

**TOWNSHIP OF WYSOX**  
**ORDINANCE NO. 2015-5**

AN ORDINANCE CHAPTER NO. 2015-5, ADMINISTRATION OF GOVERNMENT, OF THE CODE OF THE TOWNSHIP OF WYSOX, COUNTY OF BRADFORD, COMMONWEALTH OF PENNSYLVANIA.

The Township of Wysox hereby ordains and enacts as follows:

§ 1. STATUTORY AUTHORITY.

Under 53 P.S. 66301. Township manager; appointment, removal, powers and duties; compensation; bond

**(a)** The board of supervisors may by ordinance at any time create the office of township manager and may in like manner abolish the office. While the office exists, the board of supervisors shall appoint one person to fill the office. The township manager shall serve at the pleasure of the board of supervisors, subject to contractual rights that may arise under an employment agreement that may be entered into in accordance with subsection (a.1).

(a.1) The board of supervisors may enter into an employment agreement with the township manager. The employment agreement may set forth the terms and conditions of employment, and the agreement may provide that it shall remain in effect for a specified period terminating no later than two years after the effective date of the agreement or the date of the board of supervisors' organizational meeting following the next municipal election, whichever shall first occur. An employment agreement entered into pursuant to this subsection may specify conditions under which a township manager would be entitled to severance compensation, but in no event shall an employment agreement guarantee employment through the term of the agreement or confer upon the township manager any legal remedy based on specific performance.

**(b)** The powers and duties of the township manager shall be established by ordinance. The compensation shall be set by resolution and paid out of the general fund of the township. The board of supervisors may delegate, subject to recall, any of their nonlegislative powers and duties to the township manager. The township manager shall give bond to the township, with sufficient surety, in the amount directed by the board of supervisors, conditioned for the faithful performance of the duties of the office.

**(c)** The office of township manager is not incompatible with the office of township secretary, township treasurer or any other township office or employment, except that of supervisor, auditor or township police officer.

§ 2. ESTABLISHMENT OF POSITIONS; CHAIN OF COMMAND.

A. Creation of position of Township Manager.

(1) The position of Township Manager is hereby created for Wysox Township.

(2) The position of Township Manager shall be that of an at-will employee, subject to terms in an employment contract as allowed by statute.

(3) The compensation of the Township Manager shall be as established by the Board of Supervisors and shall be paid out of the General Fund of the Township. Compensation may be changed by resolution from time to time at the discretion of the Board of Supervisors.

(4) The Township Manager shall perform such duties as are assigned and such other duties as may be determined by the Board of Supervisors in the job description for this position.

B. Chain of command.

(1) The Township Manager shall report directly to the Board of Supervisors.

(2) The Township secretary and Roadmaster Township road crew shall report directly to the Township Manager and/or to the Supervisors, as the Supervisors may direct.

§ 3. APPOINTMENT.

The Manager shall be appointed for a definite or an indefinite term by a majority vote of the Board of Supervisors. The Manager shall, unless removed by the Board of Supervisors, or unless such person resigns, serve until his successor is appointed and qualified. The Manager shall be subject to removal by the Supervisors by majority vote, unless a contract of specific duration is entered into, in which event the Manager shall receive 30 days' written notice. Regarding contract shall not extent past the statutory period and forth in Section (1) one.

§ 4. COMPENSATION.

The compensation of the Township Manager shall be as established by the Board of Supervisors by resolution and shall be paid out of the General Fund of the Township. Compensation may be changed by resolution from time to time at the discretion of the Board of Supervisors.

§ 5. QUALIFICATIONS.

The Manager shall be chosen on the basis of his executive and administrative abilities, with special reference to the duties of his office as herein outlined. The Manager shall have such experience and education and professional qualifications as may from time to time be determined by the Board of Supervisors.

§ 6. POWERS AND DUTIES.

A. 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. The Manager is the general manager and administrator of the Township and, as such, is responsible for carrying out the policies and directives of the Board of Supervisors. The Manager is directly responsible to the Board of Supervisors in all matters relating to his other performance and is specifically responsible for:

(1) Administration. The general administration of the Township, to include correspondence, reports, recordkeeping, bookkeeping, etc., for an accurate and efficient administrative procedure for the conduct of the business of the Township.

(2) Budget. Must submit, before the close of such fiscal year, a recommended budget for the next fiscal year. Must be responsible for the administration of the budget, after its adoption by the Board of Supervisors, and must develop long-range fiscal plans for the municipality. Collaborates with the Secretary and prepares the annual budget for review by supervisors by summarizing past expenditures, estimating costs of future needs, computing expected revenues and organizing data into required reporting format.

(3) Road Department and Equipment. General supervision of matters relating to roads, streets, highways, gutters, drainpipes, etc., to include maintenance and repair, snow removal, ice control, etc. Responsible for procurement of all materials and supplies and maintenance of vehicles and equipment. Directs the provision of township services such as road maintenance, utilities, recreation facilities, land use controls, and police protection.

