

ORDINANCE #2005-4
HILLTOWN TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA

AN ORDINANCE REAFFIRMING THE POSITION OF TOWNSHIP
MANAGER IN AND FOR THE TOWNSHIP OF HILLTOWN; AND
REPEALING CHAPTER 19 OF THE CODE OF THE TOWNSHIP OF
HILLTOWN (ORDINANCE NO. 86-2)

BE IT ORDAINED AND ENACTED by the Board of Supervisors of Hilltown Township, Bucks County, Pennsylvania, that this Ordinance is hereby adopted to reaffirm the office of Township Manager, subject to the right of the Board of Supervisors of Hilltown Township, by Ordinance, to abolish such office at any time, and to repeal Chapter 19 of the Code of the Township of Hilltown (Ordinance No. 86-2).

1. Creation of Office.

The office of Township Manager is hereby created by the Board of Supervisors of Hilltown Township, subject, nevertheless, to the right of the Board of Supervisors of Hilltown Township to abolish such office at any time by Ordinance.

2. Appointment by Board; vacancy; removal.

- A. The Board of Supervisors of Hilltown Township shall appoint by a majority vote of all of its members one person to fill the office of Township Manager who shall serve until his or her successor is appointed and has qualified.
- B. In the case of a vacancy in the position of Township Manager, the Board of Supervisors of Hilltown Township shall fill said office by a majority vote of said Supervisors.
- C. The Township Manager, shall, however, be subject to removal at any time by a majority vote of the members of the Board of Supervisors of Hilltown Township.

3. Bond required.

Before entering upon his/her duties, the Township Manager shall give bond to the Township of Hilltown, with corporate surety, in the amount of \$250,000.00 conditioned for the faithful performance of his/her duties, with the premium of said bond to be paid by the Township of Hilltown. The bond of the Township Manager may be included in, and the Township Manager may be bonded under, any blanket bond now in effect for other Township employees, or as Secretary/Treasurer, if applicable.

4. Compensation and benefits.

The Township Manager shall receive such compensation and benefits as shall be fixed from time to time by Resolution of the Board of Supervisors of Hilltown Township.

5. Designation as chief administrative officer.

The 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 affairs of the Township. All department heads, including police and road departments, shall report to, and take direction from, the Township Manager.

6. Powers and duties.

The powers and duties of the Township Manager shall include the following:

- A. He/she shall, as required from time to time by the Board of Supervisors, attend meetings of the Board of Supervisors and its Boards, Commissions and Committees and shall have the right to participate in discussions regarding Township administrative services.
- B. He/she shall keep the Board of Supervisors informed of the conduct of Township affairs in connection with the Manager's duties, shall submit such reports as required by the Board of Supervisors, and keep the Board of Supervisors informed and advised of the financial condition and future needs of the Township, and make such recommendations as may be deemed necessary.
- C. Prepare and submit to the Board of Supervisors as soon as possible, but no more than sixty days after the close of the Fiscal year, a complete report on the finances and administrative activities of the Township for the preceding year.

- D. Shall attend to the letting of Contracts in connection with the duties assigned to the Township Manager, and shall supervise the performance and execution of same; except where such duties are expressly imposed upon some other Township Official by law or Ordinance.
- E. He/she shall cooperate with the Board of Supervisor at all times and communicate with its members to ensure that the best interests of the Township of Hilltown and of the public are maintained.
- F. All residents and citizen complaints regarding administrative services or personnel of municipal departments shall be referred to the Township Manager. The Township Manager shall investigate and make a detailed and timely report to the Board of Supervisors.
- G. The Township Manager shall prepare the Township budget and submit it to the Board of Supervisors with an accompanying message describing the important features within, and be responsible for its administration after adoption.
- H. The Township Manager shall be responsible for the proper staffing of Township departments, arrange for employee selection, and recommend hiring. When necessary for the good of the service, the Township Manager shall have the authority to suspend any Township employee under his direct supervision and recommend terminating any employees of the Township under his direct supervision, in accordance with law, Ordinance or duly adopted policy.
- I. See that all laws and Ordinances are duly enforced and that all franchises, permits, and privileges granted by the Township are faithfully observed.
- J. The Township Manager shall devote the requisite time to the discharge of all official duties.
- K. Perform such other duties as may be required by the Board of Supervisors that are not inconsistent with law or Ordinances.

7. Repeal of Ordinance No. 86-2.

Hilltown Township Chapter 19 of the Code of the Township of Hilltown (Ordinance No. 86-2) is hereby repealed in its entirety; and is hereby replaced by this Ordinance.


This Ordinance shall take effect and be in full force and effect five (5) days after adoption by the Board of Supervisors of Hilltown Township.

ORDAINED AND ENACTED into Ordinance this 10 day of Oct., A.D., 2005.

HILLTOWN TOWNSHIP BOARD OF SUPERVISORS





Attest: 
Lynda Seimes, Township Secretary