

TOWNSHIP OF WASHINGTON

Franklin County, Pennsylvania

ORDINANCE NO. 51AN ORDINANCE

OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF WASHINGTON , FRANKLIN COUNTY, PENNSYLVANIA, ESTABLISHING THE OFFICE OF TOWNSHIP MANAGER, PROVIDING THE MANNER OF FILLING SAID OFFICE, THE AMOUNT OF BOND, METHOD OF COMPENSATING SUCH OFFICER, AND THE POWERS AND DUTIES OF THE OFFICE.

BE IT ENACTED AND ORDAINED and it is enacted and ordained, that an Ordinance establishing the office of Township Manager in the Township of Washington, Franklin County, Pennsylvania, providing the manner of filling said office, the amount of bond, method of compensating such officer, and the powers and duties of the office, be adopted as follows:

SECTION 1

The Office of Township Manager is hereby created by the Township of Washington, subject to the right of the Township, by Ordinance, at any time to abolish such office.

SECTION 2

As soon as practicable after the enactment of this ordinance, the Board of Supervisors shall elect, by a majority vote of all its members, one person to fill the office of Township Manager, who shall serve until his successor is elected and qualifies. In the case of a vacancy, the Board of Supervisors of said Township, shall fill said office by a majority vote of all its members. The Township Manager shall, however, be subject to removal at any time by a majority vote of all the members of the Board of Supervisors of said Township.

Section 3

The Manager shall be chosen on the basis of his executive and administrative abilities, with special reference to his actual experience in or his knowledge of accepted practices in respect to the duties of the office as herein outlined. The Manager need not be a resident of the Township or of the State of Pennsylvania at the time of his appointment, but as soon as possible thereafter he shall become, and during his tenure as Manager shall remain, a resident of the Township.

SECTION 4

Before entering upon his duties, the Township Manager shall give a bond to the Township, with a bonding company as surety, in the sum of Five thousand (\$5,000.00) dollars conditioned for the faithful

performance of his duties. The premium for the said bond to be paid by the Township of Washington. The bond of the Township Manager may be included in, and the Manager may be bonded under and covered by, the blanket bond now in force and effect for all Township employees in the aforesaid amount of Five thousand (\$5,000.00) dollars.

SECTION 5

The Township Manager shall receive such compensation as shall be fixed from time to time by resolution. Said compensation shall be the exclusive compensation of the Township Manager, notwithstanding said individual may also serve the Township in the capacities set forth in Section 7 herein.

SECTION 6

The Township Manager shall be the chief administrative officer of the Township, and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of the Township. The Manager's powers and duties shall relate to the general management of all Township business not expressly, by statute or ordinance, imposed or conferred upon other Township officers. The Chairman of the Board is hereby authorized to delegate to the Township Manager, subject to recall by written notification at any time, any of his non-legislative and non-judicial powers and duties.

SECTION 7

The Township Manager shall also hold the offices of Zoning Officer and Township Engineer and shall perform all the duties of such offices.

SECTION 8

As chief administrative officer of the Township, the powers and duties of the Township Manager shall, subject to recall by ordinance, include the following:

A. Supervise and be responsible for the activities of all municipal departments, except such departments the supervision of which shall not have been delegated to the Manager by the Board.

B. Hire and when the Manager shall deem it necessary for the good of the service, suspend or discharge all employees under his supervision, subject, however, to approval of the Board of Supervisors; provided, however, that all policemen shall be suspended or discharged in accordance with the laws of the Commonwealth. Provided, further, that the Township Manager shall report, at the next regular meeting thereafter of the Board of Supervisors of said Township, any action taken by authority of this sub-section.

C. Prepare and submit to the Board of Supervisors before the close of the fiscal year, or at such alternate date as the Board shall determine, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Township Manager, or an officer designated by him, shall obtain from the head of each department, agency, board or officer, estimates of revenues and expenditures and other supporting data

as he requests. The Manager shall review such estimates and may revise them before submitting the budget to the Board.

D. Be responsible for the administration of the budget after its adopting by the Board.

E. Under the direction of the Board, execute and enforce the laws of the Commonwealth and ordinance, resolutions and by-laws of the Township.

F. In addition to the specific duties assigned to the Township Manager by this ordinance, the Manager shall perform the duties and hold the offices of Township Zoning Officer and Township Engineer; provided, however, that by majority vote of the Board, any or all of such offices may be taken from the Manager.

G. Attend all meetings of the Board of Supervisors and of its committees with the right to take part in the discussion, and receive notice of all special meetings of the Board and of its committees.

H. Prepare the agenda for each meeting of the Board and supply facts pertinent thereto.

I. Keep the Board informed as to the conduct of Township affairs; submit periodic reports on the condition of the Township finances and such other reports as the Board shall request; and make such recommendations to the Board as may be necessary.

J. Submit to the Board, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Township for the preceding year.

K. See that the provisions of all franchises, leases, permits, and privileges granted by the Township are observed.

L. Employ, by and with the approval of the Board, experts and consultants to perform work and to advise in connection with any of the functions of the Township.

M. Attend to the letting of contracts in due form of law, and supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Township Officer by statute.

N. See that all money owed the Township is promptly paid and that proper proceedings are taken for the security and collection of all the Township's claims.

O. Be the Purchasing Officer of the Township and purchase, in accordance with the provisions of the Township Code, all supplies and equipment for various agencies, boards, departments and other offices of the Township; keep an account of all purchases and from time to time, or when directed by the Board, make a full written report thereof; issue rules and regulations, subject to the approval of the Board, governing the requisition and purchasing of all municipal supplies and equipment.

P. Cooperate with the Board of Supervisors at all times and in all matters that the best interests of the Township and of the general public may be maintained.

Q. All complaints regarding services or personnel of the Township shall be referred to the office of the Township Manager. The Manager, or an officer designated by him, shall investigate and dispose of such complaints and the Manager shall report thereon to the Board.

SECTION 9

In case of illness or absence of the Manager from the Township, the Manager shall delegate one qualified member of his staff who shall perform the duties of the Manager during his absence or disability. The person so designated shall not perform such duties for a period longer than two weeks without the approval of the Board.

SECTION 10

Any Ordinance, or part or parts of any Ordinance or Ordinances, inconsistent or conflicting with the provisions of this Ordinance, be and the same are hereby repealed insofar as the same are inconsistent or conflicting with this Ordinance.

DULY ENACTED AND ORDAINED this 4th day of August 1975.
by the Board of Supervisors of the Township of Washington, Franklin County, Pennsylvania, in lawful session duly assembled.

Township of Washington
Franklin County, Pennsylvania

Merle C. Eigenbrode
Merle C. Eigenbrode, Chairman

Melvin T. Sease
Melvin T. Sease, Vice-Chairman

Glenn W. Snively, Supervisor

Attest:

Kathryn A. Mullenix
Kathryn A. Mullenix, Secretary