

COUNCIL ADOPTS NEW ADMINISTRATIVE CODE

At their regular meeting of March 1, 2012, the Township Council adopted the new administrative code providing a comprehensive amendment to the Bristol Township Code of Ordinances concerning administration of government. The new administrative code will implement the will of the voters in enacting the Council-Manager form of government.

The Council thanked the Transition Committee for all their hard work on the new code. The Township Council also thanked the Solicitor, staff members, and other residents who contributed input to the new administrative code.

Chapter 5. ADMINISTRATION OF GOVERNMENT

GENERAL REFERENCES

Office of Licenses, Zoning and Inspections — See Ch. 24.

Pensions — See Ch. 32.

Personnel policies — See Ch. 34.

Shade Tree Commission — See Ch. 42.

Hazardous materials — See Ch. 117.

Taxation — See Ch. 180.

Article I. Authority; Purpose; Title

§ 5-1. Statutory authority; purpose and intent.

A. Pursuant to powers guaranteed by the Pennsylvania Constitution and granted by the General Assembly of Pennsylvania in the Home Rule Charter and Optional Plans Law as codified at 53 Pa.C.S. §2901 et. seq., the residents of Bristol Township, Bucks County, have elected to be governed pursuant to the Optional Plan of Government designated as the Council-Manager Plan, commencing January 2, 2012.

B. This chapter is hereby adopted by the Council as the Administrative Code of the Township to effectuate such adoption and to provide the residents of Bristol Township, a progressive, efficient, economical and responsive government.

C. It is the purpose and intent of this chapter, in keeping with the Home Rule Charter and Optional Plans Law, to permit the broadest powers of local self-government consistent with the Constitution of the United States and the Commonwealth of Pennsylvania and with the Charter Law itself; and the provisions of this chapter are intended to be read and interpreted in accordance with such purpose.

§ 5-2. Title.

This chapter shall be known and may be cited as the "Administrative Code of the Township of Bristol, Bucks County, Pennsylvania."

Article II. Terminology

§ 5-3. Definitions and word usage.

A. Unless otherwise expressly stated, the following words and phrases shall be construed in this chapter to have the meanings indicated:

ADMINISTRATIVE CODE

The Administrative Code of Bristol Township as enacted by and embodied in this chapter and any and all amendments thereto.

ADVISORY

The function of gathering facts and making recommendations to Council, and such other township entities, employees, or appointees including the Township Manager, as Council may direct or as otherwise designated in this chapter or general law.

COUNCIL

The seven-member Council of Bristol Township, Bucks County, Pennsylvania, being the elected body which, acting as a whole, exercises the legislative powers of the Township.

DEPARTMENT HEAD

The chief administrative officer of the applicable administrative department.

FINANCE OFFICER

The individual charged with responsibility for the fiscal affairs, funds and assets of the Township.

FIRST CLASS TOWNSHIP CODE

The First Class Township Code, Act of June 24, 1931 (P.L. 1206, No. 331), reenacted and amended May 27, 1949 (P.L. 1955, No. 569), as amended, appearing at 53 P.S. § 55101 *et seq.*

GENERAL LAW

The Constitution of Pennsylvania and the Acts of the General Assembly of Pennsylvania which are uniform and applicable throughout the Commonwealth.

MUNICIPAL or MUNICIPALITY

The Township of Bristol, Bucks County, Pennsylvania, also, hereinafter referred to as Bristol Township.

MUNICIPAL ELECTION

The election required by the Constitution of Pennsylvania to be held in odd-numbered years.

MUNICIPALITIES PLANNING CODE

The Pennsylvania statute appearing at 53 P.S. § 10101 *et seq.*

OPTIONAL PLANS LAW

The Pennsylvania statute known as the Home Rule Charter and Optional Plans Law, codified at 53 Pa.C.S. §2901 *et. seq.*

ORDINANCE

The ordinance or ordinances of Bristol Township, Bucks County, Pennsylvania, including this chapter.

PERSON

Any individual, partnership, association, corporation, limited liability company, or other legally created entity.

PUBLISH

To print in a newspaper of general circulation in the Township.

RIGHT-TO-KNOW-LAW

The Pennsylvania statute appearing at 65 P.S. 67.101 – 67.3104.

SUNSHINE ACT

The Pennsylvania statute codified at 65 Pa.C.S. §701 *et. seq.*

TOWNSHIP

The Township of Bristol, Bucks County, Pennsylvania, also, hereinafter referred to as Bristol Township.

TOWNSHIP MANAGER

The chief executive and administrative official of the Township as specified herein.

TOWNSHIP SECRETARY

The Secretary as referred to in the Optional Plans Law, the First Class Township Code, and §5-50 of this chapter.

B. Words used in the masculine gender shall include the feminine, and words used in the feminine gender shall include the masculine, at all places in this chapter.

Article III. Council

§ 5-4. Composition; election; terms; compensation; vacancies.

A. Composition; election; term of office. Council shall consist of seven members, who shall be elected at large at regular municipal elections. Their term of office shall be as provided in the Optional Plans Law at 53 Pa.C.S. § 3162.

B. Compensation. The annual compensation of a Council member shall be \$3,500. The compensation of Council members elected subsequent to January 2, 2012 shall be fixed by ordinance of Council adopted at least two days prior to the last day fixed by law for candidates to withdraw their names for nomination previous to the municipal election. Thereafter only an increase or decrease in compensation need be fixed by ordinance.

C. Vacancies. Vacancies in the office of Council member shall be filled as provided in the Optional Plans Law at 53 Pa. C.S. §3132.

§ 5-5. Organization.

A. The organization meeting of Council shall be held in the Township Building at 7:00 p.m. on the first Monday of January, unless it is a legal holiday, in which event the meeting shall be held on the next day following.

B. The first order of business shall be the election of a President and Vice President, and thereafter the appointment of the Secretary and such other officers as Council may deem appropriate. The President last elected shall preside as President *pro tem* until a President is elected. Should the predecessor President no longer be a member of Council, then the Vice-President last elected shall so preside; should the predecessor

Vice-President no longer be a member of Council, then the member of Council with the most continuous seniority present shall preside *pro tem* until a President is elected.

C. If within five ballots to be taken within seven days of said organization meeting the members of Council shall be unable to elect either a President, Vice President or Secretary, the candidates for such positions shall be reduced to the two receiving the most votes from the Council members in the last ballot and all Council members shall be required to vote for one or the other.

D. In the absence of the President, the Vice President shall exercise the duties of the President. In the absence of both the President and the Vice President, the Council member with the most seniority in office shall exercise the duties of the President.

§ 5-6. Meetings.

A. Public notice. Public notice of meetings shall be provided in accordance with the applicable provisions of the Optional Plans Law, the First Class Township Code, the Sunshine Act, and all other applicable provisions of general law.

B. Regular meetings. Council shall meet at least once a month, at 7:00 p.m. on the day established by Council at the organization meeting for the ensuing year at the Township Building, or at such other time and place as the Council may from time to time designate. The Council may adjourn to a stated time for general business or for special business. If no quorum is present at a stated monthly or adjourned meeting, a majority of those who do meet may agree upon another date for a meeting and may continue to do so until a meeting at which a quorum is present is held. Council shall give public notice of the date and time of all regular meetings.

