

TILDEN TOWNSHIP
BERKS COUNTY, PENNSYLVANIA

ORDINANCE NO. 236-2019

AN ORDINANCE OF TILDEN TOWNSHIP, BERKS COUNTY, COMMONWEALTH OF PENNSYLVANIA, REPEALING ORDINANCE NO. 97, DATED OCTOBER 5, 1993, AS AMENDED, RELATING TO THE TOWNSHIP MANAGER POSITION, AND CREATING THE ADMINISTRATIVE OFFICE OF TOWNSHIP MANAGER; INCORPORATING THE JOB DESCRIPTION FOR THE POSITION; GIVING THE BOARD OF SUPERVISORS THE POWER TO DETERMINE THE TOWNSHIP MANAGER'S SALARY; REPEALING INCONSISTENT ORDINANCES AND PARTS OF ORDINANCES; PROVIDING A SAVINGS CLAUSE, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors of Tilden Township believes that the creation of the position of Township Manager will further the interests of the Township due to presence of a qualified individual to focus on the administrative aspects of the Township in an efficient, organized, and professional manner.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Board of Supervisors of Tilden Township, Berks County, Pennsylvania, and it is hereby enacted and ordained as follows:

SECTION 1. CREATION OF OFFICE

The office of Township Manager is hereby created by the Board of Supervisors of Tilden, subject to the right of the Board to abolish said office at any time and/or for any reason by ordinance.

SECTION 2. APPOINTMENT, TERM OF OFFICE, AND REMOVAL

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

SECTION 3. QUALIFICATIONS

The Manager shall be chosen solely on the basis of his or her executive and administrative abilities and qualifications, with special reference to the duties of the office as set forth in the attached Job Description.

SECTION 4. REQUIREMENT OF SURETY BOND

Before entering upon his or her duties, the Manager shall give a bond to the Township with an approved surety company in an amount to be determined by the Board of Supervisors conditioned upon the faithful performance of all duties of the position. The premium for said bond shall be paid by the Township.

SECTION 5. MANAGER'S SALARY

The Manager shall receive such compensation as shall be established, from time to time, by the Board of Supervisors by ordinance or by resolution.

SECTION 6. POWERS AND DUTIES

The powers and duties of the position shall be as set forth in the attached Job Description, and as from time to time determined by the Board of Supervisors.

SECTION 7. REPEAL OF PRIOR ORDINANCES

Ordinance No. 97, dated October 5, 1993, and any amendment thereto, relating to the Office of Manager is hereby repealed. Any and all prior Ordinances and/or portions of prior Ordinances and in conflict with this Ordinance are hereby repealed to the extent of such conflict. The remaining prior Ordinances and/or portions of Ordinances, not modified herein, shall remain the same.

SECTION 8. SAVINGS CLAUSE

Should any section, provision, or other part of this Ordinance be found to be illegal, unenforceable, or void, such shall not affect the remainder hereof, which shall remain fully binding, valid, and enforceable, and such section, provision, or other part shall be modified to the extent necessary to so conform to the law. The Board of

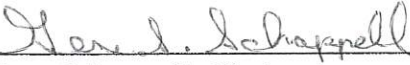
Supervisors of Tilden Township hereby declares its intention that should any section, provision, or other part of this Ordinance be found to be illegal, unenforceable, or void, it would not have taken the foregoing action and made the foregoing Ordinance without such part or with such part so modified so as to conform to the law.

SECTION 9. EFFECTIVE DATE

This Ordinance shall take effect five (5) days after adoption by the Board of Supervisors.

DULY presented and adopted at a meeting of the Board of Supervisors of Tilden Township, Berks County, Commonwealth of Pennsylvania, this 14th day of August, 2019.

TILDEN TOWNSHIP
BERKS COUNTY, PENNSYLVANIA



Gene Schappell, Chaiman



Fred Herman, Vice Chair

Richard DeLong, Supervisor

ATTEST:


_____ (SEAL)

Monica Flower, Secretary

TILDEN TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
TOWNSHIP MANAGER JOB DESCRIPTION

FLSA Status: Appointed by the Board of Supervisors, the Manager position is a salaried, FLSA exempt position.

