

## ORDINANCE NO. 177

**AN ORDINANCE OF NEW SEWICKLEY TOWNSHIP, BEAVER COUNTY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE OFFICE OF TOWNSHIP MANAGER AND DEFINING THE TERMS OF APPOINTMENT AND REMOVAL, QUALIFICATIONS, POWERS AND DUTIES OF THE TOWNSHIP MANAGER. IT IS HEREBY ORDAINED BY NEW SEWICKLEY TOWNSHIP, BEAVER COUNTY, AS FOLLOWS:**

### **§1. Establishment of Office.**

The office of Township Manager is hereby created for the Township of New Sewickley in accordance with Section 1301 of the Second Class Township Code.

### **§2. Appointment and removal; resignation; vacancy; bond; qualifications.**

- A. The Township Manager may be appointed by majority vote of the Board of Supervisors of New Sewickley Township for an indefinite term, as provided by law. The Township Manager shall serve at the pleasure of the Board of Supervisors. The Township Manager may be removed at any time by majority vote of the Board of Supervisors, with or without cause.
- B. In the event that the Township Manager shall decide to resign, he/she shall give to the Board of Supervisors reasonable prior written notice of his/her intention to do so.
- C. In the case of a vacancy, the Board of Supervisors of the Township may fill said office by a majority vote of the members in attendance at a regularly called meeting of the Board of Supervisors of the Township.
- D. Before taking office and each year thereafter, the Township Manager shall furnish a fidelity bond, in an amount directed by the Board, conditioned upon the faithful performance of his/her duties, with a corporation licensed to do business in the state as surety. The cost of such bond shall be paid from the general revenue of the Township.
- E. The Township Manager should be chosen, at the discretion of the Board of Supervisors, on the basis of his/her executive and administrative ability, with special reference to his/her actual experience or knowledge of accepted practices with respect to the duties of the office as herein outlined. Candidates for the position of Township Manager shall satisfy the following minimum qualifications:

- i. The Township Manager shall possess from an accredited college or university a bachelor's degree at minimum, a Bachelor's Degree in Public Administration, Public Management or other related Bachelor's Degree (Masters Degree is preferred). These qualifications shall be certified by appropriate transcripts and professional references.
- ii. The Township Manager shall have five (5) years of experience in local government management.
- iii. The Township Manager shall have demonstrated working knowledge of local agency law, budget and finance, personnel and labor, grant administration and project management.
- iv. The Township Manager shall have good verbal, interpersonal, and written communication skills.
- v. The Township Manager shall have good computer technology skills.
- vi. The Township Manager shall be able to perform the essential functions of the job as listed in the job description attached for the position of Manager.

### **§3. Compensation.**

The salary of the Township Manager shall be fixed from time to time by resolution of the Board of Supervisors. The Township shall enter into an Employment Contract by and between the Township Manager and may supplement or amend the same from time to time at the discretion of the Board of Supervisors.

### **§4. General duties.**

- A. The Township Manager shall be the Chief Administrative Officer of the Township and shall have and exercise all powers and duties assigned to him/her by this Ordinance and such other authority or duties as may be granted by the Board of Supervisors by resolution, or contract or otherwise.
- B. The Township Manager shall attend all meetings of the Board of Supervisors and such other meetings of Township officials as the Board of Supervisors shall direct; shall keep the Board of Supervisors informed as to the affairs of the Township and shall recommend to the Board of Supervisors such actions as may be necessary or expedient for the health, safety and welfare of the residents of the Township. The Township Manager shall prepare the agenda for each meeting of the Board of Supervisors and supply pertinent facts thereto.
- C. The Township Manager need not be a resident of New Sewickley Township, and may be either full-time or part-time at the Board of Supervisors' discretion. The Township Manager may be either a full-time or part-time employee of the Township or may be a non-employee consultant.

- D. The Township manager shall have under his/her administrative control all municipal departments of the Township, including, but not limited to, Administration, Police Department, Road Department, Code Enforcement. The Township Manager may hold such other Township offices or head one or more of the Township's municipal departments as the Board of Supervisors, from time to time, may direct.

**§5. Employee management.**

- A. The Township Manager shall have overall supervising authority over all personnel in all departments of the Township.
- B. The Township Manager shall not have authority to hire or discharge full-time or part-time employees without prior direction and authorization from the Board of Supervisors. The Township Manager may make recommendations to the Board of Supervisors. All Township employees shall perform their duties under the general administrative direction of the Township Manager.
- C. The Township Manager shall be responsible for managing a human resource system which includes, but is not limited to, job performance reviews, staffing and training; setting performance objectives and job descriptions; formulating organization charts and compensation tables. The Township Manager will regularly review all employment contracts and compensation arrangements with Township employees and provide appropriate recommendations to the Board.