C. Special meetings. Special meetings may be called by the President of Council, or upon written notice to the President signed by a majority of council members then in office. A written notice shall be delivered to each Council member at least 24 hours before a special meeting is held. Such notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by Council. Presence at the meeting constitutes waiver of notice.

D. All meetings of Council shall be open to the public except as otherwise provided by the Sunshine Act: Open Meetings Law.

E. Rules and procedure. Except as provided in the Optional Plans Law, the First Class Township Code and this chapter, all meetings of Council shall be governed by Robert's Rules of Order and such other rules as Council may from time to time establish.

F. Council Executive Sessions. Council may hold executive session in accordance with a stated resolution, or motion to adjourn to executive session, and shall give such public notice of the Executive Session as is required by the Sunshine Act. No official

action shall be taken by Council on any matter in executive session except as provided by the Sunshine Act.

G. Quorum and majority action. A majority of all members of Council shall constitute a quorum. Council shall conduct no business except in the presence of a quorum. The action of a majority of the Council members present and entitled to vote shall be binding upon and constitute the action of Council, except as otherwise provided in the Optional Plans Law, the First Class Township Code and general law.

§ 5-7. Agenda.

A. The proposed agenda for any meeting of Council shall be prepared by the Township Manager, with such input from the President of Council or the Council as a body, as they may direct.

B. The proposed agenda for any stated meeting shall be forwarded to all members of Council and be available to the public at least five days prior to any stated monthly meeting of Council and 24 hours prior to any special meeting of Council. In addition, the agenda for all meetings of Council shall be posted in the Township Building.

C. The title of any ordinance or resolution to be considered shall be printed as part of the agenda.

D. The published agenda may be amended at any meeting of Council by a majority of members present. No matters other than those on the agenda, as amended, shall be acted upon by Council.

§ 5-8. Conduct of business.

A. At the time appointed for any meeting of Council, the President shall be the chair and call the meeting to order. If a quorum is present, the President shall proceed with the agenda for the meeting. If, upon the call of the roll, a quorum is not present, the President shall order a recess for a maximum period of 30 minutes, and if no quorum has developed by that time, a majority of those who do meet may agree upon another date for a meeting and may continue to do so until a meeting at which a quorum is present is held.

§ 5-9. Public participation at meetings.

A. Residents shall be provided the opportunity to address Council on any agenda item, provided that written notice thereof is given to the Township Secretary prior to the roll call of the meeting. Such opportunity to address Council shall be immediately prior to the final action of Council thereon, unless the opportunity to be heard has theretofore been provided either at prior public hearing of Council. Additional public comment may be invited at the discretion of Council.

B. When a group of residents wishes to address Council on the same subject matter, it shall be proper for the President to request that a spokesperson be chosen by the group.

C. Any person making offensive, insulting, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security while in the Council meeting room shall be forthwith barred by the President from further audience at the meeting, unless permission to remain is granted by the majority of the Council members present.

D. Council may provide for a police officer on duty to be *ex officio* Sergeant at Arms of Council to carry out instruction given him by the presiding officer for the purpose of maintaining order and decorum in the Council meeting room.

§ 5-10. Official actions.

Every legislative act of Council shall be taken by ordinance or resolution or as provided in the applicable provisions of the Optional Plans Law, the First Class Township Code, this chapter or general law. Other official actions may be by motion made, seconded and carried as may be appropriate.

§ 5-11. Powers and duties.

A. All powers and duties of the Township shall be exclusively vested in and exercised by Council pursuant to the First Class Township Code, except as may otherwise be provided by the Optional Plans Law.

B. Council shall be the legislative body of the Township charged with the responsibility and duty to establish the policies, goals and objectives for the legislative, administrative and advisory functions of the Township and to enact and adopt ordinances and resolutions consistent with the Optional Plans Law, the First Class Township Code, this chapter and general law.

C. Council may appoint by resolution such nonprofessional advisors and liaisons as it may, from time to time, deem appropriate and necessary, and set their compensation.

D. Council may require any Township officer, in its discretion, to prepare and submit sworn statements regarding his official duties and the performance thereof, and may otherwise investigate the conduct of any department, office or agency of Township government.

E. Council shall continue or create, and determine and define, the powers and duties of any executive and administrative departments, boards and offices as it deems necessary for the proper and efficient conduct of the affairs of the Township, including the office of deputy manager. Any department, board or office so continued or created may be abolished by Council. No member of Council shall head an administrative department.

F. Council shall act in all matters as a body, and no member thereof shall seek individually to influence the official acts of the Township Manager or any other officer.

G. Neither Council nor any of its members shall direct or request the appointment of any person to or removal from office, or to interfere in any way with the performance by the officers of their duties.

H. Council and its members shall deal with the administrative service solely through the Township Manager, and shall not give orders to any subordinates of the Township Manager, either publicly or privately.

Article IV. Township Manager

§ 5-12. Appointment, Compensation, and Removal.

A. Council shall appoint a Township Manager and set his or her compensation.

B. The Manager so appointed shall be appointed for an indefinite term and may be removed by a majority vote of Council. At least 30 days before the removal becomes effective, Council shall notify the Township Manager of its decision to remove him or her from office, by a majority vote of its members, stating the reasons for his removal. The Township Manager may reply in writing and may request a public hearing which shall be held not earlier than 20 days nor later than 30 days after the filing of the request. After the public hearing, if one is requested, and after full consideration, Council by majority vote of its members may adopt a final resolution of removal. By a preliminary resolution, Council may suspend the Township Manager from duty but may in any case cause to be paid immediately any unpaid balance of his salary and his salary for the next three calendar months.

§ 5-13. Qualifications.

The Township Manager shall:

(1) Be chosen on the basis of executive and administrative abilities; possess an M.B.A. degree in public or business administration and considerable experience in the area of municipal finance; or have equivalent experience in planning, organizing and directing administration and operational services and have considerable experience in the area of municipal finance.

(2) Have extensive knowledge of present-day concepts in the field of public administration; a thorough knowledge of personnel policies and procedures as they apply to municipal finance administration; and a thorough knowledge of managerial principles and activities of a large multidepartmental municipal government.

§ 5-14. Vacancy.

The Township Manager may designate a qualified administrative officer of the municipality to perform his duties during his temporary absence or disability. In the event of his failure to make a designation or if the absence or disability continues more than 30 days, Council may appoint an officer of the municipality to perform the duties of the Manager during the absence or disability until the Manager returns or his disability ceases.

§ 5-15. Powers and duties.

The Township Manager shall be the chief executive and administrative official of the Township, and shall have those executive duties described in the Optional Plans Law, the First Class Township Code, this chapter, and general law, including but not limited to the following:

- A. To execute all laws and ordinances.
- B. To appoint and remove department heads and the deputy manager, if one is authorized by Council, and appoint subordinate officers and employees under procedures established for the appointment of subordinate officers and employees under §3122 of the Optional Plans Law, excepting the terms of office of any official or employee protected at the time of enactment of the within Administrative Code by any tenure of office or civil service law, or of any police officer or firefighter, whether or not protected by a tenure of office law.
- C. To negotiate contracts for the Township, subject to the approval of Council, make recommendations concerning the nature and location of municipal improvements and execute municipal improvements as determined by Council.
- D. To assure that all terms and conditions imposed in favor of the Township or its inhabitants in any statute, public utility franchise or other contracts are faithfully kept and performed and, upon knowledge of any violation, to call the same to the attention of Council.
- E. To prepare the agenda for and attend all meetings of Council with the right to take part in the discussions, but without the right to vote.
- F. To make such recommendations to Council concerning policy formulation as he or she deems desirable and keep Council and the public informed as to the conduct of municipal affairs.

