

Chapter 21

MANAGER

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[HISTORY: Adopted by the Board of Supervisors of the Township of North Middleton 4-21-1992 by Ord. No. 92-4; amended in its entirety 11-3-2011 by Ord. No. 2011-02. Subsequent amendments noted where applicable.]

§ 21-1. Title.

This chapter shall be known and may be cited as the "North Middleton Township Manager Ordinance."

§ 21-2. Creation of office.

The Office of Township Manager is hereby created. Said Office may be filled by the Board of Supervisors by a majority vote. The creation of this Office does not create any right or vested interest in any person appointed to the Office, and the Board of Supervisors is not required to fill the Office if vacant. The Office of Township Manager is created subject to the right of the Board of Supervisors to abolish said Office at any time by ordinance.

§ 21-3. Appointment authorized.

The Board of Supervisors shall appoint, by a majority vote of its members, one person to fill the Office of Township Manager, said appointment to be made annually. In the case of a vacancy, the Board of Supervisors shall fill said Office by a majority vote of its members. The Township Manager shall be subject to removal by the Board of Supervisors by a majority vote with cause.

§ 21-4. Qualifications.

The Township Manager shall be appointed solely on the basis of said individual's executive and administrative abilities with consideration being given for training and/or experience in municipal management as determined by the Board of Supervisors. It is preferred that the Township Manager be a resident of the Township at the time of appointment or shortly thereafter. The Board of Supervisors may, in its discretion, require that the Township Manager reside a reasonable distance from the North Middleton Township Municipal Building.

§ 21-5. Compensation.

The compensation of the Township Manager shall be set annually by resolution of the Board of Supervisors and shall be paid out of the general fund of the Township.

§ 21-6. Bond.

The Township Manager prior to commencement of duties shall give a bond with a corporate or other sufficient surety as approved by the Board of Supervisors, in the sum of \$100,000, conditioned for the faithful performance of the duties of this Office. The premium for said bond shall be paid for by the Township.

§ 21-7. Delegation of nonlegislative powers and duties.

The Board of Supervisors may delegate, subject to recall, any of its nonlegislative powers and duties to the Township Manager.

§ 21-8. Duties of Township Manager.

Subject to recall by ordinance, the duties and powers of the Township Manager shall include, but not necessarily be limited to, the following:

- A. Perform duties required under Township Code and other state laws and regulations.
- B. Attend all regular Township meetings and special meetings where required by the Board of Supervisors.
- C. Attend meetings of boards, commissions, agencies and committees of and pertaining to the Township and/or adjacent municipalities where affecting the Township, as required and determined by the Board of Supervisors.
- D. Manager shall be the chief administrative officer of the Township, carrying out and implementing ordinances of the Township with respect to management thereof. Manager shall supervise and be responsible for the activities of all municipal departments, employees and independent contractors, except the Police Department and except where such supervision and responsibilities are in conflict with the Township Code or other laws.
- E. Manager shall be responsible to the Board of Supervisors for carrying out and implementing all policies and programs established by the Board, unless otherwise provided by the Board.
- F. Manager may recommend for appointment, suspension and/or removal of Township employees and appointed administrative officers except as otherwise provided by law or ordinance.
- G. Make recommendations to the Board of Supervisors concerning policy formulation.

- H. Prepare and submit the annual budget to the Board of Supervisors no later than November 1, together with recommended tax rates and such explanatory comment as deemed desirable.
- I. Administer approved budget.
- J. Report regularly and at least monthly concerning the conduct of Township affairs and submit annually with the budget, no later than November 1, a general report on the status of the Township projects, programs, agencies, committees, commissions, authorities and intergovernmental agreements and relationships.
- K. Cooperate with news media concerning release of information on conduct of Township affairs concerning policies and programs and activities approved by the Board of Supervisors, except confidential matters relating to personnel, real or personal property purchases, contracts of employment and other similar matters in a stage of negotiations, prior to acceptance and/or approval of the Board.
- L. Supervise and be responsible for enforcement of laws and ordinances and regulations relating thereto, and in said capacity to be responsible for and direct the activities of the Secretary, Treasurer, Code Enforcement Officer(s), Zoning Officer(s), Building Permit Officer(s) and similar or related offices in accordance with law and ordinance.
- M. Prepare agenda for the Board of Supervisor meetings, making said agenda available to the press and public where requested.
- N. Coordinate the projects and activities of and facilitate communication of, between and among Township municipal authorities, Planning Commission, Zoning Hearing Board, Recreation Board and other agencies and committees to the extent consistent with and ordinance.
- O. Prepare specifications for advertisement and do other acts necessary for implementation of contracts for Township matters, subject to the approval and action of the Board of Supervisors.
- P. Perform such functions as are required under lease agreement, lease back, management agreement or any other with authorities with respect to operation of sewage and water and other improvements or for other purposes as authorized under state law, including, as determined by motion of the Board of Supervisors, operation, maintenance and administration of water and sewer systems, and including preparation of agenda for Authority meetings, and where required preparation and submission of annual budget to the Carlisle Suburban Authority together with such explanatory comment deemed desirable, and to administer the approved budget.
- Q. Recommend to the Board of Supervisors a qualified person to act as Manager and to exercise the duties of Manager during temporary absence or disability of Manager, and to instruct and ensure adequate training and orientation of said temporary Manager.
- R. Ensure compliance with federal, state and local laws and regulations with respect to occupational safety and hazards.

- S. He/she shall be the purchasing officer of the Township and shall purchase, in accordance with the provisions of the Township Code, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. He shall keep an account of all purchases and shall from time to time, or when directed by the Board of Supervisors, make a full written report thereof. He/she shall also issue rules and regulations, subject to the approval of the Board, governing the requisition and purchasing of all municipal supplies and equipment.
- T. All complaints regarding services or personnel of the Township shall be referred to the Office of the Manager. He, or an officer designated by him, shall investigate and resolve such complaints, and the Manager shall report thereon to the Board of Supervisors.
- U. Prepare for and provide data and support for judicial and quasi-judicial proceedings.
- V. Perform such other duties as directed by the Board of Supervisors.

§ 21-9. Compatible offices.

The Office of Township Manager shall not be deemed incompatible with the Office of Township Secretary, Township Treasurer or any other Township office or employment, except that of Township Supervisor.

§ 21-10. Support by Secretary and Township employees.

The Township Secretary and all Township employees shall provide to the Township Manager such administrative and other support as is required for the proper performance in execution of the duties of the Office of Township Manager.