

ORDINANCE NO. 101

AN ORDINANCE OF THE TOWNSHIP OF DAUGHERTY, COUNTY OF BEAVER, COMMONWEALTH OF PENNSYLVANIA, CREATING THE OFFICE OF TOWNSHIP MANAGER AND ESTABLISHING POWERS AND DUTIES OF SAID OFFICE.

BE IT ORDAINED AND ENACTED: by the authority of the Board of Supervisors of the Township of Daugherty, County of Beaver, Commonwealth of Pennsylvania, it is hereby Ordained and Enacted:

SECTION I. AUTHORITY: Section 1301 of the Second Class Township Code, Act of May 1, 1933 (P.L. 103, No. 69), reenacted and amended November 9, 1995(P.L. 350, No.60) authorizes the creation of the office of township manager.

SECTION II. CREATION OF OFFICE: The Office of Township Manager is hereby created by and for Daugherty Township.

SECTION III. APPOINTMENT: The Manager shall be appointed for an indefinite term by a majority vote of the Board of Supervisors. The Manager shall, unless removed by the Board of Supervisors, or unless such person resigns, serve until his successor is appointed and qualified.

SECTION IV. COMPENSATION: The compensation of the Township Manager shall be set by Resolution and shall be paid out of the General Fund of the Township. Compensation may be changed by Resolution from time to time at the discretion of the Board of Supervisors.

SECTION V. QUALIFICATIONS: The Manager shall be chosen on the basis of his executive and administrative abilities, with special reference to the duties of his office as herein outlined. He shall have a Bachelor's Degree with a major in Business Administration or be a certified municipal clerk with a minimum of five years experience in municipal government.

SECTION VI. DUTIES:

1. The Manager shall be appointed Secretary/Treasurer of the township, and as such shall perform all duties as outlined in the Second Class Township Code for the Secretary and the Treasurer.

2. The Manager is the general manager and administrator of the Township and as such is responsible for carrying out the policies and directives of the Board of Supervisors. He is directly responsible to the Board of Supervisors in all matters relating to his performance. He is specifically responsible for:

a. Administration: The general administration of the Township, to include correspondence, reports, record keeping, bookkeeping, etc..

b. Highway Department: General supervision of matters relating to roads, streets, highways, gutters, drainpipes, etc., to include maintenance and repair, snow removal, ice control, etc.. Responsible for procurement of all materials and supplies and maintenance of vehicles and equipment.

c. Code Enforcement: At the direction of the Township Supervisors, the township Manager shall be the Code Enforcement Officer, and shall enforce Township Ordinances, Building, and related codes, at the discretion of the Township Supervisors.

d. Planning & Zoning: The township Manager shall be the Zoning Officer.

e. Personnel: Recommending to the Board of Supervisors actions required with respect to personnel, including, but not limited to, recommendations for hiring and discipline.

f. Township Facilities: Maintenance, repair, cleanliness and use of all township buildings and facilities, including parks and playgrounds.

g. Such other functions that may from time to time be assigned by the Board of Supervisors, provided that any of those functions do not violate this ordinance or any other federal, state or local ordinance, law or regulation.

ARTICLE VII. BOND: The Manager shall post bond, with a corporate surety in an amount approved by the Board of Supervisors, conditioned upon the faithful performance of his duties. The fee for said bond shall be paid by the Township.

ARTICLE VIII. CONFLICT OF INTEREST: The Township Manager shall have no personal interest, direct or indirect, in any contracts with the Township.

ARTICLE IX. SAVINGS CLAUSE: If any section, subsection, sentence or clause of this Ordinance is held, for any reason, to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Ordinance.

ARTICLE X. REPEALER: All ordinances or resolutions, or portions of ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

ORDAINED AND ENACTED: This 8 day of APRIL, 1998.

BOARD OF SUPERVISORS
DAUGHERTY TOWNSHIP

George J. Rosuck

Thomas Althouse

Frank W. Romanchuk

ATTEST:

Frank W. Romanchuk