

## **ORDINANCE NO. 2015-01**

### **AN ORDINANCE OF BETHEL TOWNSHIP, BERKS COUNTY, COMMONWEALTH OF PENNSYLVANIA, CREATING THE OFFICE OF TOWNSHIP MANAGER, FURTHER PROVIDING FOR THE QUALIFICATIONS OF SAID MANAGER, THE RESIDENCE REQUIREMENTS, BOND POWERS DUTIES, AND OBLIGATIONS OF SAID MANAGER.**

WHEREAS, Section 1301 of the Pennsylvania Second Class Township Code (53 P.S. 66301) authorizes the Board of Supervisors (the Board) to enact an Ordinance creating the office of Township Manager; and

WHEREAS, the Board of Supervisors of Bethel Township, Berks County, Pennsylvania (the "Township") deems it in the best interest of the residents of the Township to establish the position of Township Manager; and

WHEREAS, the position must be established by Ordinance;

NOW, THEREFORE, in consideration of the above recitals which are hereby incorporated by reference and made part hereof, the Board of Supervisors of Bethel Township, Berks County, Pennsylvania, hereby ENACTS and ORDAINS as follows:

#### **SECTION 1: OFFICE CREATED**

The Board of Supervisors of the Township hereby creates the office of Township Manager with Bethel Township, Berks County, Pennsylvania.

#### **SECTION 2: QUALIFICATIONS OF MANAGER**

Minimum education and experience would be Bachelor's Degree in public administration or a related field and three (3) years of experience in the administration of a business or a public agency, or any equivalent combination of education and experience. The Township Board of Supervisors may determine additional education from time to time. The Township Manager may but need not be a resident of the Township.

#### **SECTION 3. APPOINTMENT AND REMOVAL**

The Township Manager shall be appointed for an indefinite term by majority vote of the Board. The Township Manager serves at the pleasure of the Board of Supervisors and may be removed at any time by majority vote of the Supervisors with or without cause.

#### **SECTION 4. BOND**

Before the Township Manager begins service, the Township Manager shall give bond to the Township and surety to be approved by the Board in an amount of not less than \$800,000.00.

Said bond is to be conditioned upon the faithful performance of the Township Manager's duties and responsibilities. The premium for said bond shall be paid by the Township.

## **SECTION 5. SALARY**

The salary of the Township Manager shall be fixed from time to time by Resolution of the Board of Supervisors. The Township Manager's benefits are outlined included in the Bethel Township Policy Manual.

## **SECTION 6. POWERS AND DUTIES OF TOWNSHIP MANAGER**

Except as otherwise determined by the Board of Supervisors and subject to recall as provided in Section 1301(b) of the Second Class Township Code, the Township Manager shall be the chief administrative officer of the Township and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of the Township. The powers and duties of the Township Manager shall be non-legislative and shall relate to general management of all township affairs not expressly conferred upon other township officials or employees by statute, ordinance, collective bargaining agreement or otherwise. Specifically, the Township Manager shall:

- a. Assist citizens by informing them of Township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official;
- b. Attend all meetings of the Board of Supervisors and such other meetings of Township Officials as the Board of Supervisors shall direct and keep the Board of Supervisors timely informed as to all the affairs of the Township and make such recommendations to the Board as may be necessary and/or expedient to further the health, safety and welfare of the Township and its residents;
- c. Shall serve as and perform the duties and exercise the powers of Township Secretary and/or Assistant Secretary as determined by the Board;
- d. Conducts research on other municipal programs, ordinances, fee structures, etc., for use by Supervisors in making decisions;
- e. Monitors and manages the operation of various state or federal grant projects or programs by explaining program operation to participants expending funds in accordance with the grant contract and maintaining records of project status and disposition of funds;
- f. Serve as primary purchasing officer of the Township and provide for the acquisition of all supplies, equipment and other requirements subject to the requirements of the laws of the Commonwealth, including but not limited to the Second Class Township Code;
- g. Shall be responsible for accounts payable and receivable and shall see to it that Township obligations are promptly fulfilled and Township claims promptly pursued;

- h. Recommend to the Board of Supervisors the hiring of employees, and discipline any employee, subject to all Township requirements pursuant to collective bargaining agreements, and subject to approval and/or reversal by the Board;
- i. Shall search and apply for other sources of funds, such as grants, loans, credits, discounts etc., when appropriate;
- j. Implement administrative and operating procedures to meet Township needs and carry out approved policies;
- k. Review the annual budget with the Board of Supervisors by summarizing past expenditures, estimating costs of future needs and computing expected revenues;
- l. Review fiscal reports with the Board of Supervisors periodically and upon request;
- m. Prepare various reports required by state and federal government; and,
- n. In general, perform all administrative duties and obligations and see to the performance of the same by and on behalf of the Township.

#### **SECTION 7. DISABILITY OR ABSENCE OF MANAGER**

In the event the Township Manager becomes ill, disabled or unavailable, the Board of Supervisors shall have the power to appoint an interim manager or to perform the duties of Township Manager as a Board as provided by law.

#### **SECTION 8. SEVERABILITY**

In the event any provision, section, sentence, clause or portion of this Ordinance is held to invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair any of the remaining Ordinance. Each provision of this Ordinance is severable for this purpose. It is the intent of the Board that the remainder of this Ordinance shall remain in full force and effect notwithstanding the fact that any such portion thereof shall be invalid or unconstitutional.

#### **SECTION 9. REPEALER**

All Ordinances and/or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed in so far, but only in so far as the same are inconsistent therewith, and except as herein provided, the Ordinance is hereby ratified and confirmed.

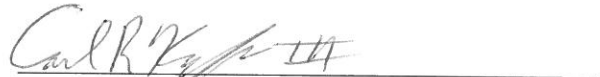
## SECTION 10. EFFECTIVE DATE

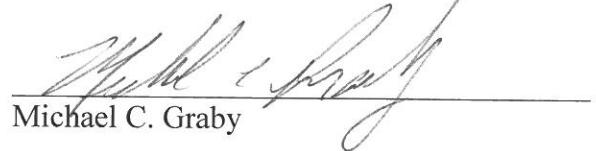
This Ordinance shall take effect upon enactment.

ORDAINED and ENACTED as an Ordinance by the Board of Supervisors of Bethel Township, Berks County, Pennsylvania in lawful session duly assembled this 16 of February, 2015


### BOARD OF SUPERVISORS OF BETHEL TOWNSHIP

  
Randall G. Haag, Chairman

  
Carl R. Kauffman, III, Supervisor

  
Michael C. Graby

Attest:

  
Jayne K. Seifrit, Township Secretary