Duties:

- A. Reports directly to the Township Board of Supervisors.
- B. Performs duties as set forth in the Pennsylvania Second Class Township Code, and other applicable laws and regulations.
- C. Attends all Township Regular Meetings and Workshop Meetings, and other meetings and executive sessions as directed by the Board of Supervisors.
- D. Attends meetings of boards, commissions (municipal and multi-municipal), authorities, and other agencies or committees, as required and determined by the Board of Supervisors.
- E. Serves as the Chief Administrative Officer for the Township, to carry out and implement ordinances of the Township with respect to management thereof. The Manager shall supervise and be responsible for the activities of municipal employees with the exception of the Police Department, and contractors of the Township.
- F. Carries out and implements policies and programs established by the Board of Supervisors.
- G. Makes recommendations for appointment, suspension, and/or termination of Township employees and appointed administrative officials, except as otherwise provided by statute or ordinance.
- H. Makes recommendations to the Board of Supervisors on policy formulation, programs, and procedures.
- I. Prepares and submits the proposed annual budget and final budget, with proposed tax rates and explanatory comments as needed, to the Board of Supervisors within the time frames set by the Second Class Township Code, and assist in its adoption in coordination with the Township Solicitor.
- J. Administers the approved annual budget, including preparation of a quarterly budget report.

K. Reports to the Board of Supervisors at least quarterly on the conduct of Township affairs, including reports on the status of Township projects, programs, committees, boards, authorities, and intermunicipal arrangements.

L. Acts as the point of contact with the news media on information on Township matters, with the exception of confidential or privileged matters.

M. Directs activities of the Secretary, Public Works staff, Code and Zoning Officers, and Building Code officials, in accordance with applicable laws and regulations.

N. Prepares and distributes the proposed and final agendas for meetings of the Board of Supervisors.

O. Coordinates projects and activities between and among Township committees and boards and other agencies and committees in which the Township participates to the extent consistent with applicable laws and ordinances.

P. Prepares specifications for advertisement and performs other acts necessary for the implementation of contracts, subject to approval and action of the Board of Supervisors.

Q. Performs such functions as are required under lease agreements, lease back agreements, management agreements, or any other agreements with authorities with respect to sewer and water operations.

R. Recommends to the Board of Supervisors a qualified person to act in place of the Manager and exercise the duties of the Manager during the temporary absence or disability of the Manager, and instructs and ensures adequate training of this individual.

S. Ensures compliance with federal, state, and local laws and regulations with respect to occupational health and safety and hazard mitigation.

T. Acts as the responsible Purchasing Officer for the Township, including and especially purchases of supplies and equipment, in accordance with the directives and limitations of the Board of Supervisors, and subject to laws on municipal contracts and purchases.

U. Keeps an account of all purchases, and makes periodic written reports thereof. The Manager shall also issue rules and regulations, subject to approval of the Board of Supervisors, governing requisition and purchasing of all municipal supplies and equipment.

V. Serves as the point of referral of all complaints regarding services or personnel of the Township. The Manager, or an official designated by him or her, shall investigate and resolve such complaints, and the Manager shall report on the findings and/or resolution of such complaints to the Board of Supervisors.

W. Prepares and provides data and support for judicial and quasi-judicial proceedings.

X. Monitors weather conditions, and makes reports to the Board of Supervisors on potential for hazardous conditions such as ice, snow, flooding, landslides, high winds, and risks of fire. The Manager may impose a temporary burn ban when there have been advisories of high risk of wild fires, subject to ratification.

Y. Declares local disaster emergencies, for later ratification by the Board of Supervisors, when in his or her judgment there is a need for coordinated action.

Z. Follows and enforces mandates of employee policies and procedures.

AA. Perform such other duties as required by the Board of Supervisors

Education/Experience:

A. Education. Bachelor's Degree with a major related to management or public administration with at least two years of municipal government or equivalent experience which includes management and financial responsibilities; or Associate's Degree with at least three years of municipal government or equivalent experience which includes management and financial responsibilities.

B. Experience. Preference for three (3) years of experience in municipal government or equivalent, together with an understanding of the laws and regulations affecting Pennsylvania local agencies.

C. Continuing Education: Manager must stay current on new legislation affecting the Township. Additional education may include NIMS, Professional Manager Certification, Hazmat Operational Level Training, and LTAP, CELG, or PSATS courses, or other training as determined by the Board of Supervisors.

Special Skills:

A. Problem solving

B. Clear verbal and written communication

C. Valid PA Driver's License

- D. General ability to understand plans related to design and land use
- E. Strong technology skills
- F. Ability to work with professionals.