and Treasurer) by deleting it in its entirety and replacing it with a new Chapter 1, Part 2 to create the Office of Borough Manager and Amending and Restating the Offices of Secretary and Treasurer.

Copies of the proposed Ordinance are available for public inspection at the Borough Offices, 56 West Fourth Street, Red Hill, Pennsylvania 18076 where a copy of the proposed ordinance may be obtained at a charge not greater than the cost thereof, the offices of *The Town & Country*, 2508 Kutztown Road, Pennsburg, PA 18073 and the Montgomery County Law Library, Court House, Norristown, Pennsylvania, during normal business hours.

**MARK A. HOSTERMAN, ESQUIRE
WISLER PEARLSTINE, LLP**

Solicitor for the Borough of Red Hill