

EAST HANOVER TOWNSHIP, DAUPHIN COUNTY
ORDINANCE NO. 2011-01

AN ORDINANCE ESTABLISHING THE OFFICE OF TOWNSHIP MANAGER
AND ESTABLISHING THE DUTIES AND RESPONSIBILITIES THEREOF IN
EAST HANOVER TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA

It is hereby enacted and ordained by the Supervisors of East Hanover Township, Dauphin County, Pennsylvania as follows:

Section 1. Creation of Office.

The Office of Manager of East Hanover Township, Dauphin County, Pennsylvania is hereby created.

Section 2. Appointment and Removal.

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

Section 3. Qualifications.

The Manager shall be chosen on the basis of his or her executive and administrative abilities and experiences, with special reference to candidate's actual experience in or his or her knowledge of accepted practices in respect to the duties of the Manager's office as herein outlined. The Manager need not be a resident of East Hanover Township.

Section 4. Bond.

Before entering upon his duties, the Manager shall give a bond to East Hanover Township with a bonding company as surety, to be approved by the Board of Supervisors in such sum as it may require, as fixed by resolution of the Board of Supervisors from time to time, condition for the faithful performance of his or her duties. The premium shall be paid by East Hanover Township.

Section 5. Compensation.

The salary of the Township Manager shall be fixed from time to time by resolution of the Board of Supervisors.

Section 6. Powers and Duties.

1. 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 administration of the affairs of the Township. The Manager's powers and duties shall relate to the general management of all Township business not expressly by statute imposed or conferred upon other Township officers.

2. Subject to recall by ordinance of the Board of Supervisors, the powers and duties of the Manager shall include the following:

- a. To supervise and be responsible for the activities of all Township departments.
- b. To make recommendations to hire and, when necessary for the good of service, shall recommend suspension or discharge of any employees under his or her supervision, provided that persons covered by any civil service provisions of the Second Class Township Code shall be hired, suspended or discharged in accordance with such provisions.
- c. To prepare and submit to the Board of Supervisors 90 days before the close of the fiscal year, or on such alternate date as the Board of Supervisors shall determine, a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Manager shall obtain from the head of each department, agency, board or officer, estimates of revenue and expenditures and other supporting data as he or she requests. The Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors. He or she shall also be responsible to administer the affairs of the Township within the budget after its adoption by the Board of Supervisors.
- d. To hold such other Township offices or head one or more of the Township departments as the Board of Supervisors may from time to time direct.
- e. To attend all meetings of the Board of Supervisors and its committees with a right to take part in the discussion and he or she shall receive notice of all special meetings of the Board of Supervisors or its committees.
- f. With the approval of the Chair, to prepare the agenda of each meeting of the Board of Supervisors and supply facts pertinent thereto.
- g. To keep the Board of Supervisors informed as to the conduct of all Township business; submit monthly reports on the condition of the Township finances and such other reports as the Board of Supervisors requests; and make such recommendations to the Board of Supervisors as he or she deems necessary.

- h. 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.
- i. To see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
- j. To administer and supervise all grant-related applications, agreements, payments, disbursements and the like.
- k. To employ, by and with approval by the Board of Supervisors, experts and consultants to perform work and to advise in connection with any of the functions of the Township.
- l. To attend to the letting of contracts, with prior approval of a majority of the Board of Supervisors, in due form of law, and to supervise the performance and faithful execution of the same except insofar as such duties are expressly imposed by statute upon some other Township officer.
- m. To see that all money owed the Township is properly collected and that proper proceedings are taken for the security and collection of all Township claims.
- n. To be the purchasing officer of the Township. The Manager shall purchase, subject to prior approval of a majority of the Board of Supervisors and in accordance with the provisions of the Second Class Township Code, all supplies and equipment for the various agencies, boards, departments and other offices at the Township. He or she shall keep an account of all purchases and shall, from time to time, or when directed by the Board of Supervisors, make a full written report thereof. He or she shall also issue rules and regulations, subject to the approval of the Board of Supervisors, for the use of Township buildings and equipment. Notwithstanding anything herein contained to the contrary, the Manager shall not have the power and authority to make purchases or enter into contracts except with the prior approval of a majority of the Board of Supervisors.
- o. All complaints regarding services or personnel of the Township shall be referred to the Office of the Manager. The Manager, or an officer designated by him or her, shall investigate and dispose of such complaints and the Manager shall report thereon to the Board of Supervisors.

Section 7. Disability of Absence.

If the Manager becomes ill or needs to be absent from the Township, the duties of the Manager shall be performed by another employee of the Township designated by the Manager, if able, but the person so designated shall not perform these duties for a period longer than two weeks without the approval of the Board of Supervisors.

Enacted this ____ day of _____, 2010

BOARD OF SUPERVISORS OF
EAST HANOVER TOWNSHIP

By _____
Chairperson

Attest:

Secretary