

ORDINANCE NO. 73

ORDINANCE CREATING THE OFFICE OF TOWNSHIP MANAGER AND SETTING FORTH THE POWERS, DUTIES AND COMPENSATION OF THE SAME

BE IT ENACTED AND ORDAINED by the Supervisors of East Norriton Township, Montgomery County, Pennsylvania and it is hereby enacted and ordained by authority of same, as follows:

SECTION I: The office of Township Manager for East Norriton Township is hereby created.

SECTION II: The Supervisors shall elect one person to fill the office of Township Manager, who shall serve until his successor is elected and qualified or until the office of Township Manager is abolished.

SECTION III: Before entering upon his duties he shall enter into a Bond in the amount of \$5,000.00 with good and sufficient surety to be approved by the Supervisors, conditioned for the faithful performance of his duties. The premium for the Bond shall be paid for by the Township.

SECTION IV: The Township Manager shall receive a salary of \$13,000.00 per annum which shall be subject to annual revision and/or adjustment.

SECTION V: The manager shall be the Chief Administrative Officer of the Township and shall be responsible to the Board of Supervisors for the proper and efficient administration of the affairs of the Township. His powers and duties shall relate to the general management of all Township business not expressly by statute, or by ordinance of the Township of East Norriton, imposed or conferred upon other Township Officers.

Subject to change from time to time, the powers and duties of the Township Manager shall include the following:

1. The Manager shall supervise the various activities of all departments except that of the Police Department.
2. The Manager shall submit to the Board for its decision, all applications for employment, to any vacancies or to add new employees.
3. The Manager may temporarily suspend Township employees and make recommendations to the Board for its decision on dismissal.
4. The Manager shall prepare and submit to the Board on such dates as the Board shall determine from time to time, a budget for the next calendar

year and an explanatory budget message. In preparing the budget the Manager shall obtain from the head of each department, agency, board or officer, estimates of revenue and expenditures and other supporting data. The Manager shall review such estimates and may revise them before submitting the budget to the Board together with his reasons for any such revisions.

5. The Manager shall be responsible for the administration of the budget after the adoption by the Board.

6. The Manager shall hold such other municipal offices as the Board may from time to time direct.

7. The Manager shall attend all meetings of the Board and its committees with the right to take part in the discussion and he shall receive notice of all special meetings of the Board or its committees.

8. The Manager shall 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 requests, and make such recommendations to the Board as he deems necessary or as requested by the Board of Supervisors.

9. The Manager shall, with the approval of the Chairman of the Board, prepare the agenda for each meeting of the Board and supply facts pertinent thereto.

10. The Manager shall review the auditor's report and promptly submit his comments on the same to the Board of Supervisors.

11. The Manager shall attend to letting of contracts in due form of law and he shall supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed upon some other Township Officer by statute or by ordinance of East Norriton Township.

12. The Manager shall see that all monies owed to the Township are promptly paid and if necessary to see that proper and prompt action is taken to require payment of the same. From time to time he shall inform the Board of any such accounts that are delinquent for a period of more than six (6) months.

13. The Manager shall be the Purchasing Officer of the Township. He shall purchase, in accordance with the provisions of the Second Class 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, make a full written report thereof. He shall also issue rules and regulations, subject to the approval of the Board, governing the requisitioning and purchasing of all municipal supplies and equipment.

14. The Manager shall submit to the Board at the close of the calendar year an itemized inventory of all property of all types and numbers of equipment of the Township and give a fair market value of each.

15. The Manager shall process, and dispose of, to the best of his ability, all complaints received by him regarding service of the Township, and regarding personnel employed by the Township. He shall keep a record of the same which shall be available to the Board on request. Those matters that he has not been successful in satisfactorily disposing of shall be referred to the Board for their advice and action.

SECTION VI: If the Manager becomes ill or absent from the Township for a period of more than two (2) weeks, the Board shall designate a member or members of the staff to perform the duties of the Manager. Should the illness or contemplated absence be two (2) weeks or less, the Manager shall designate a staff member or members to perform his duties in his absence. If he is unable or fails to so designate a staff member or members, then the Board of Supervisors shall do so.

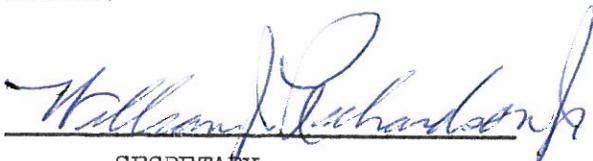
SECTION VII: All ordinances or resolutions, or parts of ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

ORDAINED AND ENACTED BY THE SUPERVISORS OF EAST NORRITON TOWNSHIP THIS 13th DAY OF SEPTEMBER, 1971.



CHAIRMAN OF THE BOARD

ATTEST:



SECRETARY