

ORDINANCE NO. 534

AN ORDINANCE AMENDING ORDINANCE NUMBER 80 TITLED CREATING THE POSITION OF THE TOWNSHIP MANAGER; PROVIDING FOR THE MANNER OF FILLING SAID OFFICE, THE AMOUNT OF BOND AND THE METHOD OF COMPENSATING SUCH OFFICE; AND SETTING FORTH THE POWERS AND DUTIES OF SAID OFFICE.

BE IT ENACTED AND ORDAINED by the Board of Commissioners of Penn Township, York County, Pennsylvania, and it is hereby enacted and ordained by the authority of the same:

SECTION 1. Amendments

Section 4. Manager's Bond

Which currently reads:

The Manager should give bond to Penn Township with a bonding company as surety, to be approved by the Board of Commissioners, in the sum of five thousand (\$5,000) dollars, conditioned for the faithful performance of his duties. The premium shall be paid by the Penn Township.

Shall be amended to read:

The Manager, if requested by the Board of Commissioners, shall give a bond to the Township, with a surety company or other company authorized by law to act as surety, to be approved by the Commissioners in the amount as determined by the Board of Commissioners conditioned for the faithful performance of his duties. The premium for said bond shall be paid for by the Township.

Section 6. Powers and Duties of the Manager

Portions of which currently read:

(1) He shall supervise and be responsible for the activities of all municipal departments, except the police department.

(9) He shall submit to council as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Township for the preceding year.

(13) He shall be the Purchasing Officer of the Township and he shall purchase, in accordance with the provisions of the Township Code, all supplies and equipment for the various agencies, boards, departments, and other offices of the Township, providing, however, no single purchase shall be in excess of Five Hundred (\$500) Dollars. He shall keep an account of all purchases and shall, from time to time or when directed by the Board of Commissioners, make a full written report thereof. He shall comply with the orders, rules and regulations established by the Board of Commissioners governing the requisition and purchasing of all municipal supplies and equipment.

Shall be amended to read;

(1) He shall supervise and be responsible for the activities of all municipal departments.

(9) He shall submit to the Board on a monthly basis a report on the financial and administrative activities of the Township for the preceding month.

(13) He shall be the Purchasing Officer of the Township, or designate a qualified representative, and shall purchase, in accordance with the Township Code, and within the restrictions of the annual budget all supplies and equipment for the various agencies, boards, departments, and other offices of the Township. He shall keep an account of all purchases and shall, on a monthly basis, provide a written report thereof. He shall comply with the orders, rules and regulations established by the Board of Commissioners governing the requisition and purchasing of all municipal supplies and equipment.

Section 7. Disability or absence of Manager

Which currently reads:

If the Manager becomes ill or needs to be absent from the Township, the Board of Commissioners shall appoint a qualified person, who shall perform the duties of the Manager during his disability or absence.

Shall be amended to read:

If the Manager becomes ill or needs to be absent from the Township, the

Assistant Township Manager shall perform the duties of the Manager during his disability or absence. If the Assistant Township Manager is unable to fulfill the duties, the Board of Commissioners shall appoint a qualified person until such time as the Manager returns.

SECTION 2. Severability

The provisions of this Ordinance are severable. If any provision of this ordinance or its application to any person or circumstance is held invalid, said invalidity shall not affect any other provision or application of this ordinance which can be given effect without the invalid provision or application of this ordinance.

SECTION 3. Repealer

All ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

SECTION 4. Amendment to Code

The Articles hereby adopted shall be deemed to be incorporated into the Penn Township Code so that reference to the Code shall be understood and intended to include such changes.

ENACTED AND ORDAINED this 15th day of June 1998.

Board of Commissioners of Penn Township

By: Frederick W. Stine
Frederick W. Stine, President

Attest: Sharon A. Lance
Sharon A. Lance, Secretary