- G. To prepare and submit the annual budget to Council together with such explanatory comment as he or she deems desirable and to administer the municipal budget.
- H. To perform such other duties as may be required of the Township Manager by ordinance or resolution of Council.
- I. To be responsible to Council for carrying out all policies established by it and for the proper administration of all affairs of the Township within the jurisdiction of Council.
- J. Supervising, contacting and reporting duties referred to in the Optional Plans Law.
- K. Developing, justifying and recommending Township objectives and policies to Council and promulgating, implementing and delineating approved policies into operating procedures.
- L. Planning, organizing, administering and directing all operations under the jurisdiction of the Township.
- M. Formulating and implementing all policies, procedures, rules and regulations concerning the administration of managerial agreements.
- N. Conferring with department heads to formulate and develop departmental plans and policies.
- O. Implementing and coordinating the preparation of the fiscal budget and the review of departmental budgets to ensure compliance with established budgeting policies.
- P. Developing and implementing viable public relations programs.
- Q. Reviewing all personnel functions periodically to determine compliance with Township policies.
- R. Providing guidance to departmental heads on accomplishing their administrative functions and duties.
- S. Preparing the agenda for each meeting of Council and supplying facts pertinent thereto, in cooperation with the President of Council, with such input from the President of Council or the Council as a body, as they may direct.
- T. Keeping Council informed as to the conduct of Township affairs, submitting reports of the condition of the Township finances and other matters as Council may request and making recommendations to Council as he deems advisable.
- U. Having general supervision over all Township property and equipment and its use by the public or Township employees.

V. Being the repository for all complaints regarding Township services, investigating and disposing of such complaints and reporting the disposition thereof to Council.

W. Being responsible for the enforcement of all ordinances and regulations of the Township.

X. Performing such other duties as are required as Director of the Department of Administration and as may be required by Council.

§ 5-16. Prohibited offices and employment.

The Township Manager shall not hold any elective governmental office.

Article V. Standing Committees

§ 5-17. Establishment; purpose.

A. The standing committees specified in this chapter are hereby established to provide advice, guidance and recommendations to Council and the Township Manager.

B. Additional committees may be established, as may be needed from time to time, by resolution.

C. No committee designated shall perform any legislative, executive or administrative duty or have legislative or executive authority which is binding upon or enforceable against the Township.

§ 5-18. Powers of President of Council.

A. The President of Council, with the advice and consent of the Council, shall:

(1) Appoint Council members as the members of standing committees.

(2) Fill vacancies on standing committees.

(3) Remove any member of a standing committee.

(4) Add additional members to any standing committee.

B. The President of Council shall be an *ex officio* member of all standing committees.

§ 5-19. Designation of Chair and Vice Chair.

The committee shall elect its own chair, vice chair, and secretary.

§ 5-20. Meetings.

- A. All meetings shall be open to the public, except as provided by general law.
- B. All meetings shall be conducted in an orderly fashion and shall follow Robert's Rules of Order or other procedures specified in this chapter.
- C. Each standing committee shall set the time, place and frequency of its meetings, unless otherwise prescribed by Council.
- D. Special meetings may be held as needed upon the call of the committee Chair or Vice Chair, provided that appropriate notice of each meeting is given to each member. Notice of a special meeting shall be given to the public by posting prominently in the Township Building.
- E. A quorum shall consist of at least a majority of the members of the committee.
- F. All official records and files of each committee shall be kept in the office of the Township Manager and shall be public records.

§ 5-21. Zoning Committee.

- A. Membership and terms of office. The Zoning Committee shall consist of three members of Council, who shall serve for a term of one year, appointed as specified in §5-18.
- B. Powers and Duties. The Zoning Committee shall:
 - (1) Review and recommend action on all zoning applications.
 - (2) Review and recommend action on all applications and appeals to the Zoning Hearing Board.
 - (3) Review and recommend action on all decisions of the Zoning Hearing Board.
 - (4) Recommend changes in the Zoning Ordinances.
 - (5) Review minutes of the Planning Commission and make comments as appropriate.
 - (6) Study, review and make recommendations on any building, zoning, land development or subdivision matters referred to it by Council.

§ 5-22. Finance Committee.

A. Membership and terms of office. The Finance Committee shall consist of three members of Council, who shall serve for a term of one year, appointed as specified in §5-18.

B. Powers and duties. The Finance Committee shall:

- (1) Receive and review reports of the Director of the Department of Administration.
- (2) Monitor receipts and expenditures of all Township funds.
- (3) Review and recommend transfers within the budget.
- (4) Recommend to Council the borrowing of money for operating and capital expenditures as may be necessary.
- (5) Study, review and make recommendations on any finance matter referred to it by Council.

§ 5-23. Pension Committee.

A. Membership and terms of office. The Pension Committee shall consist of three members of Council, who shall serve for a term of one year, appointed as specified in §5-18.

B. Policies and duties. The Pension Committee shall:

- (1) Review and make recommendations to Council regarding the administration and management of the Township pension funds.
- (2) Recommend the adoption of rules and regulations for the efficient administration and management of the Township pension plans, for the approval of Council.

Article VI. Ordinances

§ 5-24. Actions requiring ordinances.

Council shall exercise by ordinance all legislative powers and duties required by the Optional Plans Law, the First Class Township Code, this chapter and general law to be exercised by ordinance. All other powers and duties of the Township may be exercised by ordinance or resolution.

§ 5-25. Content.

An ordinance shall contain only one subject clearly expressed in its title. The enacting clause shall be: "The Council of the Township of Bristol hereby ordains ..." Any ordinance which repeals or amends an existing ordinance shall clearly indicate the matter to be repealed, omitted or added.

§ 5-26. Adoption of standards by reference.

A. Council may adopt by reference any standard technical regulations or code, official or unofficial, or parts thereof, by adopting an ordinance incorporating said standard codes or parts thereof. Such regulations or codes need not be published in full, provided that 10 copies of such regulations or codes have been placed on file with the Township Secretary and in the office of the department charged with enforcing such ordinance at least 10 days prior to Council's considering the ordinance.

B. Publication of notice once of the proposed adoption of any such regulations or code shall be required, which notice shall set forth briefly the substance of the proposed code and notice of the place where the code is on file and may be examined.

C. Any ordinance adopting, by reference, regulations or a code shall be enacted by Council within 60 days after it has been filed with the Township Secretary.

§ 5-27. Procedure for adoption.

A. Introduction. A proposed ordinance may be introduced by a Council member, with such advice and input from the Township Manager or Solicitor as the Council member may determine to consider, at any regular or special public meeting. Such ordinance shall be submitted to the Township Secretary in advance thereof, who shall place it on the agenda of the next public meeting for consideration. A proposed ordinance not included on the agenda may be introduced and given consideration only with the affirmative vote of at least four Council members.

B. Adoption.

(1) The publication and adoption of all Township ordinances shall be in accordance with the applicable provisions of the Optional Plans Law, the First Class Township Code and general law.

