

MIDDLESEX TOWNSHIP
CUMBERLAND COUNTY, PENNSYLVANIA

ORDINANCE NO. 4 -2008

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF MIDDLESEX
TOWNSHIP, CUMBERLAND COUNTY, PENNSYLVANIA, ESTABLISHING
THE OFFICE OF TOWNSHIP MANAGER AND DEFINING THE POWERS,
DUTIES AND OBLIGATIONS OF THE OFFICE OF TOWNSHIP MANAGER.

BE IT HEREBY ENACTED AND ORDAINED and it is enacted and ordained by the
Board of Supervisors of Middlesex Township, Cumberland County, Pennsylvania as follows:

SECTION 1: Creation of Office and Authority.

The office of Township Manager ("Manager") is hereby created by the Township of Middlesex pursuant to the authority of Section 1301 of the Pennsylvania Second Class Township Code (53 P.S. § 66301).

SECTION 2: Appointment and Removal.

The Manager shall be appointed for an indefinite term by a majority of all of the members of the Board of Supervisors (the "Board") and shall serve at the pleasure of the Board. The Manager may be removed at any time by a majority vote of the members of the Board.

SECTION 3: Qualifications.

The Manager shall be chosen on the basis of executive and administrative abilities, with reference to actual experience in or specific knowledge of accepted practices with respect to the duties of the office as outlined below. The Manager need not be a resident of Middlesex Township at the time of appointment, but must move into and reside in the Township within a reasonable period of time to be determined by the Board of Supervisors.

SECTION 4: Bond.

Before entering into the duties of the office, the Manager shall give a bond with corporate surety in an amount and through a company approved by the Board, conditioned upon the faithful performance of his or her duties. The premium for said bond shall be paid by the Township.

SECTION 5: Compensation.

The Manager shall receive such compensation as shall be set by Resolution of the Board, with such compensation to be paid out of the general fund of the Township.

SECTION 6: Powers and Duties.

- A. The 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 administrative of the affairs of the Township placed in the Manager's charge. The Manager's powers and duties shall relate to the general management of Township business not expressly imposed or conferred upon other Township officers by statute, ordinance, regulation or resolution.
- B. Subject to recall by ordinance, the powers and duties of the Manager shall include the following:
 - (1) To supervise and be responsible for the activities of all municipal departments and employees with the exception of the Highway Department and its employees and the Police Department and its police officers and employees.
 - (2) When necessary for the good of the Township, to discipline or suspend any employee, provided that the Manager shall report, at the next meeting thereafter of the Board of Supervisors, any action taken by authority of this subsection.
 - (3) To give recommendation to the Board of Supervisors as to the wages and salaries of all personnel.
 - (4) To prepare and submit to the Board of Supervisors before the first day of November of each year, or such alternate dates as shall be directed by the Board of Supervisors, a budget for the next fiscal year.
 - (5) To be responsible for the implementation and administration of the budget after its adoption by the Board of Supervisors.
 - (6) In conjunction with the preparation of each budget, to develop long-range fiscal plans for the Township.
 - (7) Unless otherwise directed, to attend all meetings of the Board of Supervisors.
 - (8) With the advice of the Solicitor, to take, or supervise subordinates to take, appropriate action to execute and enforce the Laws of the Commonwealth and the ordinances and resolutions of the Township.

- (9) To prepare the agenda for each meeting of the Board of Supervisors and supply facts pertinent thereto.
- (10) To keep the Board of Supervisors informed as to the conduct of Township affairs; submit periodic reports on the condition of the Township finances and such other reports as the Board of Supervisors requests; and to make such recommendations to the Board as the Manager deems necessary.
- (11) To submit to the Board of Supervisors as soon as possible after the close of the fiscal year a complete report on the financial and administrative activities of the Township for the preceding year.
- (12) To see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
- (13) Upon the approval of the Board of Supervisors, to retain experts and consultants to advise in connection with any of the functions of the Township.
- (14) To see that all money due to the Township is promptly paid and that proper proceedings are taken for the security and collection of all the Township's claims.
- (15) To keep an account of all purchases made by the Manager and when directed by the Board of Supervisors, make a full report thereof.
- (16) To investigate or dispose, or to supervise the investigation and disposition of, all complaints regarding Township services, and to report to the Board of Supervisors thereon.
- (17) To cooperate with the Board of Supervisors at all times and in all matters, so that the best interests of the Township and of the general public may be maintained.

SECTION 7: Absence or Disability of Manager.

In the absence of the Manager from the Township due to illness, disability or other cause or reason, the duties of Manager shall be performed during such absence by such person or persons as may be designated by the Board of Supervisors.

SECTION 8: Severability.

The provisions of this Ordinance shall be severable, and if any of its provisions shall be held to be unconstitutional, illegal or otherwise invalid, that decision shall not affect the validity of any of the remaining provisions of this Ordinance or any other ordinance of Middlesex Township.

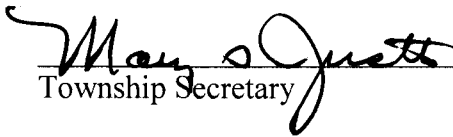
SECTION 9: Effective Date.

This Ordinance shall take effect in accordance with applicable law.

DULY ENACTED AND ORDAINED this 7th day of May, 2008
by the Board of Township Supervisors of the Township of Middlesex in public session duly assembled.

ATTEST:

TOWNSHIP OF MIDDLESEX


Township Secretary

By: 
Victor P. Stabile, Chairman

(Township Seal)