

ORDINANCE 2024 – 02

**AN ORDINANCE OF THE TOWNSHIP OF HEIDELBERG, YORK
COUNTY, PENNSYLVANIA, AMENDING ORDINANCE 2022-01 WHICH
ESTABLISHED THE OFFICE OF TOWNSHIP MANAGER AND
PROVIDED FOR THE POWERS AND DUTIES OF THE OFFICE OF
TOWNSHIP MANAGER.**

WHEREAS, the Board of Supervisors of Heidelberg Township is authorized, by Section 1301 of the Second Class Township Code, 55 P.S. § 66301, to establish by ordinance the office of Township Manager and to provide for the powers and duties of the office; and

WHEREAS, on November 22, 2022, the Board of Supervisors of Heidelberg Township enacted Ordinance No. 2022-01, establishing the office of the Township Manager and providing for the powers and duties of the office of Township Manager (the “Ordinance”); and

WHEREAS, the Board of Supervisors of Heidelberg Township wishes to amend Ordinance No. 2022-01.

NOW THEREFORE, BE IT ENACTED AND ORDAINED, by the Board of Supervisors of Heidelberg Township, York County, Pennsylvania, as follows:

SECTION 1: Section 2 of Ordinance No. 2022-01, Appointment; term; vacancies; removal, is hereby amended in its entirety as follows:

SECTION 2: Appointment; term; vacancies; removal. The Board of Supervisors of the Township of Heidelberg shall appoint, by a majority vote of all its members, one person to fill the office of Township Manager. Subject to the removal provision below, the term of appointment shall expire no later than two (2) years from the date of appointment or the date of the Board of Supervisors’ organizational meeting following the next municipal election, whichever shall first occur. In the case of a vacancy, the Board of Supervisors of Heidelberg Township shall appoint a Township Manager by a majority vote of all its members. Subject to any contractual rights that may arise under an employment agreement, the Township Manager shall be subject to removal at any time during the term of appointment by a majority vote of all the members of the Board of Supervisors of Heidelberg Township upon thirty (30) written notice to the Manager, unless removal is for cause, which in such case no notice shall be required.

SECTION 2: Section 7 of Ordinance No. 2022-01, Specific powers and duties, is hereby amended in its entirety as follows:

SECTION 7: Specific powers and duties. The powers and duties of the Township Manager shall include the following:

- A. The Manager shall supervise the activities of all municipal departments (inclusive of the road crew and park crew), except such departments that have been specifically reserved to the Board of Supervisors.
- B. The Manager shall also serve as the Township's Human Resource Director and shall be responsible for ensuring all policies of the Township's Personnel Manual are adhered to, perform annual evaluations, hire and terminate employees as set forth therein, as well as ensure the duties of Human Resource Director are carried out pursuant to the Township's Personnel Manual.

All complaints regarding services or personnel of the Township of Heidelberg shall be referred to the Human Resource Director, who shall report the complaint to the Board of Supervisors. The Human Resource Director shall investigate each such complaint and manage the resolution of each such complaint and shall report thereon to the Board of Supervisors. All complaints regarding the Manager shall be referred to the Board of Supervisors.

- C. The Manager shall also serve as the Finance Director and shall be responsible for ensuring the preparation of the budget, payroll, accounts payable and receivables, and monthly financial reports for presentation to the Board of Supervisors are accurate and completed in a timely manner; and shall be responsible for the general administration of the Township budget after its adoption by the Board of Supervisors of Heidelberg Township.
- D. The Manager shall attend all meetings of the Board of Supervisors, and shall attend meetings of the Township's Boards and/or Committees, as directed by the Board of Supervisors, with the right to take part in the discussion.
- E. The Manager shall also ensure the duties of the Township Secretary are performed in accordance with Article VIII of the Second Class Township Code, 53 P.S. § 65101 *et seq.*, and shall prepare and/or assist in the preparation of the agenda for each meeting of the Board of Supervisors by supplying facts pertinent thereto.
- F. The Manager shall be responsible to ensure the duties of the Open Records Officer, as outlined by the Office of Open Records, are carried out pursuant to Sunshine Act, 65 P.S. § 701 *et seq.*, and the Right-To-Know Law, 65 P.S. § 67.101 *et seq.*, as amended from time to time.
- G. The Manager shall perform or be responsible for policy and program

analysis on present and future policies within the Township as well as see that they are implemented upon passage by the Board of Supervisors.

- H. The Manager shall keep the Board of Supervisors informed as to the conduct of Township affairs in connection with his/her duties as Township Manager and shall submit such other reports at the Board of Supervisors request. The Manager shall make such recommendations to the Board of Supervisors as is deemed necessary.
- I. The Manager shall report to the Board of Supervisors on a quarterly basis on cost cutting efforts toward reducing the Township's operating costs.
- J. The Manager may employ, by and with the approval of the Board of Supervisors, experts and consultants to perform work and to advise in connection with any of the functions of the Board of Supervisors of the Township of Heidelberg, which are within his/her duties.
- K. The Manager shall attend to the letting of contracts in due form of law, and he/she shall supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed upon some other Township officer by statute.
- L. The Manager shall be responsible to ensure that procurement policies are developed and implemented in accordance with the provisions of the Second Class Township Code, 53 P.S. § 65101 *et seq.*, and shall keep an account of all purchases and shall, from time to time, or when directed by the Board of Supervisors, make a full written report thereof.
- M. The Manager shall cooperate with the Board of Supervisors at all times and in all matters so that the best interests of the Township of Heidelberg and of the general public may be maintained.

SECTION 3: Repealer. All provisions of previous Ordinances of the Township, which are contrary to this Ordinance, are expressly repealed.

SECTION 4: Savings Clause. In all other respects, the Ordinances of the Township shall remain as previously enacted and ordained.

SECTION 5: Severability. The provisions of this Ordinance are severable, and if any of its sections, clauses, or sentences shall be held illegal, invalid, or unconstitutional, such provision shall not affect or impair any remaining sections, clauses, or sentences of the same.

SECTION 6: Effective Date. This Ordinance shall become effective in accordance with law.

IT IS HEREBY ENACTED AND ORDAINED by the Board of Supervisors of Heidelberg Township this 2 day of October, 2024 at a meeting duly and legally held at which a quorum was present.

**TOWNSHIP OF HEIDELBERG
BOARD OF SUPERVISORS:**

ATTEST:

Judy Mustard
Secretary

Timothy Hansen
Timothy Hansen, Chairman

Matthew Bollinger
Matthew Bollinger

Paul King
Paul King