

CHAPTER 1

ADMINISTRATION AND GOVERNMENT

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Part 1

Appointed and Elected Officials

A. Enforcement Officer.

§1. Office of Enforcement Officer Created.

There is hereby created the office of Enforcement Officer in the Township of Upper Paxton. (11/10/1976, §1)

§2. Appointment; Compensation; Duties.

The Supervisors of Upper Paxton Township shall appoint a suitable resident of the Township as said Enforcement Officer and shall fill any vacancy occurring in said office as they shall determine, shall fix the annual salary or compensation for said office and shall assign the duties and responsibilities thereto. (11/10/1976, §2)

§3. Enforcement Authority.

The person so appointed to said office shall have full authority to enforce any and all ordinances of the Township and prosecute violations thereof as fully as the said Supervisors could if personally present. (11/10/1976, §3)

B. Township Manager.

§11. Creation of the Office.

The Board of Supervisors for Upper Paxton Township hereby creates the office of Township Manager for Upper Paxton Township. (Ord. 1292000A, 8/9/2000, §1)

§12. Appointment and Term.

1. Appointment. The Township Manager shall be appointed by a majority vote of the Board of Supervisors.
2. Term.
 - A. The Township shall employ the Township Manager for an indefinite term and shall serve at the pleasure of the Board.
 - B. The Township Manager shall serve in the position until his successor is appointed, unless:

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- (1) The Township Manager is removed by the Board of Supervisors by a majority vote of the Board of Supervisors.
- (2) Submits a written resignation to the Board of Supervisors.

(Ord. 1292000A, 8/9/2000, §1)

§13. Compensation.

The salary of the Township Manager shall be fixed by the Board of Supervisors and shall be paid out of the general fund of the Township. (Ord. 1292000A, 8/9/2000, §1)

§14. Qualification.

1. The person appointed to the position of Township Manager shall be chosen on the basis of executive and administrative abilities.
2. The person appointed to the position of Township Manager shall be a high school graduate or have an equivalency thereof.

(Ord. 1292000A, 8/9/2000, §1)

§15. Powers and Duties.

1. The powers and duties of the Township Manager shall be contained in this subsection, which may be amended from time to time by the Board of Supervisors.
2. The Township Manager is directly responsible to the Board of Supervisors with respect to all matters relating to the position.
3. Excluded Powers and Duties.
 - A. The Township Manager shall not perform any legislative function commonly performed by the Board of Supervisors.
 - B. Any functions expressly excluded by the Board of Supervisors from time to time.
4. Included Powers and Duties.
 - A. General.

- (1) The Township Manager shall be the administrator of the Township and shall be responsible for carrying out the polices and directives of the Board of Supervisors.
- (2) The Township Manager shall have the power to perform any non-legislative function not excluded from that position by the Board of Supervisors.
- (3) The Township Manager shall administer the day-to-day operations of the Township government, delegating responsibility and authority for performance of assigned functions to Township staff.

B. Administration. The Township Manager shall be responsible for the following:

- (1) General administration including, but not limited to, correspondence, reports, record keeping and bookkeeping.
- (2) Preparation of short term and long term Township government objectives for recommendation to the Board of Supervisors, also preparation of plans and programs for attainment of objectives approved by the Board of Supervisors.
- (3) Determination of priorities of projects to meet objectives approved by the Board of Supervisors and program expenditures based on cash flow.
- (4) Development and administration of Township personnel policies, procedures and programs.
- (5) Origination and maintenance of contacts with Federal, State and County agencies and other organizations with which the Township conducts business.

C. Meetings.

- (1) The Township Manager shall attend all Township meetings of the Board of Supervisors and upon request of the Board of Supervisors attend any other meeting related to Township matters.
- (2) The Township Manager shall prepare the agenda and provide all necessary information for all meetings of the Board of Supervisors and all commissions and committees of the Township.