(2) The effective date of all Township ordinances, except the Budget Ordinance, shall be not less than 10 days after its final passage by Council, unless Council, by a vote of a majority plus one, shall adopt a resolution declaring an emergency.

§ 5-28. Codification.

A. Council, with the advice and assistance of the Solicitor, shall provide for the general codification of all Township ordinances having the force and effect of law. The general codification shall include the Administrative Code and be known and cited as the "Code of Ordinances of the Township of Bristol." All new ordinances shall be integrated in the codification.

B. A copy of the codification shall be available for public inspection at the office of the Township during business hours. Copies shall also be available for purchase at a reasonable charge to be fixed by Council. Residents may also receive by subscription copies of all changes in the codification made to maintain it on a continuing basis, at a reasonable charge to be fixed from time to time by Council.

§ 5-29. Verbatim records to be kept.

All Township ordinances and resolutions shall be entered verbatim in permanent record books maintained separately for ordinances and resolutions. Ordinance and resolution books shall be in the custody of the Township Secretary and shall be available for public inspection during business hours.

Article VII. Fiscal Affairs

§ 5-30. Financial planning and municipal budget.

A. The Township Manager shall submit to Council a recommended budget, together with budget message as provided in §5-31.

B. Council shall adopt a balanced operating plan and budget and a capital plan and budget which shall reflect the policies and objectives established by Council, encompass all Township funds and activities and specify a total of expenditures not to exceed estimated revenues from all sources to be received in the course of normal governmental activity, but excluding any extraordinary income not contracted for at the date of adoption. Available surpluses from prior years may be included with estimated revenues.

§ 5-31. Budget content.

The financial planning and municipal budget shall be in the form and detail as Council shall direct and, at a minimum, shall contain the following:

A. An operating plan of revenue and expenditures for the next two fiscal years which shall contain, as a minimum, the amounts to be appropriated for each activity, stated as personal services, contractual services, material, supplies, equipment and such additional classes as Council may prescribe. The first year of the plan shall be in detail

and shall constitute the operating budget. The second year of the plan shall be advisory for the purpose of long-range planning and may be stated in general categories only.

B. A capital plan for the next five or more fiscal years and shall contain, as a minimum, all proposed capital improvements identified by project, the year of acquisition or construction, proposed funding and the impact upon the operating expenses, debt structure and borrowing limitations of the Township. The first year of the plan shall be in detail and shall constitute the capital budget. The remaining years of the plan, except where capital expenditures are approved, shall be advisory for the purpose of long-range planning and may be stated in general categories only. The capital budget may be financed from appropriations of current revenues or moneys borrowed as authorized by the First Class Township Code or general law. All appropriations for the capital budget shall lapse at the end of the fiscal year, but sufficient amounts to complete projects in progress may be appropriated in the budget for the following year.

C. The financial plan and budget required herein shall include an explanation in terms of programs, projects and services to be provided and the funding thereof.

D. The budget shall be presented and published in a simplified, plain language format, identified and labeled so as to be clear and understandable.

§ 5-32. Submission of budget; budget message.

A. The Township Manager shall present to Council the proposed plan and budget and an accompanying budget message not later than November 15th of the year before which such budget shall apply.

B. The Township Manager's budget message shall explain the programs to be undertaken and their financial implications. It shall describe the important features of the budget; indicate any major changes from the current year in financial policies, expenditures and revenues, together with the reasons for such changes; summarize the Township's financial position; include the tax levies necessary to produce anticipated revenues; and include such other material as Council deems desirable.

§ 5-33. Review and balance of budget.

The budget as recommended by the Township Manager and adopted by Council shall be balanced.

§ 5-34. Adoption of budget; public notice and meeting.

Advertising and public hearings: After the Township Manager's recommended budget message is given to Council and after the completion of changes directed by Council, if any, Council shall cause to be published in one or more newspapers of general circulation within the Township:

(1) The proposed budgets or the times and places where copies of the proposed budgets shall be available for inspection.

(2) Notice of a public meeting, with the date, time and place specified, at which said budgets will be considered by Council, which meeting shall constitute the first reading of the budgets and shall take place during the month of November prior to the fiscal year within which such budgets shall apply. At such public meeting, the public shall be afforded the opportunity to comment.

§ 5-35. Amendments to budget.

A. During January next following any municipal election, Council may direct the Township Manager to submit an amended budget to Council for its consideration and adoption as an amended budget, which adoption shall not be later than February 15 of the same year.

B. Council may make supplemental appropriations and authorize the transfer within the same fund on any unencumbered balances in accordance with the applicable provisions of the First Class Township Code.

§ 5-36. Classification of accounts.

Council shall establish a classification of accounts or funds to be used in any financial plan, budget and report consistent with all applicable laws and sound financial administration.

§ 5-37. Budget format.

A. The operating budget, preliminary and formal, shall be prepared using a line item format.

B. The capital program and capital budget shall be stated in programmatic (project) terms.

§ 5-38. Annual fiscal reporting requirement.

A. The independent auditors shall prepare and submit the annual financial statement of the Township within 105 days following the end of the fiscal year. Such statement shall be prepared in accordance with generally accepted accounting principles applicable to governmental units.

B. Financial reporting required under the Optional Plans Law, the First Class Township Code and general law, including but not limited to financial reports to the Pennsylvania Department of Community Affairs, shall be prepared and filed in accordance with the applicable provisions of such laws.

§ 5-39. Recording of financial operations.

A. To meet the financial statement requirements as defined in this article, the statutory financial reporting requirements of the Commonwealth of Pennsylvania and the monthly and financial operating reporting requirements of the Township, the following records of accounts for each Township fund shall be maintained:

(1) Records of original entry.

(a) Records of original entry shall include the following:

[1] Cash receipt journal.

[2] Cash disbursement journal.

[3] Purchase and encumbrance journal.

[4] Payroll journal.

[5] General journal.

(b) The records of original entry contain the original entries of any account and transaction and, therefore, may vary in format, depending on the requirements of the respective funds.

(2) General ledger. The basic objectives served by the general ledger are to provide summary information necessary to show the financial condition and operations of each Township fund:

(a) Assets, i.e., cash, investments and receivables.

(b) Liabilities.

(c) Revenues.

(d) Expenditures or expenses, as required.

(e) Fund equity or balances, as appropriate.

B. Each asset and liability account shall be reconciled monthly to the details in the subsidiary and other ledger records.

C. It shall be the responsibility of the Finance Officer to prepare and maintain the records of account.

D. The Finance Officer shall be responsible for preparing internal monthly financial statements in a form prescribed by Council and in accordance with good financial reporting practices.

§ 5-40. Investment of funds.

The Finance Officer, together with the Township Manager, shall have the authority to invest, redeem and reinvest funds available but not immediately required for Township operations, within the limits of programs previously approved by Council. Such investment shall be limited to authorized investments for Township funds as set forth in the applicable provisions of the First Class Township Code [53 P.S. § 56705.1(d)]. It shall be the responsibility of the Finance Officer, together with the Township Manager, to maximize investment revenues consistent with applicable laws and minimum investment risks.

§ 5-41. Disbursement of funds.

