

ORDINANCE 86-2

AN ORDINANCE CREATING THE OFFICE OF TOWNSHIP
MANAGER IN AND FOR THE TOWNSHIP OF HILLTOWN.

BE IT ORDAINED AND ENACTED by the Board of Supervisors of Hilltown Township, Bucks County, Pennsylvania, that this Ordinance is hereby adopted to create 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.

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. Election by Board of Supervisors, Vacancy, Removal.

2.1 The Board of Supervisors of Hilltown Township shall elect by a majority vote of all of its members one (1) person to fill the office of Township Manager who shall serve until his or her successors is elected and has qualified.

2.2 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.

2.3 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.

Before entering upon his or her duties, the Township Manager shall give bond to the Township of Hilltown, with corporate surety, in the amount of Two Hundred Fifty Thousand (\$250,000.00) Dollars, conditioned for the faithful performance of his or 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. **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:

6.1 He or she shall attend all meetings of the Board of Supervisors of Hilltown Township, with the right to take part in the discussion, and shall receive notice of all special meetings of the Board of Supervisors and its commissions and committees.

6.2 The Township Manager shall prepare the agenda for each meeting of the Board of Supervisors and supply pertinent facts.

6.3 The Township Manager shall keep the Board of Supervisors informed as to the conduct of Township affairs in connection with the Manager's duties and shall submit such other reports as the Board of Supervisors shall request. The Township Manager shall make such recommendations to the Board of Supervisors as the Township Manager deems necessary.

6.4 The Township Manager shall submit to the Board of Supervisors, as soon as possible after the close of the Township fiscal year, a complete

report for the preceding year on the administrative activities of the Township which are within the duties of the Township Manager.

6.5 The Township Manager shall attend to the letting of contracts in connection with duties assigned to the Township Manager, and shall supervise the performance and execution of same except insofar as such duties are expressly imposed upon some other Township official by law or municipal ordinance.

6.6 The Township Manager shall cooperate with the Board of Supervisors at all times and in all matters that the best interests of the Township of Hilltown and of the general public may be maintained.

6.7 All complaints regarding services or personnel of municipal departments shall be referred to the Township Manager. The Township Manager shall investigate and make a report to the Board of Supervisors.

6.8 The Township Manager shall be responsible for the preparation of the annual Township budget.

6.9 The Township Manager shall be responsible for the proper staffing of Township departments and, shall arrange for employee selection and shall make recommendations on hiring to the Board of Supervisors.

6.10 The Township Manager shall have the power to terminate any Township employee subject to confirmation by the Board of Supervisors of Hilltown Township and as further subject to any law or municipal ordinance.

7. Acting Manager.

In the case of illness or the absence of the Township Manager from the Township, the Board of Supervisors shall delegate one (1) qualified

member of the Township staff who shall perform the duties of the Township Manager during the Manager's absence or disability.

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
day of June, A.D., 1986.

9th

HILLTOWN TOWNSHIP
BOARD OF SUPERVISORS

Vino P. J.
Robert H. Gunneer
Betty J. Kelly