

BOROUGH MANAGER CONTRACT 2024-2025

Resolution 2024- 18

AGREEMENT OF THE COUNCIL OF MEDIA BOROUGH APPOINTING BRITTANY FORMAN BOROUGH MANAGER AND SETTING FORTH THE TERMS OF HER EMPLOYMENT AT WILL FOR A TWO-YEAR PERIOD

The Borough of Media is offering Ms. Brittany Forman a contract of at will employment subject to the following terms and conditions and approval by Resolution on January 18, 2024:

1. The duties of the Borough Manager/Borough Secretary, are more fully described in Exhibit "A"; and
2. The Borough will pay the annual dues for membership in the Association of Pennsylvania Municipal Managers (APMM), International City County Management Association (ICMA), and Pennsylvania State Association of Boroughs (PSAB) and the expenses required for pre-approved attendance at conferences, meetings, and continuing education seminars, provided that the aggregate costs for the foregoing shall not exceed the amount budgeted in any calendar year; and
3. The Borough Manager/Borough Secretary shall attend Council evening meetings (approximately twice per month), which includes the regular legislative meeting of the Borough Council, Council workshop meetings, and other committee meetings and events as may be required in the performance of her duties, provided that the Borough Manager may occasionally miss a meeting due to illness, attendance of professional conferences or other good faith reasons; and
4. The 2024 salary will be \$144,500.00 payable in biweekly installments, subject to standard payroll deductions and withholding, and the 2025 salary will include a percentage increase equal to the rest of the staff, but in no case less than three percent (3%); and
5. Benefits will include:
 - a) Health and dental benefits provided by the Borough's Health Plan to all non-uniformed employees.
 - b) Fifteen (15) paid days per year to use as vacation days in accordance with the Borough's established vacation policy.
 - c) Thirteen (13) paid holidays in accordance with the Borough's approved Holiday Schedule.
 - d) Paid sick days in accordance with the Borough's Employee Handbook.
 - e) Borough will match the employee's contribution to the Borough's 457(b) plan, to a maximum of 4% of base salary, and contribute no less than 2% regardless of whether the employee contributes or not. The Borough's contribution will be made directly to the qualified plan.
 - f) Remote work in accordance with the Borough's Employee Handbook.

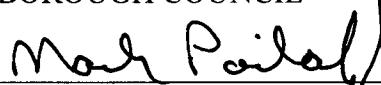
- g) Cell phone use reimbursement of up to \$20/month per the Borough's Employee Handbook
- h) Eligible for a Borough vehicle, or reimbursement for mileage at rates recognized by the Internal Revenue Service.

6. If the Borough Manager/Borough Secretary is released from her duties by the Borough Council without cause, the Borough Manager will receive three (3) month's severance (the "Severance Period"), which shall include salary plus unused paid time off and COBRA health benefits. The Borough will pay the Borough Manager's COBRA premiums for the Severance Period. "Cause" for the purpose of this Agreement is defined as (1) indictment on a charge amounting to a felony, or a misdemeanor involving dishonesty or moral turpitude; (2) commission of any act of theft, fraud, or falsification of any employment or Borough records in any material way; (3) the Borough Manager's failure or inability to perform any material assigned duties; (4) failure to perform the job duties described in Exhibit A; or (5) the inability of the Borough Manager to perform all of her duties by reason of illness, physical, mental or emotional disability or other incapacity, which inability shall have continued for more than twelve (12) weeks; and

The Borough of Media hereby agrees to appoint Ms. Brittany Forman as the Borough Manager/Borough Secretary to serve at the pleasure of the Borough Council, subject to the terms and conditions as set forth herein above. Said terms and conditions shall remain in effect until December 31, 2025, subject to the continuation of employment, which is not guaranteed and continues subject to the terms set forth above. It is understood that this contract creates an at-will employment agreement and does not guarantee any employment or confer upon the Borough Manager any legal remedy based on specific performance.

APPROVED this 18 day of January, 2024.

BOROUGH COUNCIL


Mark Paikoff, President

Accepted by: Brittany N. Forman

Brittany N. Forman, Borough Manager/Secretary

Exhibit A: Media Borough Manager
Job Description

Job Title: Borough Manager
Department: Administration
Reports To: Borough Council
FLSA Status: Exempt
Prepared Date: October 2023

SUMMARY

- Directs all Borough business not expressly assigned to other Borough officials by statute or ordinance.
- Manages day-to-day operations of the Borough in accordance with Council directives, and local, state, and federal laws and ethical standards, by performing the following duties personally or through subordinate department heads.
- Coordinates budgeting and financial management programs, keeping Council informed of Borough's financial condition.
- Attends all Borough Council meetings and other Borough and community functions unless excused by Borough Council in advance.
- Recommends short and long-range objectives, plans and policies to improve the operational efficiency of the Borough and further policy goals of Borough Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Directs and supervises the work of Borough employees and volunteers in departments other than those whose supervision has been delegated other officials by the Mayor or Council. Employs, with the approval of Council, consultants to perform specialized work outside the expertise and/or time constraints of staff members.

