

ORDINANCE NO 195

An Ordinance for establishing the position of Village Manager:

The Village of Otisville Ordains:

SECTION 1. Establishment of Office.

In accordance with the authority for the appointment of such Village Officers as the Council shall deem necessary for the execution of the powers granted to the Village by its charter, there is hereby established the office of Village Manager.

SECTION 2. Appointment of Village Manager.

The President shall, with the concurrence of four or more Council persons, appoint a Village manager for an indefinite term and the council may, by contract, enter into such other terms and conditions as the Manager and Council deem appropriate. The Manager shall serve at the pleasure of the Council and may be removed by the affirmative vote of four or more council persons, but only after a hearing before the Council.

The Manager shall be selected solely on the basis of administrative and executive abilities with special reference to training and experience.

SECTION 3. Acting Manager.

The Council may appoint and designate an Acting Village Manager during the period of vacancy in the office of Manager or during absence approved by the Council from duties in the Village.

SECTION 4. Compensation.

The Village Manager shall receive such compensation as the Council shall determine annually by resolution or contract.

SECTION 5. Duties.

The Village Manager shall be Chief Administrative Officer of the Village and shall be responsible to the Village Council for the efficient administration of the Village.

The Manager shall have the following functions and duties:

- A. Act in behalf of, carry out the instructions of, and be the authorized representative of the Village Council.
- B. Attend all meetings of the Village Council with the right to take part in discussions but without the right to vote.
- C. Be a member ex-officio of all committees of the Village Council.
- D. Prepare and submit an annual budget to the Village Clerk, for Council Approval.
- E. Exercise and perform all administrative functions that are not imposed by charter or Ordinance upon some other official.
- F. Present to the Council periodic reports covering the activities of the Village Administration for which he is responsible.
- G. Recommend to the Council for adoption such measures as he may deem necessary or expedient for improvement or betterment of the Village.
- H. Perform such other duties as may be required of him from time to time by the Council, not inconsistent with the Charter of the Village, or with the statute, or Ordinances.
- I. Investigate all complaints concerning the administration of the Village, and shall have the authority at all times to inspect the books, records and papers of any agent, employee or officer of the Village.

SECTION 6. Severability.

If any portion of this ordinance or application thereof to any person or circumstances shall be found to be invalid by court, such invalidity shall not affect the remaining portions or applications of the ordinance which can be given effect without the invalid portion or applications provided that such remaining portions or applications are not determined by said court to be inoperable, and to this end this ordinance is declared to be severable.

SECTION 7. Repeal of Conflicting Ordinances.

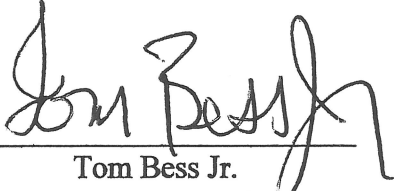
Ordinance No. 134 shall be repealed in its entirety.

SECTION 8. Effective Date.


This Ordinance shall become effective ten (10) days after its adoption.

SECTION 9. Approval and Publication.

This Ordinance was approved by a vote of the Village Council, a quorum being present on the 4th day of February, 2008, and ordered to be published in three public places in the Village of Otisville.



Tom Bess Jr.
Village President



Andrea M. Barden
Village Clerk