D. Budget. The Township Manager shall assist in preparing the annual budget for the Township.

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- E. Highway Department. The Township Manager shall oversee the general supervisions of matters relating to roads, streets, highways, gutters and drainpipes located in the Township including, but not limited to, maintenance and repair, snow removal and ice control.
- F. Procurement. The Township Manager shall establish a program to control the procurement of all materials and supplies.
- G. Vehicles and Equipment. The Township Manager shall assist the Equipment Maintenance Manager establish to a program and procedure for the maintenance of vehicles and equipment and for procuring the services needed for the maintenance.
- H. Professional Services.
 - (1) The Township Manager shall be authorized to contact the Solicitor, accountant or Engineer for professional services or opinions that are needed.
 - (2) The Township Manager shall review any and all ordinances prepared by the Solicitor, audits or budgets prepared by the accountant or plans or drawings prepared by the Engineer and recommend acceptance or rejection to the Supervisors.
- I. Personnel. The Township Manager shall recommend to the Board of Supervisors actions required with respect to personnel including, but not limited to, recommendations for hiring and discipline.
- J. Facilities. The Township Manager shall be responsible for maintenance, repair, cleanliness and use of the Township office and facility and oversee the other Township buildings and facilities including, but not limited to, parks, playgrounds and recycling bins.
- K. Associations. The Township Manager may also join any association related to the office of Township Manager, subject to review and approval by the Board of Supervisors and such dues and expenses for membership or the Township therein shall pay participation.
- L. Miscellaneous and Other Powers and Duties. The Township Manager shall be responsible for and perform any other functions that may from time to time be assigned by the Board of Supervisors in conformity with law and this Part.

(Ord. 1292000A, 8/9/2000, §1)

§16. Conflict of Interest.

1. Personal Interests. The Township Manager shall have no undisclosed personal interest, direct or indirect, in any contracts with the Township.
2. Other Township Offices. The office of the Township Manager shall not be incompatible or a conflict of interest with the office of the Township Secretary or Township Treasurer or any other Township office, or employment, except that of Supervisor.

(Ord. 1292000A, 8/9/2000, §1)

§17. Vacancy in Office of Township Manager.

Should there be a vacancy in the office of Township Manager, the Board of Supervisors, by majority vote, shall appoint one person to fill said office and shall serve until his successor is appointed and qualified. (Ord. 1292000A, 8/9/2000, §1)

Part 2

Authorities, Boards and Commissions

A. Millersburg Area Authority

§51. Intention to Join Authority.

The Township of Upper Paxton does hereby signify its intention to join the Millersburg Borough Authority,¹ an authority formed under the Municipality Authorities Act of 1945.² (4/14/1971, §1)

B. Planning Commission

§61. Creation of Planning Commission.

A Township Planning Commission consisting of five persons to be appointed by the Supervisors is hereby created and established.³ (11/8/1967, §2)

§62. Appointments; Tenure.

The members of the Township Planning Commission shall be appointed as follows:

- (a) In the first instance, one member shall be appointed for one year; one member shall be appointed for two years; one member shall be appointed for three years; and two members shall be appointed for four years.
- (b) Thereafter, a member of said Commission shall be appointed for a four-year term.

All vacancies shall be filled in accordance with the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended.

(11/8/1967, §3, as amended under Adopting Ordinance)

§63. Residency Requirement.

All members of the Planning Commission shall be residents of the Township of Upper Paxton, Dauphin County, Pennsylvania. (11/8/1967, §4)

¹ The name of the Authority is now the Millersburg Area Authority.

² §2 of the ordinance authorized Township officers to execute the necessary documents.

³ §§1 and 8 of the ordinance of November 8, 1967 were repealed under the Adopting Ordinance.

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§64. Compensation; Annual Report.

The members of the Township Planning Commission shall serve without compensation and shall report annually their transactions to the Township Supervisors. (11/8/1967, §5)

§65. Powers and Duties.

The Township Planning Commission is hereby authority and empowered to do all things as provided under the Pennsylvania Municipalities Planning Code, Act 247 of 1968, as amended. (11/8/1967, §6, as amended under Adopting Ordinance)

§66. Other Powers.

In addition to the said duties, the Township Planning Commission likewise shall act as a Park Commission, Recreation Commission and Zoning Commission with the powers and duties provided under the Township Code, Act of 1933, May 1, P.L. 103. (11/8/1967, §7)