

December 17, 2001

**ORDINANCE NO. 2001-12-4**

**AN ORDINANCE OF THE TOWNSHIP OF WEST PIKELAND, CHESTER COUNTY, PENNSYLVANIA, CREATING THE OFFICE OF TOWNSHIP MANAGER IN AND FOR THE TOWNSHIP OF WEST PIKELAND**

**WHEREAS**, the Board of Supervisors of West Pikeland Township is authorized to create the office of Township Manager and to establish the powers and duties of a Township Manager by ordinance pursuant to Section 1301 of the Second Class Township Code, 53 P.S. Section 66301; and

**WHEREAS**, the Board of Supervisors of West Pikeland Township desires to create the office of Township Manager and to establish the powers and duties of the West Pikeland Township Manager;

**NOW, THEREFORE**, be it, and it is hereby **ORDAINED** by the Board of Supervisors of West Pikeland Township, Chester County, Pennsylvania, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

**I. CREATION OF OFFICE**

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

**II. ELECTION BY BOARD OF SUPERVISORS, VACANCY, REMOVAL**

- A. The Board of Supervisors of West Pikeland Township shall appoint 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 successor is appointed and has qualified.
- B. In the case of a vacancy in the position of Township Manager, the Board of Supervisors of West Pikeland Township shall fill said office by a majority vote of said Supervisors.
- C. The Township Manager shall serve at the pleasure of the Board of Supervisors and shall be subject to removal at any time by a majority vote of all the members of the Board of Supervisors of West Pikeland Township.

### **III. BOND**

Before entering upon his or her duties, the Township Manager shall give bond to the Township of West Pikeland, 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 West Pikeland. 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.

### **IV. 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 West Pikeland Township.

### **V. TOWNSHIP RESIDENCY NOT REQUIRED**

The Township Manager need not be a resident of West Pikeland Township.

### **VI. CHIEF ADMINISTRATIVE OFFICER**

The Township Manager shall be the Chief Administrative Officer of West Pikeland 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. The Township Manager shall act as chief liaison for the Township to consultants and other professionals engaged on Township's behalf, including, but not limited to, the Township Solicitor(s), the Township Engineer(s), and the Township Auditors. The Township Manager shall also serve as chief liaison between the Board of Supervisors and the various Township agencies including, but not limited to, the Township Planning Commission and HARB; as well as chief liaison to other governmental entities including Chester County and the Commonwealth of Pennsylvania.

### **VII. POWERS AND DUTIES**

The powers and duties of the Township Manager shall include, but are not limited to, the following:

- A. The Township Manager shall attend all meetings of the Board of Supervisors and all meetings of Township committees which the Board deems

appropriate. He/she shall have the right to take part in the discussion at the meetings attended, and shall receive notice of all special meetings of the Board of Supervisors and its committees.

- B. The Township Manager shall prepare the agenda for each meeting of the Board of Supervisors and supply pertinent facts related thereto.
- C. The Township Manager shall keep the Board of Supervisors informed as to the conduct of Township affairs in connection with the Township Manager's duties and shall submit such other reports as the Board of Supervisors requests. The Township Manager shall make such recommendations to the Board of Supervisors as the Township Manager deems necessary.
- D. 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.
- E. 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.
- F. 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 West Pikeland and of the general public may be maintained.
- G. All complaints regarding services or personnel of municipal departments shall be referred to the Township Manager. The Township Manager shall investigate all complaints and make a report to the Board of Supervisors.
- H. The Township Manager shall be responsible for the preparation of the annual Township Budget.
- I. 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.
- J. The Township Manager shall have the power to terminate any Township employee subject to confirmation by the Board of Supervisors of West Pikeland Township, and as further subject to any law or municipal ordinance.

- K. The Township Manager shall have the authority to spend up to Five Hundred Dollars (\$500.00) on necessary purchases for the Township without first receiving the approval of the Board of Supervisors. Any such expenditure shall be ratified by the Board of Supervisors at its next meeting following the expenditure.

**VIII. ACTING MANAGER**

In the case of illness or the absence of the Township Manager from the Township, the Board of Supervisors following consultation with the Township Manager, 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 West Pikeland Township.

ENACTED AND ORDAINED into Ordinance this 17<sup>th</sup> day of December, A. D. 2001.

WEST PIKELAND TOWNSHIP  
BOARD OF SUPERVISORS

Attest:

Renee Hawkins

Andrew N. McCreight  
Andrew N. McCreight, Chairman

J. Christopher Petry

J. Christopher Petry

Michael Craven  
Michael Craven

Barbara/WP/Ordinances/TwpManager.Ord