

**ORDINANCE NO. 2024-03**

**AN ORDINANCE OF THE WARWICK TOWNSHIP BOARD OF SUPERVISORS AMENDING AND RESTATING CHAPTER 17 OF THE WARWICK TOWNSHIP CODE TO CLARIFY THE POWERS AND AUTHORITY DELEGATED TO THE OFFICE OF THE TOWNSHIP MANAGER.**

**Background**

1. The Warwick Township Board of Supervisors desires to ensure the public health, safety, and welfare of the residents of Warwick Township.
2. The Board of Supervisors has determined that it is in the best interest of the health, safety and welfare of the community to adopt an ordinance amending Chapter 17 of the Warwick Township Code to clarify the powers and authority delegated to the Office of the Township Manager.

**Section One**

The Warwick Township Code of Ordinances, Chapter 17, is hereby amended as follows.

**§ 17-1 Office of Township Manager.**

The office of Township Manager was hereby created on September 14, 1987.

**§ 17-2 Appointment; term; qualifications.**

- A. The Township Manager shall be appointed by majority vote of the Board of Supervisors for a term not to exceed two (2) years, but in no event ending after the reorganization meeting following a Municipal Election. He or she shall be chosen by the Board solely on the basis of their executive and administrative qualifications, with special reference to his or her actual experience in or his or her knowledge of accepted practice in respect to the duties of the office hereinafter set forth.
- B. No Supervisor shall receive such an appointment during the term for which they shall have been elected nor within one year after the expiration of their term.

**§ 17-3 Removal from office.**

The Board of Supervisors may remove the Township Manager at any time by a majority vote of its members. Notice of removal of the Township Manager shall be given 30 days before the effective date of removal. Upon removal, the Board of Supervisors shall pay their salary under the provisions stated in the contract with the Manager; provided, however, that if the Manager is removed for conviction of an illegal act, or further provided that if the Manager voluntarily resigns,

the Township shall have no duty to pay any salary after the removal date or the voluntary resignation, as the case may be.

**§ 17-4 Powers and duties.**

- A. The Township Manager shall be the chief administrative officer of the Township, and they shall be responsible to the Board of Supervisors for the proper and efficient administration of all affairs of the Township. The powers and duties of administration of all Township business shall be vested in the Manager, unless expressly imposed or conferred by statute upon other Township officers.
- B. Subject to recall by ordinance of the Board of Supervisors, the powers and duties of the Manager shall include but not be limited to the following:
  - 1) They shall supervise and be responsible for the activities of all municipal departments.
  - 2) They shall hire, promote, and, when necessary for the good of the service, shall suspend or discharge any employee under their supervision with the exception of positions required to be appointed by the Board of Supervisors under the Second Class Township Code.
  - 3) They shall have the power to establish and administer a standard schedule of pay for each appointive office and position in the Township service, including minimal, intermediate and maximum rates of pay, within a range previously determined by the Board.
  - 4) They shall prepare and submit to the Board of Supervisors as of the end of the fiscal year a complete report on the finances and administrative activities of the Township for the preceding year. They shall provide operational reports to the Board of Supervisors no fewer than monthly on the Township's administrative affairs.
  - 5) They shall prepare and submit to the Board of Supervisors an annual budget and capital projects program, together with a message describing its important features, and be responsible for its administration, including execution of contracts, after adoption.
  - 6) They shall keep the Board of Supervisors advised of the financial condition and future needs of the Township and make such recommendations as they may deem desirable. They shall prepare, annually, recommendations as to a capital expense budget, and they shall also prepare a quarterly report on current budget expenditures.
  - 7) They shall recommend to the governing body, from time to time, adoption of such measures as they may deem necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.

- 8) They shall consolidate or combine offices, positions, departments or units under their jurisdiction. During a department head vacancy, the Manager may be the head of one or more departments.
- 9) They shall prepare the agenda and attend all meetings of the Board of Supervisors unless excused therefrom and take part in the discussion of all matters coming before the Board of Supervisors. They, or the staff committee liaison, shall attend such subsidiary Board meetings as the Board of Supervisors shall from time to time direct.
- 10) They shall attend to the letting of contracts according to applicable laws, execution of contracts for budgeted expenditures, and shall supervise the performance and faithful execution of the same.
- 11) They shall 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.
- 12) They shall be the purchasing officer of the Township, and they shall purchase, in accordance with the provisions of the Second Class Township Code and any applicable laws, all supplies and equipment for the agencies, boards, departments and other offices of the Township. They shall keep an account of all purchases made which shall be reflected in the monthly bill payments report. . They shall also issue rules and regulations, subject to the approval of the Board, governing the procurement of all municipal supplies and equipment.
- 13) They shall issue standard operating procedures for each department and ensure compliance thereof.
- 14) They shall see that the provisions of all laws, ordinances, contracts, franchises, leases, permits, privileges and policies granted by the Township are observed and duly enforced.
- 15) They shall perform the duties of the Township Secretary in causing appropriate records to be made, preserved and certified, as required by law or other action of the Board of Supervisors. They shall attest the execution of all instruments and record all ordinances, and they shall have custody of the Township corporate seal.
- 16) They shall investigate the affairs of the Township or any department or division thereof. The Manager shall investigate all complaints in relations to matters concerning the administration of the government of the Township. All complaints regarding Township services shall be referred to the office of the Manager. They, or their designee, shall dispose of such complaints, and the Manager shall report thereon to the Board.
- 17) They shall supervise the routing of all reports and correspondence to the Board of Supervisors.

- 18) They shall assist the Township Solicitor in the negotiation of contracts on behalf of the Board of Supervisors, including but not limited to, labor, franchising, procurement , and investments in the best interests of the Township.
- 19) They, along with the Emergency Management Coordinator, shall declare local State of Emergencies when appropriate.
- 20) They shall secure, protect, and safeguard all physical and digital Township facilities and assets.
- 21) They shall perform such other duties as may be required by the Board of Supervisors, consistent with the law or ordinances.

**§ 17-5 Disability or absence.**

If the Manager becomes unable to physically perform the duties of the Manager or applies for and receives a leave of absence, the Assistant Township Manager shall perform the duties of the Manager during their absence or disability. The person so designated shall not perform these duties for a period longer than two weeks without the approval of the Board.

**§ 17-6 Bond.**

The Township Manager shall furnish a surety bond to be approved by the Board of Supervisors and to be conditioned on the faithful performance of his duties. The premium of the bond shall be paid by the Township.

**§ 17-7 Compensation.**

The Township Manager shall receive such compensation as the Board of Supervisors shall fix from time to time by Employment Contract.

**§ 17-8 Filling of vacancy.**

Any vacancy in the office of the Township Manager shall be filled as soon as practical after the effective date of such vacancy. In the interim, the Board of Supervisors shall appoint an acting manager.

**Section Two**

Repealer. All ordinance or parts of ordinances which are inconsistent herewith are hereby repealed.

**Section Three**

Severability. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not

affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

**Section Four**

Effective Date. This Ordinance shall be effective five (5) days after enactment.

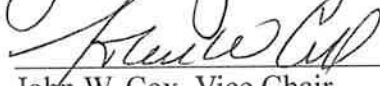
**ENACTED AND ORDAINED** this 20<sup>th</sup> day of May 2024.


**ATTEST:**

  
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Kyle W. Seckinger, MPA, Township Manager

**WARWICK TOWNSHIP  
BOARD OF SUPERVISORS**

  
\_\_\_\_\_  
Judith A. Algeo, Esq., Chair

  
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John W. Cox, Vice Chair

  
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Michael A. Riggio, Member