

**EAST FALLOWFIELD TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 2007-\_\_\_\_\_**

**AN ORDINANCE OF EAST FALLOWFIELD TOWNSHIP ESTABLISHING AN OFFICE OF TOWNSHIP MANAGER.**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 2007, the Board of Supervisors of East Fallowfield Township hereby enacts and ordains as follows:

**Section 1 . Establishment of Office.**

The Office of Township Manager is hereby created.

**Section 2 . Appointment; Removal.**

The Township Manager shall be appointed for an indefinite term by a majority of all members of the Board, shall serve at the pleasure of the Board and shall be subject to removal by the Board by majority vote.

**Section 3. Qualifications.**

A. The Township Manager shall be chosen solely on the basis of the person's executive and administrative abilities, with special reference to the duties of the office as contained herein. More particularly, the Township Manager shall have:

- (1) Extensive knowledge of the theories, concepts and practices of public administration.
- (2) Extensive knowledge of fiscal policies and proceedings as they apply to municipal finance and administration.
- (3) Extensive knowledge of managerial practices, supervisory methods and techniques.
- (4) The ability to communicate effectively in both oral and written form.
- (5) The ability to develop and maintain close working relationships with associates and the general public.
- (6) The ability to control and direct the activities of a multi-departmental organization.
- (7) The ability to recognize, analyze and investigate problems in a logical manner and to develop alternate solutions.

B. With respect to required education, training and experience, the Township Manager shall have:

- (1) A master's degree in public or business administration or related fields and considerable experience in municipal government and the area of financial administration and in planning, organizing and directing administrative services;
- (2) A bachelor's degree in public or business administration with extensive experience in the areas listed in Subsection B(1) above; or
- (3) Any equivalent combination of acceptable training and experience in public or business administration.

**Section 4. Powers and Duties.**

A. 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 administration of all township business shall be vested in the Township Manager unless expressly implied or confirmed by statute upon the Township officers, and all duties hereby delegated shall be subject to recall at any time by the Board of Supervisors.

B. Subject to recall by the Board at any time, the powers and duties of the Township Manager shall include the following:

- (1) Supervise and be responsible for the activities of all municipal departments.
- (2) Hold such other municipal offices or head one or more of the municipal departments as the Board may, from time to time, direct.
- (3) Attend all meetings of the Board and of township committees and receive notice of all special meetings of the Board or its committees.
- (4) Prepare the agenda for each meeting of the Board and supply facts pertinent thereto.
- (5) Keep the Board informed as to the conduct of township affairs and make such other reports as the Board requests.
- (6) See that all money owed the township is promptly paid and that proper proceedings are taken for the security and collection of all the township's claims.
- (7) Submit to the Board as soon as possible after the close of the fiscal year a complete report on the administrative activities of the township for the preceding year.
- (8) See that the provisions of all franchises, leases, permits and privileges granted by the township are observed.

- (9) May employ, by and with the approval of the Board, experts and consultants to perform work and to advise in connection with any of the functions of the township.
- (10) Attend to the letting of contracts in the due form of law and supervise the performance and faithful execution of the same, except such duties that are expressly imposed upon some other township officer.
- (11) Maintain control of all township expenditures.
- (12) Prepare and submit to the Board not less than 45 days before the close of each fiscal year a budget for the next fiscal year and an explanatory budget message. In preparing the budget, the Township Manager or an officer designated by him/her shall obtain from the head of each department, agency or board or any qualified officer thereof estimates of revenues and expenditures and such other supporting data as he/she requires. The Township Manager shall review such estimates and may revise them before submitting the budget to the Board.
- (13) Be responsible for the administration of the budget after its adoption by the Board.
- (14) Investigate and dispense with all complaints regarding the service or the personnel of the township.
- (15) Recruit, hire, supervise, discipline and fire employees under his/her jurisdiction, by and with the approval of the Board.
- (16) Perform related duties as required.

#### **Section 5. Compensation.**

The annual compensation of the Township Manager shall be set by the Board. At the beginning of each year, the amount of the compensation shall be set forth in the budget or by a subsequent action of the Board in the event that the Township Manager is hired after the adoption of the budget.

#### **Section 6. Bond.**

The Township Manager shall give a bond in the amount of \$150,000 the premium for which shall be paid by the township, as a condition to the faithful performance of the Township Manager's duties.

#### **Section 7. Effect on other township offices.**

The Township Manager's office shall not be incompatible with the office of the Township Secretary, the Township Treasurer or any other township office or employment except that of Supervisor.

**Section 8.** This Ordinance shall be effective five (5) days from the date of enactment.

**ENACTED** and **ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2007.

**BOARD OF SUPRVISORS OF  
EAST FALLOWFIELD TOWNSHIP**

\_\_\_\_\_  
**Garth Monaghan, Chairman**

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**Denny Howell, Vice Chairman**

\_\_\_\_\_  
**George Broadbent, Member**

**ATTEST:**

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**Denise Miller, Secretary**