A. No payment of funds shall be made unless provided for in the budgets or otherwise authorized by Council.

B. All checks, drafts or other orders of payment, except checks drawn upon the payroll fund, shall bear at least three (3) of the signatures of the Township Manager, Finance Officer, Council President, Council Vice-President or Township Secretary. A facsimile signature may be used for the President of Council with his written approval.

C. All checks, drafts or other orders of payment against the payroll fund shall bear the signature of the Township Manager.

§ 5-42. Purchase of goods and services; bidding procedure.

A. The Township Manager shall establish a purchasing system which shall provide the regulations, policies and procedures covering the acquisition of goods and services required by all departments in the Township, subject to the provisions of the First Class Township Code and this chapter.

B. Purchases and contracts in excess of the amount from time to time established by the First Class Township Code for noncompetitive bidding shall be in writing and approved by ordinance or resolution of the Council and, except where specifically stated otherwise in the First Class Township Code, shall be made through competitive bidding.

C. The rules and regulations governing competitive bidding shall follow procedures as set forth in the First Class Township Code.

D. Bid procedure. All bids shall be firmly sealed in an envelope and labeled to indicate the specific purchase for which the bid is submitted. All bids should be read at an

advertised public meeting. All bid openings shall be open to the public. Any bids received after the bid opening has commenced shall be returned to the bidder unopened. Upon completion of the bid opening, the Township Manager and administrative staff shall analyze the bids for conformance with the specifications and procedures and recommend to Council the lowest responsible bid or the rejection of all bids when in the best interest of the Township.

§ 5-43. Contract procedure.

All contracts of the Township and the procedures for entering into such contracts shall be in accordance with Article XVIII, Contracts, of the First Class Township Code. *Editor's Note: See 53 P.S. § 56801 et seq.*

§ 5-44. Sale of Township property.

- A. The sale of real estate owned by the Township shall be in conformity with the applicable provisions of the First Class Township Code.
- B. The sale of personal property owned by the Township with a sale value of more than \$200 shall be in conformity with the applicable provisions of the First Class Township Code.
- C. The Township Manager shall have the authority, with consent of Council, to dispose of surplus personal property owned by the Township with the sale value of less than \$200 in the manner most beneficial to the Township.

§ 5-45. Annual independent audit.

The accounts of the Township shall be audited annually by an independent auditor who shall be a certified public accountant registered in Pennsylvania or a firm of certified public accountants so registered. The independent auditor shall be appointed annually by resolution before the end of May of each fiscal year. Said auditor shall make an independent examination of all the accounts and related accounting records of the Township for the fiscal year then closing. Such independent auditor shall have and possess all the powers and perform all the duties provided for elected auditors under the First Class Township Code. The compensation of such appointed independent auditor shall be fixed by Council from time to time.

§ 5-46. Bonding requirements.

- A. The following officials and employees shall deliver a fidelity bond or bonds to the Township with a surety or sureties approved by Council, conditioned upon the faithful performance of their official duties and in such amounts as specified:

(1) Finance Officer. In an amount which is in conformity with the fidelity bond requirements for a Township treasurer under the applicable provisions of the First Class Township Code.

(2) Township Manager and all other officers and employees shall be covered by a public employees' blanket bond.

B. All such bonds shall be approved by the Township Solicitor as to form and sufficiency. The Township shall pay the cost of all such bonds.

§ 5-47. Financial policies.

The following financial policies shall be followed in the administration of the fiscal affairs of the Township, to the extent that they are not inconsistent with the applicable provisions of the Optional Plans Law, the First Class Township Code or general law:

A. Financial policies which will help Township officials view financial management from an overall, long-range vantage point to make effective financial decisions.

B. Operating budget policies.

(1) The Township shall pay all current expenditures with current revenues.

(2) The budget should provide for adequate maintenance of capital plant and equipment and for orderly replacement.

(3) The Township shall update expenditure projections annually for the next five years. Projections will include operating costs of future capital improvements that are included in the capital budget.

C. Revenue policies.

(1) The Township Manager shall project revenues for the next five years and will update this projection annually. Each existing and potential revenue source will be reexamined annually.

(2) The Township Manager, by action of Council, shall establish all user charges and fees at a level that supports the costs of providing the service. The Township shall annually recalculate the full costs of activities supported by user fees to assess the impact of inflation and other cost increases.

D. Improvements and budget policies.

(1) The Township Manager shall develop a five-year plan for capital improvements and submit same to Council and shall update it annually on the basis of the Township's comprehensive and functional plans.

(2) Council shall enact an annual capital budget on the basis of the Multi-Year Capital Improvement Plan. Future capital expenditures necessitated by changes in population, real estate development or the economic base shall be calculated and included in capital budget projects.

E. Debt policies.

(1) The Township should confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

(2) The Township should endeavor to keep the average maturity of general obligations at or below 10 years.

(3) The Township should not use long-term debt for current operations.

F. Reserve policies.

(1) The Township should establish an emergency reserve to pay for needs caused by unforeseen emergencies. This fund will be estimated on the basis of the Township's contingency plan, but it should not be maintained at less than 3% of the general operating fund.

(2) The Township should establish an equipment reserve fund and will appropriate funds to it annually to provide for timely replacement of equipment. The amount of \$50,000 should be added annually to this fund commencing at such time as the Township's revenues permit, until there is an unencumbered reserve of no less than \$200,000. The amount in the reserve should be maintained at a minimum of \$200,000.

Article VIII. Administrative Officers

§ 5-48. Township Solicitor.

A. Appointment. Council shall appoint a Township Solicitor and set his compensation.

B. Qualifications. The Township Solicitor shall be a member of the bar of the Supreme Court of Pennsylvania with at least five years' experience in the practice of law. Council may appoint a law firm to serve as Solicitor, provided that the members therein serving the Township meet the above qualifications.

C. Powers and duties.

(1) The law matters of the Township shall be under the superintendence, direction, and control of the Township Solicitor, who shall perform all duties outlined in the First Class Township Code and general law.

(2) Council may appoint special counsel where special legal expertise is required to represent the best interests of the Township, upon the recommendation of the Township Solicitor.

§ 5-49. Township Engineer.

A. Appointment. Council shall appoint a Township Engineer and set his compensation, to serve the functions of an elected Township Engineer as provided in Article XIII of the First Class Township Code. *Editor's Note: See 53 P.S. § 56301 et seq.*

B. Qualifications. The Township Engineer shall be a professional civil engineer licensed in the Commonwealth of Pennsylvania or a firm of engineers, provided that the members therein serving the Township meet the aforesaid qualifications.

C. Powers and duties. The Township Engineer shall supervise and control all engineering matters of the Township.

§ 5-50. Township Secretary.

A. Appointment and removal. Council shall appoint by resolution the Township Secretary and set his compensation for an indefinite term. Council may remove the Township Secretary at any time, with or without cause. The Township Secretary shall not hold any other elected governmental office during his term of office. The Township Secretary shall give a bond in such amount as required by Council. The Township Manager may be appointed as the Township Secretary.

B. Powers and duties. The powers and duties of the Township Secretary shall be as stated in the Optional Plans Law and the First Class Township Code and shall include:

(1) Attending all meetings of Council and all meetings of committees unless excused by Council.

(2) Keeping the minutes and providing suitable books for such purpose, the cost of which shall be paid by the Township.

