

**WASHINGTON TOWNSHIP  
ORDINANCE NO. 2016-1  
TOWNSHIP MANAGER**

AN ORDINANCE OF THE TOWNSHIP OF WASHINGTON,  
SCHUYLKILL COUNTY, PENNSYLVANIA, CREATING THE OFFICE OF  
TOWNSHIP MANAGER IN AND FOR THE TOWNSHIP OF WASHINGTON.

**WHEREAS**, the Board of Supervisors of Washington Township is authorized to create the office of Township Manager and to establish the powers and duties of a Township Manager by ordinance pursuant to Section 1301 of the Second Class Township Code, 53 P.S. Section 66301; and

**WHEREAS**, the Board of Supervisors of Washington Township desires to create the office of Township Manager and to establish the powers and duties of the Washington township Manager;

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Board of Supervisors of the Township of Washington, Schuylkill County, Pennsylvania, and it is hereby ENACTED AND ORDAINED by the authority of the same, as follows:

SECTION 1: Creation and Filling of Office

1. A Township Manager (hereinafter referred to as "Manager") may be appointed for an indefinite term by a majority of all the members of the Board of Supervisors (hereinafter referred to as "Board"). The Manager, if appointed, shall serve at the pleasure of the Board and may be removed at any time by a majority vote of the Board. At least thirty (30) days before any removal becomes effective, the Board shall furnish the Manager with a written statement setting forth its intention of removal.
2. The Township Manager shall be chosen solely on the basis of his executive and administrative qualification, with special reference to his training and/or experience in municipal management. The Township Manager need not be a resident of the Township. No Washington Township supervisor shall be appointed as Township Manager during the term form which he shall have been elected, or appointed, nor within one (1) year after the expiration of his term. The Township Manager shall have no interest in contracts of the Township, shall not be in debt to the Township, and shall not, at the time of his appointment, be related to any of the Township Supervisors.
3. In case of illness or absence of the Township Manager from the Township, the Board of Supervisors shall designate a qualified individual to perform the duties of the Manager during the Manager's absence or disability.
4. The compensation of the Township Manger shall be set by resolution of the Board of Supervisors and paid out of the general fund. Compensation may be changed by resolution from time to time at the discretion of the Board of Supervisors.

## SECTION 2: Chain of Command

The Township Manager shall report directly to the Board of Supervisors. The Township secretary, treasurer, road master, and road crew shall report directly to the Township Manager and/or to the Supervisors, as the Supervisors may direct.

## SECTION 3: Bond

Before entering upon his or her duties, the Township Manager shall give bond to the Township of Washington, with corporate surety, in the amount no less than Two Hundred Fifty Thousand (\$250,000.00) Dollars, conditioned for the faithful performance of his or her duties, with the premium of said bond to be paid by the Township of Washington. The bond of the Township Manager may be included in and the Township Manager may be bonded under, any blanket bond now in effect for other Township Employees, or as Secretary-Treasurer, if applicable.

## SECTION 4: Powers and Duties

Subject to recall by ordinance, the powers and duties of the Township Manager shall include the following:

### **1. Chief Administrative Officer**

The Township Manager shall be the Chief Administrative Office 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 powers and duties of administration of all Township business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other Township Officers. The Township Manager shall act as chief liaison for the Township to consultants and other professionals engaged on Township's behalf, including, but not limited to, the Township Solicitor, the Township Engineer, and the Township Auditors.

### **2. Supervision of Township Services**

- (a) The Township Manger shall supervise and be responsible for the activities of all municipal departments.
- (b) The Township Manager may employ, with the approval of the Board of Supervisors, experts and consultants to perform work and provide advice in connection with any of the functions of the Township.
- (c) The Township Manager shall be responsible for the proper staffing of Township Departments and, shall arrange for employee selection and shall make recommendations on hiring to the Board of Supervisors.

- (d) The Township Manager shall have the power to terminate any Township employee subject to confirmation by the Board of Supervisors of Washington Township and as further subject to any applicable law or township ordinance.
- (e) The Township Manager shall issue administrative and personnel rules and regulations not in conflict with existing statutes or ordinances to properly carry out the duties contained in this Ordinance.
- (f) All complaints regarding services or personnel of township departments shall be referred to the Township Manager who shall investigate these complaints and report to the Board of Supervisors.
- (g) General supervision of matters relating to roads, streets, highways, gutters, drainpipes, etc., to include maintenance and repair, snow removal, ice control, etc. Responsible for procurement of all materials and supplies and maintenance of vehicles and equipment. Directs the provision of township services such as road maintenance, utilities, recreation facilities, and land use controls.
- (h) Directs the general maintenance, repairs, cleanliness and use of all Township buildings and facilities, including parks and playgrounds.

### **3. Budget Administration and Financial Management**

- (a) The Township Manager shall be responsible for the preparation of the annual budget and organizational objectives with attendant work plans setting forth a summary of projected revenues and proposed expenditures. In preparing the proposed budget, the Manager shall consult with the head of each department, agency or board, or any qualified office thereof, regarding estimates of revenues and expenditures.
- (b) The Township Manager shall be responsible for the administration of the budget after its adoption by the Board of Supervisors.
- (c) The Township Manager shall, in conjunction with the preparation of the yearly budget, develop long-range fiscal plans for the municipality, such plans to be presented annually to the Board of Supervisors for review and action.
- (d) The Township manager 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 agencies, boards, departments, and other offices of the Township provided that all capital expenditures shall be subject to prior approval of the Board of Supervisors. The Township Manager 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. The Township Manager shall also issue rules and regulations, subject to the approval of the Board of Supervisors, governing the procurement of all municipal supplies and equipment.