(4) Code enforcement. General performance of the activities of the Code Enforcement Officer, to include enforcement of Township ordinances, building and related codes. Performs technical review of building plans and land development plans. Reviews legal comments on Building Code and Land Development issues with the Solicitor. Take necessary action to carry out legal requirements for building permits, building code enforcement, and land development implementation.

(5) Planning and zoning. General performance of the activities of Zoning Officer to ensure enforcement of the Zoning Code and the Planning Code for the the Board of Supervisors, the Planning Commission and the Zoning Hearing Board. Performs technical review of subdivision plans and land development plans. Makes appropriate recommendations to township planning commission and zoning hearing board, reviews legal comments on Planning and Zoning issues with the Solicitor. Take necessary action to carry out commission and board decisions.

(6) Personnel. Recommending to the Board of Supervisors action required in respect to personnel, including procurement thereof. Responsible for the training of all Township personnel. Directs and supervises the work of other township employees. Hires, suspends, and discharges employees subject to approval of supervisors and in accordance with applicable laws. Meets with employees and employee representatives to resolve grievances and to negotiate terms of contracts in applicable.

(7) Township facilities. Maintenance, repair, cleanliness and use of all Township buildings and facilities, including parks and playgrounds.

(8) Meetings. Shall attend all meetings of the Board of Supervisors and keep the Board of Supervisors informed as to the conduct of Township affairs. Compiles agenda for supervisors meeting and attends meetings to provide advice and information.

(9) Purchasing. Shall be purchasing officer of the Township and shall make purchases in accordance with the provisions of the Township Code. All capital expenditures shall be subject to prior approval of the Board of Supervisors. Purchases equipment and services assuring that major purchases are advertised, bid upon, and awarded in accordance with law subject to the approval of the Supervisors. Administers contracts in accordance with the Township Code, and making sure there is compliance by the contractor.

**THE FOLLOWING ARE THE ADDITIONAL DUTIES THAT ARE SET FORTH IN  
THE TOWNSHIP MANAGER JOB DESCRIPTION:**

1. Assists citizens by informing them of township rules and laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.
2. Conducts research on other municipal programs, ordinances, fee structures, etc. for use by supervisors in making decisions.
3. Assists the Secretary in receiving revenue from tax collections, permit fees, fines and utility payments.
4. Directs the recording and deposit of funds in proper accounts. Manages investment of unused funds to township's best advantage in accordance with the Township Code.
5. Monitors and manages the operation of various state or federal grant projects or programs by explaining program operations to participants expending funds in accordance with the grant contract, and maintaining records of project status and disposition of funds subject to the approval of the Supervisors.
6. Directs the Secretary in paying bills and other obligations upon approval of supervisors, scheduling payments to the township's advantage by observing due dates, discount periods, and maturity dates of invested funds.
7. Searches out and applies for other sources of funds such as grants, loans, credits, discounts etc., when appropriate.
8. Develops and implements administrative and operating procedures to meet township needs and carry out approved policies.
9. Oversees the Secretary in maintaining payroll and benefit records for all township employees.
10. Oversees and directs the Secretary to periodically reconcile checking accounts, balances bookkeeping records, and assures the necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.
11. Collaborates with the Secretary in preparing fiscal reports for supervisors periodically and upon request.
12. Monitors insurance coverage to insure that policies are renewed, new equipment covered, risks are minimized and best rates are obtained.
13. Prepares various reports required by state and federal government and by insurance carriers.
14. Maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.

§ 7. BOND REQUIRED.

The Manager shall post bond with a corporate surety in an amount approved by the Board of Supervisors, conditioned upon the faithful performance of his duties. The fee for said bond shall be paid by the Township.

§ 8. CONFLICT OF INTEREST.

The Township Manager shall have no personal interest, direct or indirect, in contracts with the Township.

§ 9. DISABILITY OR ABSENCE OF MANAGER.

During any absence of the Manager, the normal operating functions of the Township shall be delegated to an Acting Manager or to the appropriate department heads in accordance with such table of organization as established by the Board of Supervisors and in force at the time of the disability or absence of the Manager.

This Ordinance shall take effect immediately upon adoption.

ORDAINED AND ENACTED THIS 5<sup>th</sup> day of NOVEMBER, 2015.

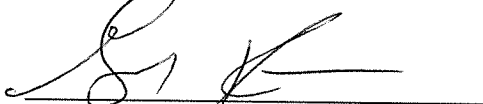
TOWNSHIP OF WYSOX



Jon Kulick, Chairman

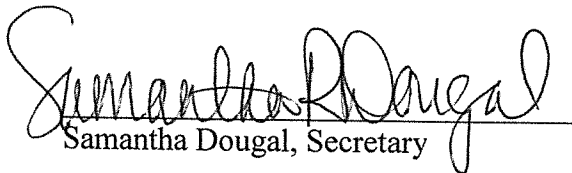


William Them, Vice Chairman



Gary Foster, Member

ATTEST

  
Samantha Dougal, Secretary