



Memorandum

To: Muncy Borough Council
From: Jason M. Fitzgerald
Cc: Phil Trometter, Lea Rhem
Regarding: Borough Manager
Date: 1/15/2024

It is my professional opinion that a Borough the size of Muncy, Pennsylvania, should have a designated Borough Manager. Every municipality that we have successfully worked with has someone in this role. It's up to the Council to decide who this individual is and what their schedule should be (full-time or part-time).

The reason for this recommendation is based on the following:

- The state and federal governments have continued to add responsibilities, new requirements, and new challenges via new rules and mandates, which, at times, can be overwhelming to elected officials and junior staff members.
- A good manager will save you money by bringing in additional grant funds and performing specific duties that would require expensive consultants.
- While we are a full-service grant firm, we will need Borough staff assistance in ensuring that all grants are appropriately administered. We can provide counsel and advice and review all correspondence between a granting agency and Muncy Borough; you will need an experienced staff member to assist with this process.

When looking for a manager, the following qualities are required:

- Someone who can speak professionally with residents and other officials about your community needs.
- Someone competent with a computer to stay on top of the forms and reports required by the state and federal government.
- Someone who can prepare a budget based on short and long-term goals. Are you confident this person can represent the board's position in person and with the media?
- Someone who can oversee the other employees daily.

Let me know if you have any questions.