#### **4. Contract Supervision**

- (a) The Township Manager shall attend to the letting of contracts in due form of law and shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed by statute upon some other Township Officer.
- (b) The Township Manager shall see that the provisions of all franchises, leases, permits, and privileges granted by the Township are observed.

#### **5. Reports and Recommendations**

- (a) The Township Manager shall inform the Board of Supervisors regarding the conduct of Township affairs through submission of periodic reports on the condition of the Township finances, the accomplishment of organizational objectives and other reports requested by the Board of Supervisors, and shall make such recommendations to the Board of Supervisors as the Township Manager deems necessary and advisable for the welfare of the Township.
- (b) The Township Manager shall research and investigate the administrative and governmental functions of various Townships and make recommendations to the Board of Supervisors on appropriate Ordinances affecting the health, safety, welfare and administration of the Township.
- (c) The Township Manager shall establish and maintain appropriate filing systems and efficient administrative procedures for the conduct of Township business.
- (d) The Township Manager shall submit to the Board of Supervisors 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.

#### **6. Protection of Township Interest**

- (a) The Township Manager shall cooperate with the Board of Supervisors at all items and in all matters such that the best interests of the Township and of the general public may be maintained.
- (b) The Township Manager shall see that all money owed to the Township is promptly paid and that proper proceedings are taken for the security and collection of all Township claims.
- (c) The Township Manager shall execute and enforce the laws of the Commonwealth of Pennsylvania, and such ordinances and resolutions of the Township as the Board of Supervisors may prescribe.

## 7. Meetings

(a) The Township Manager shall attend all meetings of the Board of Supervisors and its commissions and committees with the right to take part in discussions and shall receive notice of all regular and special meetings of the Board of Supervisors and its commissions and committees.

(b) The Township Manger shall prepare the agenda for each meeting of the Board of Supervisors and supply pertinent facts.

### SECTION 5: PROCEDURAL LIMITATIONS ON BOARD OF SUPERVISORS

Except for the purposes of inquiry, the Board of Supervisors, its members, the Board of Supervisor's commissions or committees or its members shall deal with the administrative service solely through the Township Manager. Neither the Board of Supervisors, any of its members, any of the Board of Supervisor's commissions or committees or its members shall give orders publicly or privately-to any subordinate of the Manager.

### SECTION 6: REPEAL AND SEVERABILITY

(a) All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent herewith, same are hereby repealed.

(b) If any sections, subsection, sentence, clause or phrase of this Ordinance is for any reason held invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance. All Ordinances of the Township prescribing the duties of heads of department shall remain in full force and effect insofar as they do not conflict with the provisions of this Ordinance, in which case the provisions of this Ordinance shall govern.


### SECTION 7: GENDER

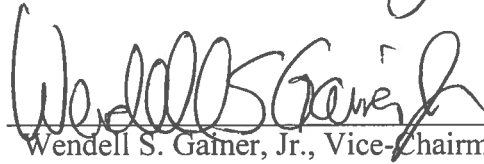
All references in this ordinance to the pronouns "he," "him," "his," shall be deemed to be gender neutral, and shall be presumed to include the provision "she," "her," and "hers" as well.

THIS Ordinance shall take effect and be in full force immediately upon adoption by the Board of Supervisors of Washington Township.

ORDAINED AND ENACTED INTO LAW by the Board of Supervisors of Washington Township, Schuylkill County, Pennsylvania, this 16<sup>th</sup> day of May, 2016.

TOWNSHIP OF WASHINGTON,

  
\_\_\_\_\_  
Leon L. Lutz, Chairman

  
\_\_\_\_\_  
Wendell S. Gamer, Jr., Vice-Chairman

  
\_\_\_\_\_  
Lynn A. Brown, Supervisor

ATTEST

  
\_\_\_\_\_  
Dawn A. Koch, Secretary/Treasurer

**THE FOLLOWING ARE THE ADDITIONAL JOB DUTIES OF THE TOWNSHIP MANAGER:**

1. Assists citizens by informing them of township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
2. Conducts research on other municipal programs, ordinances, fee structures, etc. for use by supervisors in making decisions.
3. Assists the Secretary in receiving revenue from tax collections, permit fees, fines and utility payments.
4. Directs the recording and deposit of funds in proper accounts. Manages investment of unused funds to township's best advantage in accordance with the Township Code.
5. Monitors and manages the operation of various state or federal grant projects or programs by explaining program operations to participants expending funds in accordance with the grant contract, and maintaining records of project status and disposition of funds subject to the approval of the Supervisors.
6. Directs the Secretary in paying bills and other obligations upon approval of supervisors, scheduling payments to the township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
7. Searches out and applies for other sources of funds such as grants, loans, credits, discounts etc., when appropriate.
8. Develops and implements administrative and operating procedures to meet township needs and carry out approved policies.
9. Oversees the Secretary in maintaining payroll and benefit records for all township employees.
10. Oversees and directs the Secretary to periodically reconcile checking accounts, balances bookkeeping records, and assures the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
11. Collaborates with the Secretary in preparing fiscal reports for supervisors periodically and upon request.
12. Monitors insurance coverage to insure that policies are renewed, new equipment covered, risks are minimized and best rates are obtained.

13. Prepares various reports required by state and federal government and by insurance carriers.
14. Maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.