

ORDINANCE NO. 203

AN ORDINANCE AMENDING ORDINANCE NO. 73 CREATING
THE OFFICE OF TOWNSHIP MANAGER AND SETTING FORTH
THE POWERS, DUTIES AND COMPENSATION OF THE SAME

The Board of Supervisors of East Norriton Township, Montgomery County, Pennsylvania, do hereby enact and ordain as follows:

Sec. 1 - Creation of the Office

The Office of Township Manager is hereby created by the Board of Supervisors, subject to the right to abolish said office at any time by ordinance.

Sec. 2 - Appointment and Removal

(1) The Manager shall be appointed by a majority of all members of the Board of Supervisors to serve until the first Monday of January of the year following appointment or until a successor is elected and qualified for office. The office of Manager shall be filled annually thereafter.

(2) Subject to all provisions of the Second Class Township Code, and this Ordinance, as from time to time amended, an employment contract may be executed between the Township and Manager, if requested by either party.

(3) The Manager shall receive not less than thirty (30) days wages but removal of the Manager will be immediate from managerial responsibilities at the discretion of the Board of Supervisors.

(4) In the event of a vacancy in the office of Manager, the Board of Supervisors shall select a replacement by majority vote of all members of the Board to complete the present unexpired term.

(5) The Manager's compensation shall be set from time to time by Resolution of the Board of Supervisors and shall be paid out of the General Fund of the Township.

Sec. 3 - Qualifications

The Manager will be chosen on the basis of executive and administrative abilities with special reference to training and experience in municipal management, and to the duties of the office as set forth in this Ordinance.

Sec. 4 - Bond

Before entering upon the duties of the office, the Manager shall give a bond to the Township with a bonding company as surety, as set by the elected Auditors of the Township and the premium for said bond shall be paid by the Township.

Sec. 5 - Powers and Duties

The 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 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.

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

(1) The Manager shall supervise and be responsible for the activities of all municipal departments and all Township employees.

(2) The Manager shall hire, with the approval of the Board of Supervisors and, when necessary for the good of the service, shall discipline, suspend or discharge any employee based upon the Township's personnel policies and the recommendations of the Department Head. Provided further, that with respect to other Township employees, the hiring and firing thereof shall be subject to the terms, if any, set forth in any Personnel Manual promulgated by the Board of Supervisors. The Manager shall report at each meeting of the Board of Supervisors any action taken pursuant to the authority of this subsection.

(3) The Manager shall participate in all personnel actions affecting Department heads, shall periodically perform employee evaluations, and make recommendations to the Board regarding salaries of personnel under their supervision.

(4) The Manager shall prepare and submit to the Board before the close of each fiscal year, a detailed, balanced budget for the next fiscal year, and an explanatory budget message when requested. Such budget shall be submitted in sufficient time to allow for its study and adoption within the time limitations of the Second Class Township Code. In preparing the recommended budget, the Township Manager shall obtain from the head of each department, agency, board or office, estimates of revenues and expenditures and such other supporting data deemed necessary. The Township Manager shall review such estimates and may revise same prior to submission of the recommended budget to the Board.

(5) The Manager shall be responsible for the administration of the budget after its adoption by the Board of Supervisors, and shall prepare monthly financial statements of all revenues and expenditures with appropriate recommendations to the Board.

(6) The 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 its review and adoption.

(7) The Manager shall 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.

(8) The Manager shall periodically prepare and submit to the Board of Supervisors reports as to the conduct of Township affairs, and such other reports as requested by the Board.

(9) The Manager and the Board of Supervisors shall prepare the agenda for each meeting of the Board of Supervisors containing items requested by individual members of the Board in addition to items suggested by the Township Manager. The Township Manager will supply pertinent facts thereto.

(10) The Manager shall attend all regular and special meetings of the Board of Supervisors. The Manager may participate in the general discussions of the Board but shall not have the right to vote.

(11) The Manager may hold such other municipal offices or head one or more of the municipal departments as the Board may from time to time direct.

(12) The Manager shall conduct the general affairs of the Township, including, but not limited to, purchasing, collections, administration and enforcement of contracts, leases and franchises in accordance with applicable laws and ordinances, and the directives and policies of the Board of Supervisors.

(13) The Manager may employ, with the approval of the Board of Supervisors, experts or consultants to perform work and to provide advice to the Township in connection with any of the functions of the Township.

(14) The Manager shall attend to the letting of contracts in due form of law, and shall supervise the performance and faithful execution of same except insofar as such duties are expressly imposed upon other Township officers by law.

(15) The 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.

(16) All questions and complaints regarding Township services, actions, and personnel shall be referred to the Township Manager. The Manager shall investigate, evaluate, respond to and dispose of such questions and complaints in accordance with Township policies and regulations and shall report thereon to the Board of Supervisors.

(17) The Manager shall research and investigate the administration and governmental functions of other municipalities in order to make recommendations to the Board of Supervisors regarding appropriate ordinances affecting the health, safety, welfare and administration of the Township.

(18) The Manager shall perform all lawful duties designated by the Board of Supervisors.

Sec. 6 - Absence or Disability of Manager

Should the Manager become ill, or disabled, or otherwise need to be absent from the Township, the Assistant Manager, or other person designated by the Board of Supervisors shall perform the duties of the Manager.

Sec. 7 - Limitations

(1) It is the express intention of this Ordinance that individual members of the Board of Supervisors shall not interfere with, dictate, influence, or attempt to interfere with, dictate or influence the day to day administrative operations of the Township.

(2) (a) The Manager shall have no authority to fill any position or take any action reserved to the Board of Supervisors by the Second Class Township Code.

(b) The Manager shall not hire or fire any Department head without approval of the Board of Supervisors.

(c) The Manager shall refrain from any attempt to influence decisions of a legislative or quasi-judicial nature, including, but not limited to, zoning changes, consideration of subdivision or development plans, purchase of open-space or park lands.

(d) The Manager shall refrain from actively engaging in federal, state, county or municipal politics.

Sec. 8 - Repeals

All ordinances, resolutions and specifically Ordinance #73 and/or parts thereof, insofar as they are inconsistent with this Ordinance are hereby repealed, with the exception of those resolutions adopted by the Board of Supervisors affecting the Police Department.

ENACTED AND ORDAINED this 19th day of
November, 1984.

BOARD OF SUPERVISORS
EAST NORRITON TOWNSHIP

By: Joseph D. Rousso Jr.
Chairman

Attest: 1

Helmut J. C. Bauwald
Secretary