

Chapter 18

MANAGER

[HISTORY: Adopted by the Board of Supervisors of the Township of North Londonderry 2-10-1981 by Ord. No. 49 (Ch. 15 of the 1991 Code). Amendments noted where applicable.]

GENERAL REFERENCES

Police Department — See Ch. 25.
Retirement benefits — See Ch. 33.
Salaries and compensation — See Ch. 37.

§ 18-1. Office created.

The office of the Township Manager is hereby created by the Township of North Londonderry.

§ 18-2. Appointment; term. [Amended 2-14-1989 by Ord. No. 76]

The Manager shall be appointed for an indefinite term by a majority of all the members of the Board of Supervisors.

§ 18-3. Qualifications. [Amended 2-14-1989 by Ord. No. 76]

The Manager shall be chosen solely on the basis of his executive and administrative abilities, with special practices in respect to the duties of his office as herein outlined. The Manager need not be a resident of the Township.

§ 18-4. Bond. [Amended 2-14-1989 by Ord. No. 76]

The Manager shall give a bond to the Township, with a bonding agency as surety, to be approved by the Board of Supervisors, in a sum not less than one hundred thousand dollars (\$100,000), conditioned for the Township.

§ 18-5. Compensation. [Amended 2-14-1989 by Ord. No. 76]

The salary of the Township Manager shall be fixed from time to time by the Board of Supervisors by resolution.

§ 18-6. Powers and duties.

- A. The Manager shall be the Chief Administrative Officer of the Township and he shall be responding to the Board of Supervisors as a whole 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 imposed or conferred upon other Township officers.
- B. Subject to recall by ordinance of the Board of Supervisors, the powers and duties of the

Township Manager shall include the following:

- (1) He shall supervise and be responsible for the activities of all municipal departments, devoting full time of at least forty (40) hours per week to Township duties and, in addition, be subject to call twenty-four (24) hours a day, seven (7) days a week, in the event of emergency or other substantial need, using as his office the facilities provided at the Township municipal building where all official records are to be maintained.
- (2) He shall, with the prior approval of the majority of the Board of Supervisors, hire and, when necessary, shall suspend or discharge all employees under his supervision.
- (3) He shall prepare and submit to the Board of Supervisors before the close of the fiscal year, or on such alternate date as the Board of Supervisors shall determine, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Manager, or an officer designated by him, shall obtain from the head of each department, agency, board or officer, estimates of revenues and expenditures and other supporting data as he requests. The Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors.
- (4) He shall be responsible for the administration of the budget after its adoption by the Board of Supervisors.
- (5) He shall be in charge of all Township operations, including but not limited to the Highway Department, Administration Office, Secretary, Treasurer, Police Department and any other department hereinafter established by the Supervisors. All employees shall report directly to each department head, and each department head shall report directly to the Manager. The Manager shall report directly to the Supervisors on all activities and duties of his office, and he shall further report all matters pertaining to the Highway Department, Administration Office, Police Department or other departments hereinafter established by the Supervisors. [Amended 12-8-1987 by Ord. No. 70]
- (6) He shall attend all meetings of the Board of Supervisors and its committees.
- (7) He shall prepare the agenda for each meeting of the Board of Supervisors and supply facts pertinent thereto.
- (8) He shall keep the Board of Supervisors 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 of Supervisors request, and make such recommendations to the Board of Supervisors as he deems necessary.
- (9) He 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.
- (10) He shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
- (11) He may employ, by and with the approval of the Board of Supervisors, experts and

consultants to perform work and to advise in connection with any of the functions of the Township.

- (12) He shall attend to the letting of contracts, with prior approval of the majority of the Board of Supervisors, in due form of law and he shall supervise the performances and faithful execution of the same, except insofar as such duties are expressly imposed upon some other Township office by statute.
- (13) He shall see that all money owed the Township is promptly paid and that proper proceedings are taken for the security and collection of all the Township's claims.
- (14) He shall be the purchasing officer of the Township and he shall purchase, in accordance with the provisions of the 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 of Supervisors, make a full written report thereof. He shall also issue rules and regulations, subject to the approval of the Board of Supervisors, 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 where, according to the Second Class Township Code,¹ advertising is required, except with the prior approval of the majority of the Board of Supervisors in cases of emergencies.
- (15) All complaints regarding services of personnel of the Township shall be referred to the office of the Manager. He, or an officer designated by him, shall investigate and dispose of such complaints, and the Manager shall report thereon to the Board of Supervisors.

§ 18-7. Township Secretary. [Added 12-8-1987 by Ord. No. 70]

The Secretary shall be in charge of the day-to-day operations of the Administration Office, including clerical, bookkeeping and related activities and shall report directly to and be responsible to the Township Manager.

§ 18-8. Police Chief. [Added 12-8-1987 by Ord. No. 70]

The Police Chief shall see to enforcement of the laws of the Commonwealth under his jurisdiction and Township ordinances which are summary in nature and be in charge and provide direct administration of the Township Police Department, including its officers, who shall report to the Chief. The Police Chief shall report directly to and be responsible to the Township Manager.

§ 18-9. Administrative Assistant/Assistant Township Manager. [Added 12-8-1987 by Ord. No. 70]

The Administrative Assistant/Assistant Township Manager shall be responsible for all Township operations assigned to him by the Township Manager. In the absence of the Township Manager, he shall resume the duties and responsibilities of the Township Manager as set forth in this

1. Editor's Note: See 53 P.S. § 65101 et seq.

chapter. He shall report directly to and be responsible to the Township Manager.