

MARTIC TOWNSHIP
LANCASTER COUNTY, PENNSYLVANIA

Ordinance No. 01-05-15 A

**AN ORDINANCE OF MARTIC TOWNSHIP, LANCASTER COUNTY, PENNSYLVANIA,
ESTABLISHING THE OFFICE OF TOWNSHIP MANAGER; PROVIDING FOR
APPOINTMENT AND REMOVAL; ESTABLISHING QUALIFICATIONS; AND SETTING
FORTH POWERS AND DUTIES OF THE POSITION**

IT IS HEREBY ORDAINED AND ENACTED by the Board of Supervisors of Martic Township, Lancaster County, Pennsylvania, as follows:

Section 1. Purpose and Intent

- A. The purpose of this Ordinance is to enable the Township to function under generally accepted principals of the Board of Supervisors-Manager form of government. The Board of Supervisors shall be responsible for legislative policy-making and appointing a Township Manager who shall be responsible for supervising and conducting the administrative affairs of the Township, as well as carrying out all policies and programs established by the Board.
- B. It is the intent of this Ordinance to delegate to the Township Manager all of the nonlegislative powers and duties of the Board of Supervisors as authorized by § 1301 of the Second Class Township Code.

Section 2. Creation of position

The position of Township Manager is hereby created by the Township of Martic.

Section 3. Appointment and removal

The Township Manager shall be appointed for an indefinite term by a majority of all members of the Board of Supervisors. The Manager shall serve at the pleasure of the Board and may be removed, with or without cause, at any time by a majority vote of all its members.

Section 4. Qualifications

The Township Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to actual experience in or knowledge of accepted practices in respect to the duties of the office, as herein outlined. The Manager need not be a resident of the Township at the time of the appointment. The Manager may reside outside the Township while in office, with the approval of the Board. The Manager shall not hold any elective governmental office.

Section 5. Bond

The Township Manager shall give bond to the Township with a bonding company as surety, said company and amount to be approved by the Board of Supervisors, conditioned on the faithful performance of his duties. The premium of said bond shall be paid by the Township.

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Section 6. Compensation

The Manager shall receive such compensation at the time of employment and may be adjusted from time to time, by resolution, of the Board of Supervisors.

Section 7. Responsibilities

The Manager shall be the chief administrative officer of the Township, and they shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of Township affairs. The Manager's powers and duties shall relate to the general management of all Township business not expressly, by statute or ordinance or regulation, imposed or conferred upon other Township officers.

Section 8. Powers and Duties

Subject to recall by ordinance of the Board, the Township Manager shall have the following duties and commensurate powers to carry out those duties:

- A. Supervise and be responsible for the activities of all municipal departments except those relating directly to the performance of the Road Department and except as otherwise provided by ordinance or law.
- B. Shall provide estimated documentation, to the Board, in preparation of the budget.
- C. Shall be responsible for the implementation and administration of the budget after its adoption by the Board of Supervisors.
- D. Unless otherwise directed, shall attend all meetings of the Board of Supervisors and its committees, with the right to participate in the discussion, but not to vote. The Manager shall be notified of all special meetings of the Board and its committees.
- E. Prepare the agenda for each meeting of the Board and supply facts pertinent thereto.
- F. Keep the Board informed of Township affairs and matters affecting public interest and welfare of the Township.
- G. Shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
- H. 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.
- I. Provide for the letting of contracts in due form of law, and supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon some other Township officer.
- J. Ensure that all monies owed the Township are promptly paid and that proper proceedings are taken for the security and collection of all the Township's claims.

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- K. Be the purchasing officer of the Township and purchase, in accordance with the provisions of the Township Code, all supplies and equipment of the agencies, boards, departments and other offices of the Township, keeping an account of all purchases and, from time to time or when directed by the Board, make a full written report thereof. The Manager shall also issue rules and regulations, subject to the approval of the Board, governing and procurement of all municipal supplies and equipment.
- L. Work with the Treasurer and check all bills and invoices received by the Township and recommend the payment of such obligations when found to be in order.
- M. Receive all complaints regarding Township services and employees. The Manager, or a person designated by the Manager, shall investigate and dispose of such complaints and the Manager shall report thereon to the Board.
- N. Insure that the provisions of all Township ordinances and permits granted by the Township are observed, working with the Sewage Enforcement Office and Zoning Officer, as applicable. The manager shall inform the Board of Supervisors concerning all ordinances and permit violations and enforcement matters and shall follow the direction of the Board of Supervisors in enforcement matters to insure that the best interests of the Township and the general public are maintained.
- O. Participate in intergovernmental programs, monitor legislative activity and keep abreast of current advances in management and technology.
- P. Works very closely with the Township Road Foreman/Public Works Director to see that the Public Works needs of the community are met. Work in conjunction with the Road Foreman in areas, such as, snow removal, storm water management, equipment specifications and purchase, etc.
- Q. Works very closely with the Township Zoning Officer, to offer assistance in preparing and administering permits.
- R. Shall maintain adequate office and department records as prescribed by the Board.
- S. Perform such other duties as may be required by the Board.
- T. Hold such other Township offices and head such Township departments as the Board may, from time to time, direct.

Section 9. Disability or absence of Manager

If the Manager becomes ill or needs to be absent from the Township, he or she shall recommend to the Board one qualified person to perform the duties of the Manager during his or her absence or disability. The Board will designate a person to perform the Manager's duties.

Section 10. Severability

In the event that any provision, section, sentence, clause or part of this Ordinance shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Ordinance, or other Ordinances affected by this ordinance, and it shall be the intent of the Board of Supervisors that such remainder shall be and remain in full force and effect.

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This Ordinance shall become effective and be in full force as provided by law, upon adoption by the Board of Supervisors of Martic Township.

DULY ORDAINED AND ENACTED this 5th day of January, 2015, by the Board of Supervisors of the Township of Martic, Lancaster County, Pennsylvania, in lawful session duly assembled.

Attest: Karen D. Sellers
Secretary/Manager

MARTIC TOWNSHIP
Lancaster County, Pennsylvania

By: Ron Sell
~~Vice~~ Chairman
Board of Supervisors

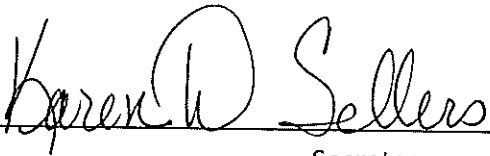
[TOWNSHIP SEAL]

CERTIFICATE

I, the undersigned, Secretary of the Township of Martic (the "Township"), certify that the foregoing is a true and correct copy of an Ordinance of the Board of Supervisors of the Township, which was duly enacted by affirmative vote of a majority of the members of the Board of Supervisors of the Township of Martic at a meeting dully held on the 5th day of January, 2015; such Ordinance has been duly recorded in the Ordinance Book of the Township; such Ordinance has been duly published as required by law; and such Ordinance remains in effect, unaltered and unamended, as of the date of this Certificate.

I further certify that the Board of Supervisors of the Township of Martic met the advanced notice and public comment requirements of the Sunshine Act, 65 Pa. C.S. § 701 et seq., as amended, by advertising the date of said meeting, by posting prominently a notice of said meeting at the principal office of the Township or at the public building in which said meeting was held and by providing a reasonable opportunity for public comment at said meeting prior to enacting such Ordinance.

IN WITNESS WHEREOF, I set my hand and affix the official seal of the Township, this 5th day of January, 2015.


Secretary

[TOWNSHIP SEAL]