

**TOWNSHIP OF RUSH**  
**Schuylkill County, Pennsylvania**

ORDINANCE NO. 147

AN ORDINANCE OF THE TOWNSHIP OF RUSH CREATING THE OFFICE OF MANAGER AND PROVIDING THE MANNER OF FILLING SAID OFFICE, METHOD OF COMPENSATING SUCH OFFICER, AND THE POWERS AND DUTIES OF SAID OFFICE.

The Board of Supervisors of the Township of Rush hereby ordains:

**Section 1. Creation of Office.** The office of Rush Township Manager is hereby created by the Board of Supervisors of the Township of Rush.

**Section 2. Appointment and Removal.** The 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 of Supervisors, and he/she may be removed at any time by a majority vote of all its members. At least thirty (30) days before such removal is to become effective, the Board of Supervisors shall furnish the Manager with a written statement setting forth its intention to remove him/her.

**Section 3. Qualifications.** The Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to the duties of the office as herein outlined. The Manager need not be a resident of the Township of Rush or of the Commonwealth of Pennsylvania at the time of appointment, but during the tenure of office, he/she may reside outside the Township of Rush only with the approval of the Board of Supervisors. If the Board of Supervisors fails within a reasonable time, not to exceed sixty (60) days after the appointment, to approve the Manager's

residence outside the Township of Rush, he/she must immediately become, and during his/her tenure remain, a resident of the Township of Rush.

**Section 4. Manager's Compensation.** The salary of the Rush Township Manager shall be fixed from time to time by the Board of Supervisors.

**Section 5. Powers and Duties.** The Manager shall be the Chief Administrative Officer of the Township of Rush and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of the Township of Rush placed in his/her charge. The powers and duties for administration of all Rush Township business shall be vested in the Manager, unless expressly imposed or conferred by statute or ordinance upon other Rush Township officers.

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

1. Supervise and be responsible for the activities of all municipal departments.
2. Supervise, direct, and evaluate the performance, where appropriate, of all department heads and employees and make such recommendations regarding same to the Board of Supervisors as deemed advisable.
3. Prepare and submit to the Board of Supervisors a budget for the next fiscal year in such a timely fashion as will enable the Board of Supervisors to consider and adopt the budget and related tax ordinances according to the requirements of law. In preparing the budget, the Manager shall obtain from the head of each department, agency, or board, or any qualified officer thereof, estimates of revenues and expenditures and such other supporting data as is required. The Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors.
4. Be responsible for the administration of the budget after its adoption by the Board of Supervisors.

5. Develop, in conjunction with the preparation of the budget, long range fiscal plans for the Township of Rush, such plans to be presented annually to the Board of Supervisors for its review and adoption.
6. Hold such other Rush Township offices and head such Rush Township departments as the Board of Supervisors may from time to time direct.
7. Attend all meetings of the Board of Supervisors and its committees with the right to take part in the discussions. The Manager shall receive notice of all special meetings of the Board of Supervisors and its committees.
8. Keep the Board of Supervisors informed as to the conduct of Rush Township affairs; submit periodic reports on the condition of the Rush Township finances and such other reports as the Board of Supervisors requests; and make such recommendations to the Board of Supervisors as deemed advisable.
9. Submit to the Board of Supervisors, as soon as possible after the close of the fiscal year, a complete report on the finances and the administrative activities of the Township of Rush for the preceding year.
10. See that the provisions of all leases, permits, and privileges granted by the Board of Supervisors are observed.
11. The Manager shall supervise the performance and faithful execution of all contracts, except insofar as such duties are expressly imposed by statute upon some other Rush Township officer.
12. Be responsible for all accounts payable and receivable.
13. Serve as Purchasing Officer of the Township of Rush and purchase, in accordance with the provisions of the Second Class Township Code, all supplies and equipment for the boards, departments, and other offices of the Township of Rush. The Manager 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. He/she shall also issue rules and regulations, subject to the approval of the Board of Supervisors, governing the procurement of all municipal supplies and equipment.
14. Investigate and dispose of all complaints regarding Rush Township services and personnel and to report to the Board of Supervisors thereon.
15. Enforce the ordinances and regulations of the Township of Rush.

**Section 6. Repealer.** All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ENACTED and ORDAINED into an Ordinance and passed by the Township of Rush on this 18<sup>th</sup> day of December, 2001.

**RUSH TOWNSHIP BOARD OF SUPERVISORS**

ATTEST:

Coral Ann Opet  
Secretary

(SEAL)

By: John H. Schiebrun  
Chairman

Fred G. Buleck  
Supervisor

George A. Pinsky  
Supervisor