

ORDINANCE NO. 2008 - 05
HILLTOWN TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA

AN ORDINANCE AMENDING CHAPTER 19 OF THE CODE OF THE TOWNSHIP OF HILLTOWN (ORDINANCE NO. 2005-4), CREATING THE OFFICE OF TOWNSHIP MANAGER IN THE TOWNSHIP OF HILLTOWN, BUCKS COUNTY, PENNSYLVANIA

BE IT ORDAINED AND ENACTED by the Board of Supervisors of Hilltown Township, Bucks County, Pennsylvania that this Ordinance is hereby adopted to amend Chapter 19 of the Code of the Township of Hilltown (Ordinance No. 2005-4) to provide for the creation of the office of Hilltown Township Manager.

THE BOARD OF SUPERVISORS OF HILLTOWN TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA, DOES HEREBY ENACT AND ORDAIN:

1. Creation of Office

The Office of Township Manager is hereby created.

2. Appointment; Term; Qualifications

A. The Township Manager shall be appointed by a majority vote of the Board of Supervisors for an indefinite term. The Manager shall be chosen by the Board solely on the basis of executive and administrative qualifications, education, and experience in the principles and practices of public policy and administration with respect to the duties of the office of Township Manager as herein set forth. The Township Manager shall reside within 35 miles of Hilltown Township, Bucks County, Pennsylvania or within Bucks County, within one year from the date of hiring.

B. No Supervisor shall receive such appointment during his or her current term of office or within one year after the expiration of his or her term of office.

3. Removal from Office

The Board of Supervisors may remove the Township Manager at any time by a majority vote of its members. Notice of removal of the Township Manager shall be given 30 days before the effective date of removal.

4. Powers and Duties

- A. Township Manager shall be the Chief Administrative Officer of Hilltown Township, and shall be responsible to the Board of Supervisors for the proper and efficient administration of all responsibilities and diligent execution of all authority and duties of administration vested in the Township Manager unless expressly imposed or conferred by statute upon other Hilltown Township officers.
- B. Subject to revocation by Ordinance of the Board of Supervisors, the powers and duties of the Township Manager shall include the following:
- (1) The Township Manager shall be responsible and accountable for the activities of all municipal departments.
 - (2) The Township Manager shall hire and, when necessary for the good of the Township suspend or discharge any employee, excepting only that department heads shall be appointed, suspended or discharged with the advice and consent of the Board of Supervisors. Persons covered by civil service statutes, shall be hired, suspended or discharged in accordance with such provisions. Any action taken by the Township Manager under authority of this subsection shall be reported to the Board of Supervisors immediately.
 - (3) The Township Manager shall have the authority to establish a standard schedule of pay for each appointive office and position in Hilltown Township service, including minimum, intermediate and maximum rates of pay, within a range previously determined by the Board of Supervisors.
 - (4) The Township Manager shall prepare and submit to the Board of Supervisors as of the end of the fiscal year, a complete report on the finances and administrative activities of Hilltown Township for the preceding year no later than March 1 of the next fiscal year.
 - (5) The Township Manager shall prepare and submit to the Board of Supervisors an annual budget, including an executive summary and details describing its important features, and compliance with previously stated Board of Supervisors goals and objectives, no later than October 1 of each year and; shall be responsible for its prudent administration after adoption.

