

**ORDINANCE NO. 97--2002**

**HONEY BROOK TOWNSHIP  
CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF HONEY BROOK CREATING THE  
OFFICE OF THE TOWNSHIP MANAGER AND PROVIDING THE MANNER  
OF FILLING SAID OFFICE, TOGETHER WITH THE COMPENSATION OF  
SAID OFFICE AND THE POWERS AND DUTIES OF SAID OFFICE**

The Board of Supervisors of Honey Brook Township (hereinafter called "Board") do hereby ordain and enact this ordinance as follows:

**SECTION 1. CREATION OF THE OFFICE:** The office of Township Manager is hereby created by the Township of Honey Brook.

**SECTION 2. APPOINTMENT AND REMOVAL:** The Manager shall be appointed for an indefinite term by a majority of all of the members of the Board. The Manager shall serve at the pleasure of the Board, and he may be removed at any time by a majority vote of all its members. At least sixty (60) days before such removal is to become effective, the Board shall furnish the Manager with a written statement setting forth its intention to remove him.

**SECTION 3. QUALIFICATIONS:** The Manager shall be chosen solely on the basis of executive and administrative abilities as well as personal qualities with special reference to the duties of the office as herein outlined.

**SECTION 4. BOND:** Before entering upon his duties, the Manager shall give a bond in amount fixed by the Board of Supervisors by resolution, to the Township with a bonding company, as surety, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by the Township.

**SECTION 5. MANAGER'S COMPENSATION:** The salary of the Township Manager shall be fixed at the time of his employment and may be adjusted from time to time by a majority vote of the Board.

**SECTION 6. POWERS AND DUTIES:** The manager shall be the Administrative Officer of the Township, and he shall be responsible to the Board as a whole for the proper, efficient and economical administration of the affairs of the Township. The Manager shall conduct himself at all times with complete fidelity and in a way that will reflect credit upon, and benefit to, the Township and its government as a whole. The power and duties of administration of Township business, as outlined in this ordinance and amendments or directives related thereto, shall be vested in the Manager, unless expressly imposed or conferred by statute upon other Township Officers.

Subject to recall by ordinance of the Board, the powers and duties of the Township Manager shall be the following:

1. He shall supervise and be responsible for the activities of all municipal departments.
2. He shall, subject to the concurrence of the Board and all applicable statutes, rules, regulations or collective bargaining agreements, hire and, when deemed necessary, shall suspend or discharge any employee under his supervision.
3. He shall prepare and submit to the Board not less than forty-five (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 Manager, or an officer designated by him, shall obtain from the head of each department, agency or board, or any qualified officer thereof, estimates of revenues and expenditures and each other supporting data as he

requires. The Manager shall review such estimates, and may revise them before submitting the budget to the Board.

4. He shall be responsible for the efficient execution and administration of the budget after its adoption by the Board.

5. He shall, in conjunction with the preparation of the yearly budget, develop long-range fiscal plans for the municipality, such plans to be presented annually to the Board for its review and adoption.

6. He shall hold such other municipal offices and head such municipal departments as the Board may from time to time direct.

7. He shall attend all meetings of the Board and its commissions with the right to take part in the discussions, and he shall receive notice of all special meetings of the Board and its commissions.

8. He shall prepare the agenda for each meeting of the Board and supply facts pertinent thereto.

9. He shall keep the Board informed as to the conduct of Township affairs, submit periodic reports on the condition of the Township finances, and such other reports as the Board requests; and make recommendations to the Board as he deems advisable.

10. He shall submit to the Board, as soon as possible after the close of the fiscal year, a complete report on the finances and the administrative activities of the Township for the preceding year.

11. He shall see that the provisions of all ordinances, franchises, leases, permits and privileges granted by the Township are observed.

12. He may employ, subject to approval of the Board, experts and consultants to perform work, and to advise in connection with any of the functions of the Township.

13. He shall attend to the letting of contracts in due form of law, and he shall supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon some other Township officer.

14. He 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.

15. He shall be the Purchasing Officer of the Township and he shall purchase in accordance with the provisions of the Second Class Township Code, all supplies and equipment for the departments under his supervision, and for such other offices, agencies and boards as the Board may from time to time direct.

16. All complaints regarding Township services shall be referred to the Office of the Manager. He, or an officer designated by him, shall investigate and dispose of such complaints, and the Manager shall report thereon to the Board.

17. He shall analyze thoroughly all matters requiring Board decision and represent fairly and objectively all facts pertinent to these decisions.

18. He shall maintain a high level of public relations for all elements of the township government, including periodic reports and such other information as he may be directed to prepare from time to time by the Board.

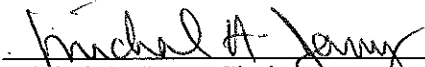
**SECTION 7. DISABILITY OR ABSENCE OF THE MANAGER:** If the Manager becomes ill or needs to be absent from the Township, he shall designate one qualified member of his staff to perform the duties of the Manager during his absence or


disability. The person so designated shall not perform these duties for a period longer than two weeks without the approval of the Board.

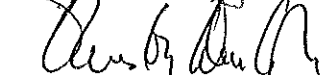
**SECTION 8. REPEAL:** All ordinances or resolutions, or parts or ordinances or resolutions, insofar as they are inconsistent herewith, be and the same are hereby repealed.

**DULY ENACTED AND ORDAINED** this *7<sup>th</sup>* day of *January*, 200*2* by the Board of Supervisors of the Township of Honey Brook, Chester County, Pennsylvania, in lawful session duly assembled.

BOARD OF SUPERVISORS OF  
HONEY BROOK TOWNSHIP

  
\_\_\_\_\_  
Michal A. Jany, Chairperson

  
\_\_\_\_\_  
Donald Johnson, Vice-Chairperson

  
\_\_\_\_\_  
D. Weston Darby, Jr., Member

ATTEST:

  
\_\_\_\_\_  
Secretary