

ORDINANCE NO. _____

**AN ORDINANCE OF THE BOROUGH OF BELLEFONTE, CENTRE COUNTY,
PENNSYLVANIA AMENDING THE CODIFIED BOOK OF ORDINANCES, CHAPTER
88: OFFICERS AND EMPLOYEES; ARTICLE I, MANAGER.**

Be it enacted and ordained by the Council of the Borough of Bellefonte, and it is hereby enacted and ordained by the authority of the same.

SPECIFIC PROVISIONS

Amend Article I, Manager; Sections 1-8, to add and amend:

§ 88-1. Creation of office.

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

§ 88-2. Appointment and removal.

The Manager shall be appointed by a majority of all the members of Council and they shall serve at the pleasure of Council and they may be removed at any time by a majority vote of all its members. At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth its intention to remove him and the reasons therefor.

§ 88-3. Qualifications.

The Manager shall be chosen solely on the basis of their executive and administrative abilities, with special reference to their actual experience in, or their knowledge of, accepted practices with respect to the duties of their office as herein outlined. The Manager need not be a resident of the Borough or of the state at the time of their appointment, but as soon as possible thereafter they shall obtain residency, and during their tenure shall reside, within a 15-mile radius of the Borough office.

§ 88-4. Bond.

No bond is required for the Borough Manager position.

§ 88-5. Compensation.

The salary of the Manager shall be fixed by Council as now provided by law.

§ 88-6. Powers and duties.

- A. The Manager shall be the chief administrative officer of the Borough, and they shall be responsible to Council as a whole for the proper and efficient administration of the affairs of the Borough. Their 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 Council, the powers and duties of the Manager shall include the following:
 - (1) They will initiate the budget development for the next fiscal year at the close of the 3rd quarter of the current fiscal year. In preparing the budget, the Manager or an officer designated by them shall obtain from the head of each department, agency, board or officer estimates of revenues and expenditures and other

supporting data as they request. The Manager shall review such estimates and may revise them before submitting the budget to Council. They shall prepare and submit to Council the final budget package, including an explanatory budget message at the second meeting in the eleventh month of the current fiscal year to allow for Council consideration, public notice, and public comment before the final Council meeting of the fiscal year.

- (2) They shall be responsible for the administration of the budget after its adoption by Council.
- (3) They shall hold such other municipal offices or head one or more of the municipal departments as Council may from time to time direct.
- (4) They shall attend all meetings of Council and its committees with the right to take part in the discussion, and they shall receive notice of all special meetings of Council or its committees.
- (5) They shall prepare the agenda for each meeting of Council and supply facts pertinent thereto.
- (6) They shall keep Council informed as to the conduct of Borough affairs, submit periodic reports on the condition of Borough finances and such other reports as Council requests, and make such recommendations to Council as Council deems necessary.
- (7) They shall submit to 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.
- (8) They shall see that the provisions of all franchises, leases, permits, and privileges granted by the Borough are observed.
- (9) They may employ, by and with the approval of Council, experts, and consultants to perform work and to advise in connection with any of the functions of the Borough.
- (10) They shall attend to the letting of contracts in due form of law, and they 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.
- (11) They 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.
- (12) They shall be the Purchasing Officer of the Borough, and they shall purchase, in accordance with the provisions of the Borough Code and this Code, all supplies and equipment for the various agencies, boards, departments and other offices of the Borough. They shall keep an account of all purchases and shall, from time to time or when directed by Council, make a full written report thereof. They shall also issue rules and regulations, subject to the approval of Council, governing the requisition and purchasing of all municipal supplies and equipment.
- (13) All complaints from the public regarding services or personnel of the Borough shall be referred to the office of the Manager. The Manager and the Personnel Committee of Council shall investigate and dispose of such complaints, and the Manager shall report thereon to Council.

§ 88-7. Delegation of Mayor's powers and duties to Manager.

The Mayor is hereby authorized to delegate to the Manager, subject to recall by written notification at any time, any of the Mayor's nonlegislative and nonjudicial powers and duties.

§ 88-8. Disability or absence of Manager.

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

ENACTED AND ORDAINED into an Ordinance this ____ day of _____ 2026, by the Council of the Borough of Bellefonte in lawful session assembled.

ATTEST:

BOROUGH OF BELLEFONTE:

David G. Pribulka
Interim Borough Manager/Secretary

Douglas Johnson
President of Council

AND NOW, to wit, this ____ day of _____ 2026, the within and above Ordinance is approved.

Gene "Buddy" Johnson, Mayor

§ 88-1. Creation of office.

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

§ 88-2. Appointment and removal. [Amended 12-24-1963 by Ord. No. 465]

The Manager shall be appointed by a majority of all the members of Council and they shall serve at the pleasure of Council and they may be removed at any time by a majority vote of all its members. At least 30 days before such removal becomes effective, Council shall furnish the Manager with a written statement setting forth its intention to remove him and the reasons therefor.

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The Manager shall be chosen solely on the basis of **their** executive and administrative abilities, with special reference to their actual experience in, or their knowledge of, accepted practices with respect to the duties of their office as herein outlined. The Manager need not be a resident of the Borough or of the state at the time of their appointment, but as soon as possible thereafter they shall obtain residency, and during their tenure **shall reside, within a 15-mile radius of the Borough office.**

§ 88-4. Bond. [Amended xx-xx-xxxx by Ord. No. xxx]

No bond is required for the Borough Manager position. ~~Before entering upon their duties, the Manager shall give a bond to the Borough with a bonding company as surety, to be approved by Council, in the sum of \$X,000, conditioned on the faithful performance of their duties. The premium shall be paid by the Borough.~~

§ 88-5. Compensation. [Amended 6-19-1967 by Ord. No. 574]

The salary of the Manager shall be fixed by Council as now provided by law.

§ 88-6. Powers and duties. [Amended xx-xx-xxxx by Ord. No. xxx]

- A. The Manager shall be the chief administrative officer of the Borough, and they shall be responsible to Council as a whole for the proper and efficient administration of the affairs of the Borough. **Their** powers and duties shall relate to the general management of all Borough business not expressly by statute imposed or conferred upon other Borough officers.
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 - (1) **They will initiate the budget development for the next fiscal year at the close of the 3rd quarter of the current fiscal year.** In preparing the budget, the Manager or an officer designated by them shall obtain from the head of each department, agency, board or officer estimates of revenues and expenditures and other supporting data as they request. The Manager shall review such estimates and may revise them before submitting the budget to Council. **They shall prepare and submit to Council the final budget package, including an explanatory budget message at the second meeting in the**

eleventh month of the current fiscal year to allow for Council consideration, public notice, and public comment before the final Council meeting of the fiscal year.

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- (6) **They** shall keep Council informed as to the conduct of Borough affairs, submit periodic reports on the condition of Borough finances and such other reports as Council requests, and make such recommendations to Council as Council deems necessary.
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