**§6. Budget and finances.**

- A. The Township Manager shall prepare and timely submit to the Board of Supervisors a balanced budget for the next fiscal year and an explanatory budget message. The budget message shall provide a narrative explanation of the fiscal plan emphasizing any significant changes in revenues and/or expenditures and any specific programs or projects in the budget. In preparing the budget, the Township Manager, or an officer designated by him/her, shall obtain from the head of each department or agency, or board officer, estimates of revenues and expenditures and other supporting data as he/she requests. The Township Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors. Capital budget items will also be prepared and timely submitted.
- B. The Township Manger shall be responsible for the administration of the budget after its adoption by the Board of Supervisors.
- C. The Township Manager shall formulate and implement cost-savings programs for the Township.

- D. The Township Manager shall keep the Board of Supervisors informed as to the conduct of the Township affairs and, along with the Township Treasurer, submit periodic reports on the condition of the Township finances. He/she and the Township Treasurer shall submit such other reports as the Board of Supervisors request and make such recommendations to the Board of Supervisors as he/she deems necessary. He/she shall be responsible for making changes recommended as the result of audits and for implementation of internal controls to affect compliance to any audit finding.
- E. The Township Manager may employ, with the approval of the Board of Supervisors, experts and consultants to perform and to advise in connection with any of the functions of the Township.
- F. The Township Manager shall oversee the Township Treasurer and require reports on current accounts showing at all times the fiscal condition of the Township, including the current and anticipated expenditures, appropriations, cash on hand and anticipated revenue of all municipal funds and accounts. Such documentation shall be reported to the Board of Supervisors jointly by the Township Manager and the Township Treasurer. The Township Manager shall have the authority to take appropriate action to withhold authorized appropriations, subject to the approval of the Board of Supervisors and the notification of the Township Treasurer, to maintain a balance between expected revenue and expenditures.

**§7. Contracts.**

Subject to the direction of the Board, the Township Manager shall negotiate and examine all proposed contracts to which the Township may be party, including intergovernmental cooperation agreements, and may sign, on behalf of the Township, any contract authorized by the Board of Supervisors. It shall be the duty of the Township Manager to see to it that all terms of any contract to which the Township is a party are fully performed by all parties thereto. The Township Manager may serve as chief negotiator on bargaining union contract negotiations for the Township if so directed by the Board of Supervisors.

**§8. Purchases.**

Subject to the direction of the Board, the Township Manager shall be the purchasing officer of the Township and he/she shall provide for the acquisition of, in accordance with the provisions of the Second Class Township Code and the adopted budget, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. He/she shall keep an account of all purchases and shall prepare an

appropriate request, identified as the warrants payable, to the Board of Supervisors for the authorization to expend the appropriations for those purchases. He/she shall also issue rules and regulations governing the requisition and purchasing of all municipal supplies and equipment. Notwithstanding anything herein contained to the contrary, the Township Manager shall not have the power and authority to make purchases or to enter into contracts, except in accordance with the Second Class Township Code.

**§9. Inventories of property.**

Except as otherwise assigned by the Board, the Township manager shall keep and/or oversee a current inventory showing all real and personal property of the Township and its location and have oversight responsibility for the care and custody of all such property, including equipment, buildings, parks and all other Township property.

**§10. Reports and publications.**

It shall be the duty of the Township Manager to see to the official publication and/or advertisement of all notices, ordinances or other documents required by law to be published and/or advertised and to prepare or cause to be prepared all reports which the Township or any of the officials thereof are required by law to prepare.

**§11. Maps and plats.**

The Township Manager shall cause to be maintained by the Township an adequate set of maps and plats for the Township.

**§12. Investigations.**

The Township Manager, or his/her designee, shall have the authority to investigate the affairs of the Township or any department, agency, division or advisory council thereof and to investigate all complaints in relation to matters concerning the administration of the government of the Township. Reports of any such investigation shall be promptly submitted to the Board of Supervisors.

**§13. Emergencies.**

In case of accident, disaster or other circumstances creating a public emergency, the Township Manager may take all reasonable and necessary actions for the purpose of meeting emergencies, if required on an emergency basis, subject to approval by the Board.

**§14. Comprehensive plan.**

The Township Manager shall be responsible for coordinating activities concerning the Township's Comprehensive Plan or other Township short-term and long-range plans.

He/she shall also aid in the development of the plan in conjunction with the Board of Supervisors and citizen volunteers.

**§15. Grants.**

The Township Manager shall coordinate applications for grants from federal, state, county and other funding sources and be responsible for supervising the use of such funds.

**§16. Additional or Modified Duties.**

The Township Manager will perform all such other duties as are assigned by the Board of Supervisors and any of the above responsibilities may be changed, deleted, or added to by the Board of Supervisors action.

ENACTED AND ORDAINED this 4th day of September, 2007.

ATTEST:

TOWNSHIP OF NEW SEWICKLEY

Patricia Fowler  
Secretary

Tom Smith  
Chairman, Board of Supervisors