(3) Causing the Corporate Seal of the Township to be affixed to instruments and writings when authorized by ordinance or resolution of Council or when necessary to exemplify or certify any Township document or record. The Township Secretary shall not affix the Township Seal or cause or permit it to be affixed to any other instrument or writing or other paper unless required to do so by the Optional Plans Law, the First Class Township Code, this chapter or general law.

§ 5-51. Assistant Township Secretary.

Council may, by resolution, appoint an Assistant Township Secretary, who shall, in the absence or disability of the Township Secretary, perform the duties and exercise the

powers of the Township Secretary. The compensation, if any, of such Assistant Township Secretary shall be determined by Council and such person shall give bond in such amount as required by Council.

§ 5-52. Insurance Broker of Record.

A. Appointment.

(1) The Council may appoint an Insurance Broker of Record. The Insurance Broker of Record shall receive no compensation from the Township, but may receive compensation from insurance companies for the placement or servicing of insurance contracts.

(2) The Township Manager shall publicly advertise for requests for proposals from applicants for the position of Insurance Broker of Record. Such proposals shall detail the coverages required by the Township, including the limits of liability for the coverages desired.

B. Qualifications.

(1) The Insurance Broker of Record shall be licensed by the Pennsylvania Insurance Commissioner to conduct business in the Commonwealth of Pennsylvania, shall have been in business as an insurance broker for not less than five consecutive years and shall have a marketing base broad enough to place any and all coverages required by the Township.

(2) The Insurance Broker of Record shall have errors and omissions coverage at a minimum amount equal to the highest Township coverage for any insurance purchased. Such errors and omissions coverage shall insure against the failure of the Insurance Broker of Record to place a required coverage or anticipate a potential liability.

(3) The Insurance Broker of Record recommended for appointment by the Council should possess the best combination of qualifications and obtain the best premium costs for the coverages required by the Township.

C. Duties. The Insurance Broker of Record shall:

(1) Contract with any insurance company, association or exchange, including mutual companies in good standing with the Pennsylvania Insurance Commissioner, for the purpose of insuring buildings or property of the Township, and for the purpose of insuring any potential public liability of the Township.

(2) Solicit proposals from and place coverages with insurance companies, associations or exchanges, including mutual companies insuring buildings, properties or potential public liability of the Township, having as a minimum an A

rating according to the latest BEST Edition or other accepted or recognized insurance industry standards or comparisons which provide a rating system for stability and financial strength.

(3) Place all insurance coverages on a timely basis to assure that there is a continuity of coverage.

(4) Encouraged to be a member and participant in the Township's Safety Program for the prevention of claims.

(5) Review all liability limits on an annual basis and recommend adjustments in line with property appraisal reports and market trends.

(6) Annually conduct an audit of all Township equipment, vehicles and property and recommend adjustments in any coverages and liability limits required.

D. Annual report.

(1) The Insurance Broker of Record shall present a report each year of the insurance requirements, and coverages of the Township at a public meeting of Council not less than 60 days before the date of expiration of the Township's insurance coverages.

(2) The annual report shall be comprised of a statement of insurance requirements, premiums charged and companies providing coverages for the Township, together with a rating and relative strength of each of such companies.

(3) The annual report shall include quarterly loss reports on each of the coverages, with a statement of trends concerning Township claims, and the impact of safety programs on the Township's insurance position, insurance industry market trends and their impact on premiums and coverages.

Article IX. General Department Organization

§ 5-53. Composition of administrative services.

A. The administrative services of the Township shall be under the supervision of the Township Manager and shall be comprised of the following:

(1) **Department of Administration:** [Article X]

(a) Finance

(b) Human Resources

(c) Recreation

(d) Recycling and Municipal Waste

(e) Community Development

(2) **Department of Police.** [Article XI]

(3) **Department of Fire Marshal / Emergency Management.** [Article XII]

(4) **Department of Building, Planning, and Development.** [Article XIII]

(5) **Department of Public Works** [Article XIV]

(6) **Department of Water and Sewer** [Article XV]

B. Council may, from time to time, create such other departments as may be required by amendment to this chapter. The Township Manager shall promulgate rules and regulations for the internal organization of each department.

§ 5-54. Department heads.

A. Appointment. All department heads shall be appointed by the Township Manager.

B. Qualifications. Department heads shall be chosen solely on the basis of executive, administrative and technical qualifications pertinent to the functions, duties and operations of the respective departments as prescribed by law and this chapter.

C. Removal. All department heads shall be subject to removal at the discretion of the Township Manager.

D. General duties. Department heads, under the direction of the Township Manager, shall generally:

(1) Direct personally and through subordinates the performance of all functions, duties and operations assigned to and required of the department and its subordinate units by law, this chapter or other ordinance, and such other activities as may be required by the Township Manager.

(2) Develop and prescribe, in writing, the internal organization of the department and its subordinate units, subject to the approval of the Township Manager.

(3) Assign duties and responsibilities to subordinate officers and employees within the department and modify the assignments consistent with and in response to the changing emergencies of service, subject to the approval of the Township Manager.

- (4) At the discretion of the Township Manager, develop and prescribe, in written form, an administrative manual for the department, subject to the approval of the Township Manager.
- (5) Prepare and submit department budget requests in accordance with schedules, forms and policies as prescribed by the Township Manager.
- (6) Prepare and submit reports prescribed by the Township Manager.
- (7) Cooperate with and furnish to any department or unit of the Township any information, service, labor, material and equipment that may be pertinent to perform a necessary Township function.
- (8) Be aware of and coordinate the activities of the Department with appropriate area-wide regional and intergovernmental programs; keep the Township Manager informed of the activities and policies of such programs as they affect the department or the Township; and make analysis and recommendations regarding such activities and policies when appropriate.
- (9) Develop and maintain internal administrative and budgetary controls and productivity and performance standards to assure maximum levels of quality and quantity of service within budgetary limitations.
- (10) Keep informed of developments in administrative policies, management techniques, technological advances and make recommendations to the Township Manager concerning actions to be taken by Council or administrative regulations for the utilization of those policies, techniques and technologies deemed to be in the best interests of the department and Township.
- (11) Keep informed of all laws, Township ordinances and administrative regulations relating to the functions of the department.
- (12) Serve as a member of any committee, as a staff officer or provide staff services to any authority, board or commission to which the department head may be assigned by the Township Manager.
- (13) Develop personnel planning and employee development policies for the department, including the planning and execution of appropriate training and education programs.
- (14) Establish and enforce rules and regulations, subject to the approval of the Township Manager and Council, for the use of Township facilities and service, and issue such licenses and permits as may be required by ordinance.

(15) Develop and recommend rate structures for those services for which user fees are charged.

(16) Discharge any other duties prescribed by the Township Manager.

Article X. Department of Administration

§ 5-55. Responsibilities; composition.

The Department of Administration shall be responsible for performing staff functions for the Township Manager and assisting other departments of the Township in carrying out their duties. The Department shall consist of the Offices of:

- a) Finance; [§5-58 to §5-59]
- b) Human Resources; [§5-60 to §5-61]
- c) Recreation; [§5-62]
- d) Recycling and Municipal Waste; [§5-63 to §5-65]
- e) Community Development. [§5-65 to §5-66]

§ 5-56. Township Manager to be Department head.

The Department of Administration shall be directed by the Township Manager.

§ 5-57. Duties of Department.

