

**WARRINGTON TOWNSHIP
BUCKS COUNTY, PENNSYLVANIA
ORDINANCE NO. 24-0-2**

**AN ORDINANCE OF THE TOWNSHIP OF WARRINGTON, BUCKS
COUNTY, PENNSYLVANIA, ADOPTING AN AMENDED AND
RESTATED TOWNSHIP MANAGER'S ORDINANCE.**

WHEREAS, the Board of Supervisors of Warrington Township, by the adoption of Ordinance 77-9, established the office of Township Manager, which said Ordinance has been amended from time to time since its initial enactment in 1977;

WHEREAS, the Board of Supervisors of Warrington Township is desirous of amending and restating the Township Manager's Ordinance as hereinafter set forth.

NOW, THEREFORE, the Board of Supervisors of Warrington Township, Bucks County, Pennsylvania, hereby **ORDAINS AND ENACTS** the following:

§ 31-1 Office of Township Manager.

The office of the Township Manager is hereby established subject to the right of the Board of Supervisors of the Township of Warrington, by ordinance, to abolish said office at any time. The Board of Supervisors may, from time to time, adopt and amend the job description for the Township Manager, with the understanding that the terms and conditions of this Ordinance shall take precedence to the extent a conflict exists between the Ordinance and the adopted job description for the position of Township Manager.

§ 31-2 Appointment by Board; removal.

The Board of Supervisors shall, from time to time and wherever there is a vacancy, by majority vote of all its members, appoint one person to fill said office, who shall serve until a successor is appointed. The Township Manager shall be subject to removal by the Board of Supervisors by majority vote of all its members subject to any Employment Agreement executed between the Township and Manager in effect at such time. The Employment Agreement shall remain in effect for a period terminating no later than two (2) years after the Effective Date of the Agreement or the date of the Board of Supervisors reorganizational meeting following the next municipal election, whichever shall first occur.

§ 31-3 Qualifications.

The Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to actual experience or knowledge of accepted public administration practices applicable to the duties of the office as herein outlined. The

Manager need not be a resident of the Township. The candidate to be considered for the position of manager shall have a bachelor's degree in business or public administration or an equivalent field of study from an accredited institution of higher learning with the understanding that a master's degree is preferred. In addition, coursework and experience in municipal budgeting and management of external sources of income such as grants and donations is recommended.

§ 31-4 Bond.

Before entering the duties as the Township Manager, the Township Manager shall give a bond to the Township of Warrington, with a bonding company as surety, in a sum as determined by the Board of Supervisors from time to time, conditioned for the faithful performance of the duties of the Office. The premium for the said bond shall be paid for by the Township. The bond of the Township Manager may be included in, and the Manager may be bonded under and covered by the blanket bond now in force and effect for all Township employees in lieu of a separate bond if acceptable to the Board.

§31-5 Compensation.

The compensation of the Township Manager shall be determined by the Board of Supervisors, which said compensation shall be encompassed within the terms and conditions of the Employment Agreement.

§31-6 Administration of the Township.

- 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 the Township Manager shall relate to the general management of all Township business not expressly imposed or conferred upon other Township officers.
- B. The Board of Supervisors hereby authorizes the Township Manager or any duly appointed interim Township Manager to execute, on behalf of the Board of Supervisors, all contracts, deeds, easements, plans, or other documents which have been reviewed and approved by the Board at a public meeting.

§ 31-7 Powers and duties.

Subject to modification by ordinance, the powers and duties of the Township Manager shall include the following:

- A. The Township Manager shall, under the direction of the Board of Supervisors, execute and enforce the laws of the Commonwealth, Township ordinances, policies, directives, procedures, rules and regulations, resolutions, and the by-laws of the Township.
- B. Responsibility for the development and implementation of long-range planning and policy implementation related to fiscal affairs, zoning, land development, police, parks, and recreation, and any other departments established as part of the Township government.