Reviews operations of all Borough departments. Compares achievements to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results. Arranges cooperative efforts with other municipalities and agencies to improve the effectiveness of Borough services.

Creates comprehensive annual budget and explanatory budget message in coordination with department supervisors for approval by Council. Recommends sources of funding to provide Borough services. Supervises expenditures in accordance with budget as adopted. Submits monthly financial reports to Council.

Oversees the adequacy and soundness of the Borough's financial structure. Ensures that Borough funds are promptly received, invested, and spent in accordance with applicable laws and ordinances. Directs recording and deposit of funds to proper accounts. Oversees fund investments.

Oversees the personnel and HR functions. Hires, evaluates, disciplines, and discharges employees in accordance with Borough personnel policy and applicable laws, and with the concurrence of Council.

Recommends short and long-range objectives, plans and policies. Provides advice, guidance, direction, and authorization to carry out major plans and procedures, consistent with established policies and Borough Council's approval. Reports regularly and upon request to Borough Council, both in verbal presentations and written correspondence. Provides statistics, financial information, comparative data, or other information required by Borough Council to assist in their decision-making processes.

Serves as Borough Secretary. Prepares agenda for Borough Council meetings. Attends all meetings of Borough Council - and committees as necessary. Maintains minutes and stores official records as required by state and federal law.

Establishes and maintains an effective system of communication throughout the Borough. Maintains contact with all officials, employees, and community leaders. Communicates regularly with representatives of the media to disseminate accurate information regarding Borough activities.

Serves as Purchasing Officer. Directs purchasing of materials and equipment necessary to conduct Borough business in accordance with the requirements of the Pennsylvania Borough Code. Coordinates letting of contracts for professional services and supervises the performance of contractors.

Supervises the provision of all franchises, leases, permits and privileges granted by the Borough.

Oversees grant application and grant administration processes. Directs the preparation and submission of grant applications to various agencies. Monitors and manages the operation of these grants. Explains program operations to participants, expends funds in accordance with grant contracts, and maintains records of project status and disposition of funds. Serves as representative to negotiations with unions, businesses, and other organizations to develop legal agreements with the Borough, as approved by Borough Council. Communicates with solicitor in all legal matters.

Monitors insurance coverage to insure that policies are renewed, new equipment covered, risks are minimized and best rates are obtained. Supervises risk management program.

Serves as Chief Administrative Officer for uniform and non-uniform pension plans. Monitors pension plan investments and prepares required state and federal reports. Conducts Pension Committee meeting at least one time per year and reports to Committee members on the performance of each plan. Recommends investment of pension funds to Council.

Supports business community to ensure a healthy and vibrant Commercial District. Interacts frequently with business leaders to demonstrate Borough's commitment to community development. Supports Media Business Authority projects and program. Interfaces with MBA Executive Director as needed.

Receives and investigates complaints from residents and property owners. Assists citizens by informing them of Borough rules and ordinances, explaining procedures, hearing concerns, and either resolving them or referring them to the appropriate responsible official.

Represents the Borough in state and county organizations and associations.

SUPERVISORY RESPONSIBILITIES

Manages subordinate department heads and employees that make up the Borough departments. Is responsible for the overall direction, coordination, and evaluation of these staff members. Carries out supervisory responsibilities in accordance with the Borough's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and terminating employees.

QUALIFICATIONS

Extensive knowledge of current municipal management concepts, operating practices and procedures, including purchasing, budget preparation, financial management, personnel administration, and community development.

Extensive knowledge of state and municipal ordinances, regulation and codes relevant to local government and responsibilities such as zoning and contract preparation.

Ability to plan, organize, direct, and coordinate municipal projects, operations and functions. Ability to translate Council policies into effective action.

Ability to communicate complex ideas effectively, both orally and in writing; to explain to contractors and the public municipal codes and ordinances. Ability to maintain a professional demeanor in all representation of the Borough.

Knowledge of the legal procedures to be followed in the conduct of Council meetings, in the recording of minutes, in the managing of records and the preparation of various state required reports.

Ability to work evenings and overtime

Considerable knowledge of computer technology principles and practices, including computerized word processing, spreadsheets, databases, e-mail and specialized management software.

Employee must be willing and able to consent to a police background check prior to hiring.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in public administration, business administration or related field; AND minimum five (5) years public sector management experience and/or training; or equivalent combination of education and experience. Master's Degree in public administration or related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania. Meets requirements to be bonded under blanket Borough bonding provision.

JOB LOCATION

Borough Administrative Office, and other locations around the Borough.