The duties of the Township Manager as the Director of the Department of Administration shall be to:

- A. Develop a Personnel Code for approval by Council.
- B. Administer the centralized personnel system of the Township, subject to the provisions of the Optional Plans Law, this chapter, the Personnel Code and policies established, including but not limited to such matters as:
 - (1) Recruiting and selecting persons for Township employment as determined by the Personnel Code. (Editor's Note: See Ch. 34, Personnel Policies, Art. I.)
 - (2) Developing and maintaining the position classification and pay plans.
 - (3) Participating in and administration of labor relations programs, including contract negotiations, contract administration and related programs.

- (4) Developing and maintaining personnel rules and regulations.
- (5) Assisting departments in developing and conducting employee training and development programs.
- (6) Assisting departments in preparing personnel planning programs.
- (7) Developing and maintaining records reflecting the employment data concerning each Township employee.

C. Develop the operating budgets, long-term fiscal programs and related budgeting and administrative analysis, including:

- (1) Developing a budget calendar, forms and procedures, subject to the provisions of law or ordinance.
- (2) Participating in budget analysis and hearings relative to budget requests, budget amendments and budget allocations.
- (3) Maintaining budget expenditure control during the course of the fiscal year and keeping Council informed on the progress and development of plans, policies and programs as they relate to the budget.
- (4) Reviewing, analyzing and making improvements in the administrative organization and procedure through the Township.
- (5) Assisting all departments of the Township in the development of administrative manuals and in the solution of administrative and organization problems.
- (6) Performing such research and studies as directed.

D. Be responsible for the administration of activities pertaining to the receipt, expenditure, accounting, investment, custody and control of Township funds and assets, except to the extent that such activities are expressly given by law or ordinance to other Township officials. Such activities include:

- (1) Maintaining a uniform accounting system in accordance with generally accepted principles of government accounting.
- (2) Preauditing fiscal transactions for authorized expenditures.
- (3) Depositing moneys in depositories authorized by resolution.
- (4) Providing for prudent investment of moneys.

(5) Providing custody of fidelity bonds of officers and employees and providing custody of all deeds, mortgages, contracts, judgments, notes, debts, securities, bonds, insurance policies and other forms of negotiable instruments owned by the Township.

(6) Supervising the lease, rental, sale or other use or disposition of property no longer required by the Township unit.

E. Prepare short- and long-range planning and community development programs for the Township. Such planning and development shall include:

(1) Performing the various duties and exercising the several powers as prescribe by law, specifically the Pennsylvania Municipalities Planning Code, such as conducting zoning studies and the initial preparation and periodic revision of the Comprehensive Plan, zoning and land development and subdivision ordinances; conducting renewal studies and community renewal programs; and identifying renewal areas, determining development standards and recommending use changes.

(2) Preparing, reviewing and maintaining plans for the physical and economic development of the Township.

(3) Preparing, reviewing and maintaining the Comprehensive Plan of the Township, including data collection, mapping and analysis.

F. Administer the centralized purchasing system of the Township, including such matters as:

(1) Preparing and evaluating standards and specifications for materials, services and equipment.

(2) Purchasing materials, services and equipment for the Township and ensuring they meet specifications.

(3) Maintaining an inventory control system for all real and personal property.

(4) Evaluating and managing all insurance contracts to ensure the lowest possible cost and ensure maximum protection to the Township.

(5) Negotiating total cost purchasing contracts covering purchase, maintenance and the repurchase whenever possible to ensure the lowest possible cost to the Township.

(6) Joining with other units of local government in cooperative purchasing when authorized by law and ordinance and when the best interests of the Township would be served by cooperative purchasing.

G. Be responsible for and administer the Community Development Program.

- H. Be responsible for and administer the recreation programs.
- I. Be responsible for and administer the refuse collection and disposal of solid waste.
- J. Be responsible for the collection of real estate taxes and other taxes levied by Council.
- K. Perform such other duties related to the administration, finance and community development of the Township.

§ 5-58. Office of Finance.

The Office of Finance shall be responsible for the administration of activities pertaining to the receipt, expenditure, accounting, investment, custody and control of Township funds and assets.

§ 5-59. Finance Officer.

A. The Office of Finance shall be headed by the Finance Officer, who shall be responsible to the Township Manager for the performance of the finance functions of the Department of Administration. The Township Manager may serve as the Finance Officer.

B. Qualifications. The minimum requirements of training and experience for the Finance Officer shall be as follows:

(1) A B.A. or B.S. degree in accounting or municipal administration or equivalent degree acceptable to Council; or equivalent experience in fiscal administration, including the analysis and evaluation of accounting reports, records and budget documents.

(2) Governmental accounting experience in a supervisory capacity or an acceptable equivalent of training and experience in lieu of such governmental accounting experience.

C. Duties. The Finance Officer shall:

(1) Bill, collect and receive all real estate taxes paid to the Township, all license and permit fees and other moneys due or receivable by the Township.

(2) Maintain a uniform accounting system.

(3) Disburse all payments for authorized depositories.

(4) Deposit all moneys in authorized depositories.

(5) Provide for the prudent investment of Township funds with the approval of the Township Manager.

- (6) Provide assistance to Council and the Township Manager in the development of the Township budgets, including the forms and procedures required by law, ordinance and this chapter.
- (7) Keep the Township Manager informed of the progress and development of all Township plans, policies and programs as they relate to the budgets.
- (8) Be the custodian for all Township insurance contracts and fidelity bonds of officers and employees, provided that the fidelity bond of the Finance Officer shall be in the custody of the Township Manager.
- (9) Be the custodian of all notes, deeds, securities and any other forms of negotiable instruments owned by the Township.
- (10) Maintain an inventory control system for all real and personal property.
- (11) Plan, assign and review the work of clerical personnel engaged in establishing and maintaining Township accounts and related records.
- (12) Analyze, maintain and review required cost data and financial documents for conformity with generally accepted municipal procedures.
- (13) Review requisitions for departmental purchases to ensure compliance and conformity with accounting practices and budget requirements.
- (14) Recommend the transfer of funds when necessary to meet financial commitments.
- (15) Perform such other duties as may be required by the Township Manager.

§ 5-60. Office of Human Resources.

The Office of Human Resources shall be responsible for overseeing human resources activities including posting available positions, conducting preliminary interviews and pre-employment testing, training, performance evaluations, discipline and union negotiations; develops new human resource programs to assist the Township in risk management efforts, meeting regulatory requirements and addressing the demand for improved services to the community; does related work as required.

§ 5- 61. Human Resource Officer

(1) The office of Human Resources shall be headed by the Human Resource Officer, who shall be responsible to the Township Manager for all the Human Resource functions of the Department of Administration.

(2) Qualifications: Graduation from an accredited college with a Bachelor's degree in public administration, Human Resources or closely related field. A Master's degree in public or business administration or closely related field is preferred.

(3) Experience: Five years of professional experience in personnel or human resource management preferably in the public sector.