- C. Act as the Liaison between the Board of Supervisors and all Township Boards, Committees, and Commissions, and may appoint employees under her or his supervision to assist with the administration of the work of Township Boards, Committees, and Commissions.
- D. Act as the primary public relations officer including public appearances when deemed appropriate. The Township Manager shall oversee the organization and promotion of events and the dissemination of information to promote the Township's programs, projects, and services.
- E. Plan, organize, direct, and supervise all Township operations.
- F. Hires, suspends, or discharges all Township employees, except that the appointment and termination of Department Directors shall be with the advice and consent of the Board.
- G. Provides guidance and support to Department Directors in accomplishing their administrative duties.
- H. Oversees the personnel evaluation process and performs personnel evaluations on those employees reporting directly to the Township Manager.
- I. Establishes an organizational culture of public service by continuously developing the organization's efficiency and effectiveness.
- J. Recommends changes in the organizational structure as appropriate.
- K. Provide for efficient operations of Township services by establishing and monitoring department goals and objectives, assigning work and delegating appropriate authority and responsibility to Township employees.
- L. Prepares an annual budget, presents it to the Board for consideration, and is responsible for budget implementation once adopted.
- M. Recommends capital improvements to the Township's infrastructure.
- N. Keeps the Board informed as to the conduct of Township affairs and submits periodic reports on financial, administrative, and other matters as the Board may require.
- O. Makes recommendations to the Board as deemed necessary on matters affecting the health, safety, welfare of Township residents and on the administration of Township government.
- P. Enforces the provisions of all franchises, permits, licenses, and privileges granted by the Township and ensures all terms and conditions in favor of the Township for franchises contracts, or leases are faithfully kept and performed.

- Q. Represents the Township in negotiations and deliberations concerning matters of intergovernmental cooperation subject to the approval of the Board.
- R. Responsible for the implementation of all personnel policies, collective bargaining agreements, and personnel related programs.
- S. Determine required insurance coverages and secures insurance coverage for the Township subject to Board approval.
- T. Serve as the Township's chief negotiator in all union contract negotiations in cooperation with Township legal counsel; receives, analyzes, and report to the Board all union requests in contract negotiations and/or arbitrations; implements all union contracts and/or arbitration awards for the Township.
- U. Prepare the Board meeting agendas and attend all Board meetings with the right to take part in discussion.
- V. Works collaboratively with the Board of Supervisors at all times and in all matters for the best interest of the Township and the general public.
- W. Oversee all Township Boards, Committees, and Commissions using established goals and outcomes and may appoint employees under her or his supervision to assist with administration of the work of the Township Boards, Committees, and Commissions.
- X. Perform other duties as may be required by the Board.

§31-8 Absence of Manager.

In case of illness or the absence of the Manager, the Board of Supervisors shall appoint one qualified member of the Township staff who shall perform the duties of the Manager during the absence or disability.

§31-9 Benefits Received.

The Township Manager shall receive benefits as set forth in the Township Personnel Manual and/or in the Employment Agreement with the understanding that to the extent there is a conflict, the conflict will be interpreted in a manner most beneficial to the Township Manager. The Township Manager shall be entitled to reimbursement for all incidental expenses incurred as Township Manager. An itemized list of such expenses shall be submitted periodically to the Township.

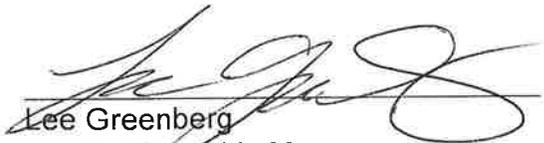
§31-10 Miscellaneous.

- A. All other ordinances, portions of this ordinance, or any section of the Warrington Township Code of Ordinances inconsistent with this ordinance are hereby repealed.
- B. The provisions of this ordinance are severable. If any section, clause, sentence, part, or provision hereof shall be held illegal, invalid, or unconstitutional by a court of competent jurisdiction, such decision of the Court shall not affect or impair any of the remaining sections, clauses, sentences, parts, or provisions of this ordinance. It is hereby declared to be the intention of the Board of Supervisors that this ordinance would have been adopted if such illegal, invalid, or unconstitutional section, clause, sentence, part, or provision had not been included therein.
- C. This ordinance shall become effective immediately upon adoption.

DULY ORDAINED AND ENACTED by the Board of Supervisors of Warrington Township this 13th day of August, 2024.

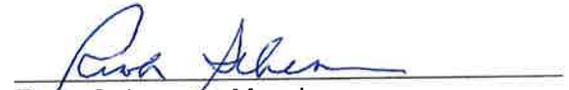
BOARD OF SUPERVISORS OF WARRINGTON TOWNSHIP

ATTEST:


Lee Greenberg
Interim Township Manager


Michael J. Diorka, Chair


Vanessa Maurer, Vice Chair


Ruth Schemm, Member

Andrew Macaulay, Member


Brian Kelly, Member

