

COPY

**AN ORDINANCE FOR JACKSON TOWNSHIP,
CAMBRIA COUNTY, PENNSYLVANIA
CREATING THE OFFICE OF TOWNSHIP MANAGER AND
ESTABLISHING POWERS AND DUTIES OF THE TOWNSHIP MANAGER**

ORDINANCE NO. 89

By the authority given to the Board of Supervisors for Jackson Township, Cambria County, Pennsylvania, it is hereby enacted and ordained as follows:

I. AUTHORITY

- A. Section 599.1 (53 P.S. 65599.1) of the Second Class Township Code authorizes the Board of Supervisors for Jackson Township to create the office of Township Manager.

II. CREATION OF THE OFFICE

- A. The Board of Supervisors for Jackson Township hereby create the office of Township Manager for Jackson Township.

III. APPOINTMENT AND TERM

A. Appointment.

1. The Township Manager shall be appointed by a majority vote of the Board of Supervisors.

B. Term.

1. The Township Manager shall be employed by the Township for an indefinite term.

2. The Township Manager shall serve in the position of Township manager until his successor is appointed and qualified, unless:

- a. the Township Manager is removed by the Board of Supervisors by a majority vote of the Board of Supervisors; or

- b. submits a written resignation to the Board of Supervisors.

IV. COMPENSATION

A. Resolution.

1. Compensation for the Township Manager shall be as set forth in a resolution adopted by a majority of the Board of Supervisors.
2. The compensation for the Township Manager may be changed (increased or decreased) from time to time by resolution adopted by a majority of the Board of Supervisors.

B. Source of Compensation.

1. Compensation for the Township Manager shall be paid out of the general fund of the Township.

V. QUALIFICATIONS

A. General.

1. The person appointed to the position of Township Manager shall be chosen on the basis of executive and administrative abilities.

B. Education and Experience.

1. The person appointed to the position of Township Manager shall be a high school graduate or have an equivalency thereof and a minimum of five (5) years employment with a municipal government as a Manager, Secretary, or Administrator.

VI. POWERS AND DUTIES

- A. The powers and duties of the Township Manager shall be contained in this ordinance which may be amended from time to time by the Board of Supervisors.
- B. The Township Manager is directly responsible to the Board of Supervisors and all matters relating to the position of Township Manager.

C. Excluded Powers and Duties.

1. The Township Manager shall not perform any legislative functions commonly performed by the Board of Supervisors, including, but not limited to, the enactment of any legislation affecting the Township.
2. The Township Manager shall not be responsible for overseeing the police department or performing any functions related to the management of the police department including, but not limited to, the selection or recommendation of personnel or training of all uniformed police personnel.

D. Included Powers and Duties.

1. General.

- a. The Township Manager is the administrator of the Township and is responsible for carrying out the policies and directives of the Board of Supervisors.
- b. The Township Manager shall have to power to perform any non-legislative function the Board of Supervisors may have.

2. Administration.

- a. The Township Manager is responsible for the general administration of the Township including, but not limited to correspondence, reports, recordkeeping and bookkeeping

3. Meetings.

- a. The Township Manager shall be required to attend all Township meetings of the Board of Supervisors and upon request of any township body politic attend any other meeting.

4. Budget.

- a. The Township Manager shall be responsible for preparing the annual budget for the Township and recommend the budget to the Board of Supervisors for their adoption.

5. Highway Department.

- a. The Township Manager oversees the general supervision of matters relating to roads, streets, highways, gutters, drainpipes located in the Township, including, but not limited to, maintenance and repair, snow removal, and ice control.

6. Procurement.

- a. The Township Manager shall establish a program to control the procurement of all materials and supplies, provided such materials and supplies are procured in the manner set for in the Second Class Township Code.

7. Vehicles and Equipment.

- a. The Township Manager shall establish and implement a program and procedure for the maintenance of vehicles and equipment and for procuring the services needed for the maintenance.

8. Code Enforcement.

- a. The Township Manager shall be responsible for general supervision of the activities of any of the code enforcement officers employed by the Township for the enforcement of township ordinances including, but not limited to building, municipal waste, subdivision ordinances and related ordinances or codes that create the position of an enforcement officer.
- b. The Township Manager shall be empowered to report and enforce any violation of any Township codes or ordinance and shall also be empowered to issue stop orders for any violation.

9. Professional Services.

- a. The Township Manager shall be authorized to contact the solicitor, accountant, or engineer for professional services or opinions that are needed.

- b. The Township Manager shall review any and all ordinances prepared by the solicitor, audits or budgets prepared by the accountant, or plans or drawings prepared by the engineer and recommend acceptance or rejection to the Supervisors.

10. Personnel.

- a. The Township Manager shall recommend to the Board of Supervisors actions required with respect to personnel including, but not limited to, recommendations for hiring and discipline.

- (1) This power for recommending action to the Board of Supervisors with respect to personnel shall not extend to the police department.

- b. The Township Manager shall direct all office staff employed by the Township.

11. Facilities.

- a. The Township Manager shall be responsible for maintenance, repair, cleanliness, and use of the Township Office building and facility and shall oversee other Township buildings and facilities including, but not limited to parks, playgrounds, and recycling bin.

12. Associations.

- a. The Township Manager may also join any association related to the office of Township Manager and such dues and expenses for membership or participation therein shall be paid by the Township.

13. Miscellaneous and Other Powers and Duties

- a. The Township Manager shall be responsible for and perform any other functions that may from time to time be assigned by the Board of Supervisors, provided that any of those functions do not violate this ordinance or any other federal, state, or local, ordinance, law, or regulation.

VII. BOND**A. Approval of Supervisors.**

1. The Manager shall post bond with the corporate surety in an amount approved by the Board of Supervisors.

B. Fee for Bond.

1. The fee for the bond shall be paid by the Township.

VIII. CONFLICT OF INTEREST**A. Personal Interests.**

1. The Township Manager shall have no personal interest, direct or indirect, in any contracts with the Township.

B. Other Township Offices.

1. The office of the Township Manager shall not be deemed incompatible or a conflict of interest with the office of Township Secretary or Township Treasurer or any other Township office or employment except that of Supervisors.

IX. VACANCY IN OFFICE OF TOWNSHIP MANAGER

- A. Should there be a vacancy in the Office of Township Manager, the Board of Supervisors, by majority vote, shall elect one (1) person to fill said office shall serve until his successor is elected and qualified.

X. SAVINGS CLAUSE

- A. If any section, subsection, sentence, or clause of this Ordinance is held, for any reason, to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance.

XI. REPEALER

- A. This ordinance repeals all ordinances or resolutions, portions of ordinances or resolutions, insofar as they are inconsistent herewith, being the same are hereby repealed.

ENACTED and ORDAINED this 22nd day of December, 1993,
by the Board of Supervisors of Jackson Township:

ATTEST:

JACKSON TOWNSHIP SUPERVISORS:

George E. Burkey
George Burkey, Secretary

Terrill Boring
Terrill Boring

Daniel Albright
Daniel Albright

David Somogyi
David Somogyi