- (6) The Township Manager shall keep the Board of Supervisors advised of the financial condition of all immediate and future needs of Hilltown Township and make such recommendations as deemed necessary for the good of Hilltown Township. The Township Manager shall prepare recommendations for a capital appropriations budget, and shall submit periodic reports on current budget revenues and expenditures as determined by the Board of Supervisors.
- (7) The Township Manager shall recommend to the Board of Supervisors the adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.
- (8) The Township Manager may consolidate positions, or combine positions, or departments of Hilltown Township with the advice and consent of the Board of Supervisors.
- (9) The Township Manager shall prepare the agenda and attend all meetings of the Board of Supervisors, unless excused by the Board of Supervisors. The Township Manager shall receive notice of all the various Boards, Commissions and Committees; and shall attend such meetings as the Board of Supervisors shall from time to time direct.
- (10) The Township Manager shall supervise the work of all professional consultants retained by Hilltown Township to perform services on its behalf, including but not limited to, engineers, planners, attorneys, and accountants; and manage Board authorized goals, objectives and activities of all appointed officers, professionals and all other Township boards, commissions and committees.
- (11) The Township Manager shall attend to the letting of contracts in due form of law, and shall administer or review the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon some other Hilltown Township office.
- (12) The Township Manager shall see that all money owed Hilltown Township is promptly paid and that proper proceedings are taken for the security and collection of all Hilltown Township claims.

- (13) The Township Manager shall assure that the purchase of all goods, services, supplies, and equipment for all Township agencies, boards, departments, and offices is conducted in accordance with the provisions of the Second Class Township Code and applicable Hilltown Township policy. The Township Manager shall keep an account of all purchases and shall, from time to time or when directed by the Board of Supervisors, prepare a report thereof. The Township Manager shall also issue rules and regulations, subject to the approval of the Board of Supervisors, governing the procurement of all municipal supplies and equipment.
- (14) The Township Manager shall see that the provisions of all laws, Ordinances, contracts, franchises, leases, permits and privileges granted by Hilltown Township are observed and duly enforced.
- (15) The Township Manager shall investigate all complaints in relation to matters concerning the administration of Hilltown Township government. The Township Manager shall resolve such complaints, and when necessary, report details to the Board of Supervisors.
- (16) The Township Manager shall be responsible for the timely routing of all communications, reports and correspondence to and from the Board of Supervisors.
- (17) The Township Manager shall perform such other duties as may be required by the Board of Supervisors, from time to time, not inconsistent with the law or Ordinances.

5. Disability or Absence

If the Township Manager becomes ill or needs to be absent from Hilltown Township, the Township Manager shall designate one qualified staff member to perform the duties of the Township Manager during the absence or disability. The person so designated shall not perform these duties for a period longer than two (2) weeks without the approval of the Board of Supervisors.

6. Bond

The Township Manager shall furnish a surety bond in form and amount as approved by the Board of Supervisors, conditioned upon the faithful performance of the duties of the position. The bond premium shall be paid by Hilltown Township.

7. Compensation

The Township Manager shall receive such compensation as the Board of Supervisors shall fix from time to time.

8. Vacancy in Office

Any vacancy in the Office of the Township Manager shall be filled within six (6) months after the effective date of such vacancy.

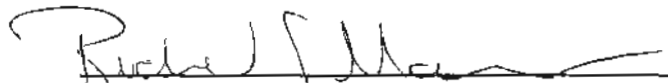
9. Repealer Clause

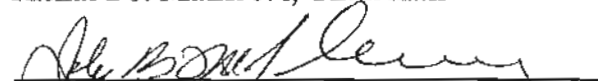
Hilltown Township Chapter 19 of the Code of the Township of Hilltown (Ordinance No. 2005-4) is hereby repealed in its entirety; and is hereby replaced by this Ordinance. Any other Ordinances inconsistent with the provisions of this Ordinance are also hereby repealed in their entirety and replace by this Ordinance.

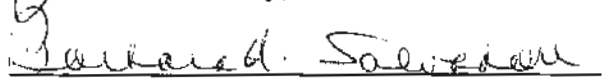
This Ordinance shall take effect upon adoption by the Board of Supervisors of Hilltown Township.

ORDAINED AND ENACTED this 23rd day of June,
A.D., 2008.

**HILLTOWN TOWNSHIP
BOARD OF SUPERVISORS**


Richard J. Manfredi, Chairman


John B. McIlhinney, Vice-Chairman


Barbara A. Salvadore, Secretary/Treasurer

Attest: 