(4) Duties

- a) Prepares job postings, advertisements and test requirements for vacant or new positions. Assists department directors with the process of filling vacant positions if requested.
- b) Conducts preliminary screening of candidates for employment.
- c) Prepares and conducts orientation and training programs for new and current employees.
- d) Periodically reviews personnel documents including employment applications, job descriptions, handbooks and training manuals for effectiveness and regulatory requirements.
- e) Assists Township Manager and department heads to identify and address training needs and areas for increased savings efficiency and cost savings.
- f) Participates in the collective bargaining process, preparing proposals, cost analysis, recommending strategies for advancing the interests and policy decisions of the Township.
- g) Works closely with Finance Office in the administration of payroll, pension plans and fringe benefit packages.
- h) Assists department heads and supervisors prepare and administer performance evaluations and progressive discipline processes.
- i) Interprets applicable laws, policies, rules, collective bargaining agreements, and regulations.
- j) Prepares correspondence, reports, and recommendations detailing proposed personnel actions in accordance with rules, regulations, standards, and collective bargaining agreements.
- k) Prepares policies pertaining to work rules and regulations.
- l) Oversees employee recognition programs and customer service initiatives.
- m) Keeps the Township Manager and department heads informed through daily interaction, periodic staff meetings and written correspondence.
- n) Provides information for the annual budget for human resources-related costs.
- o) Researches employee quality of life programs and organizes presentation of such programs for the benefit of the employees.
- p) Performs other related duties as assigned by Township Manager.

§ 5-62. Office of Recreation; Recreation Coordinator.

A. The public recreation programs and activities of the Township shall be coordinated by the Recreation Coordinator, who shall be responsible to the Township Manager.

B. Qualifications. The minimum requirements of training and experience for the Recreation Coordinator shall be as follows:

(1) A minimum of an Associate's degree from an accredited college or university; or five years of recreational experience involving the responsibility for direction, supervision and coordination of recreational, cultural, and athletic activities.

(2) Thorough knowledge of the philosophy, objectives and methods of organized recreation.

(3) Thorough knowledge of administrative methods and techniques required in directing a Township-wide recreation program.

(4) Ability to apply recreational and administrative knowledge to the resolution of problems.

(5) Ability to develop and enforce policies affecting department operations.

(6) Ability to establish and maintain effective working relationship with associates.

C. Duties. The duties of the Recreation Coordinator shall be to:

(1) Organize, equip and conduct recreational programs for all citizens of the Township.

(2) Plan, develop and administer, in cooperation with other appropriate departments, all Township recreational facilities.

(3) Provide for maintenance of all recreational facilities.

(4) Coordinate joint programs with the School District of Bristol Township for the use of its recreational facilities.

(5) Perform such other functions as may be required by the Township Manager.

§ 5-63. Office of Recycling and Municipal Waste.

The office of Recycling and Municipal Waste shall be responsible for the administration of activities pertaining to recycling and municipal waste disposal.

5-64 Recycling Coordinator

- a) The Office of Recycling shall be headed by the Recycling Coordinator, who shall be responsible to the Township Manager for the performance of the recycling functions of the Department of administration.
- b) Qualifications: Graduation from an accredited college with an Associate's Degree with a Bachelor's degree preferred.
- c) Experience: Three year professional experience in governmental operation. Experience may be substituted on a year for year basis as substitution for the required education requirement.
- d) Duties:
 - 1) Develops the Township's recycling program in accordance with ACT 101, the Pennsylvania recycling legislation.
 - 2) Organizes and acts as a chairperson at meetings of haulers, business owners and public officials.
 - 3) Devises and prepares reporting forms for commercial, residential recycling.
 - 4) Compiles facts to comply with the state's recycling reporting requirements.
 - 5) Develops and implements plans for promoting the recycling program.
 - 6) Consults with concerned officials for the purpose of expanding and improving the recycling program and its efficiency.
 - 7) Contacts vendors and contractors to request information on the prices of materials and/or services to develop cost projections of recovering recyclable materials.
 - 8) Prepares correspondence to contractors, cooperating agencies, and Township officials to provide information and answer inquiries regarding the recycling program.
 - 9) May assist in the negotiation of recycling contracts with private firms to provide the greatest revenue return for the recyclable material.
 - 10) Establishes and maintains essential records and files.
 - 11) Deals with problems pertaining to recycling programs as they arise.
 - 12) Insures the efficient and effective operation of the Township's recycling program.
 - 13) Performs other related duties as assigned by the Township Manager.

§ 5-65. Office of Community Development.

The Office of Community Development shall be responsible for the coordination of all aspects of the Township's participation in federal, state, county and Township community development programs.

§ 5-66. Community Development Coordinator.

A. The Office of Community Development shall be headed by the Community Development Coordinator, who shall be responsible to the Township Manager for the performance of the functions of the Office of Community Development.

B. Qualifications. The minimum acceptable training and experience for the Community Development Coordinator shall be as follows:

(1) A B.A. or B.S. degree at an accredited college or university with a major in business, public administration, planning, engineering or related field; or equivalent experience in community development programs with at least three years at the level of Program Coordinator.

(2) A thorough knowledge of all aspects of community development block grant programs and the interrelationship of federal, state and local government operations in the area of community development programs.

C. Duties. The duties of the Office of Community Development shall be to:

(1) Coordinate the Township's participation in federal, state, county and Township community development programs.

(2) Prepare and process community development program applications.

(3) Prepare reports and recommendations to the Township Manager and Council on the status of existing and proposed participation by the Township in community development programs.

Article XI. Department of Police

§ 5-67. Function.

The Department of Police shall preserve the peace of the community and protect the life, property and personal liberty of persons within the Township.

§ 5-68. Chief of Police.

A. The Department of Police shall be headed by the Chief of Police, who shall be responsible to the Township Manager for the performance of the functions of the Department.

B. Nothing in this chapter shall be taken to mean that the Chief of Police is not a civil service employee within the meaning of Article VI, Section 625-650, 53 P.S. §§ 55625 through 55650.

C. All administrative and enforcement measures taken by the Township under color of authority of this chapter which relate to the hiring, dismissal, promotion or demotion of the Chief of Police shall be regarded as coming within the scope of Section 32, 53 P.S. § 55632.

D. Qualifications. The minimum acceptable training and experience for the Chief of Police shall be as follows:

(1) A B.A. or B.S. degree from an accredited college or university with major course work in police science, criminology or a related field; or in lieu of such degree, a high school diploma supplemented by formal training in modern police administration, methods and practices at the F.B.I. National Academy, Quantico, Virginia, or an equivalent educational institution.

(2) Ten years of experience in modern police work in a supervisory capacity.

(3) Extensive knowledge of the principles and practices of modern police administration and methods.

(4) Extensive knowledge of the principles and practices and procedures as applied to patrol, traffic control, criminal investigation, crime prevention and other police activities.

(5) Extensive knowledge of the types and uses of firearms, communications and automotive equipment used in modern police work.

(6) Extensive knowledge of the functions and jurisdictions of federal, state and local police and criminal authorities.

(7) Extensive knowledge and experience in the organization and supervision of a police department performing varied and complex police operations, the ability to develop proper training and instructional procedures for employees and the ability to maintain a high level of discipline and morale among Police Department employees.

(8) Extensive knowledge and experience in establishing and maintaining an effective and harmonious working relationship with Township officials, subordinate police officers, state and federal authorities, civic leaders and the general public.

(9) Extensive experience in expressing ideas effectively both orally and in writing.

E. Duties. The duties of the Chief of Police shall be as follows:

- (1) Maintain an efficient operation of the Police Department through the control of activities and programs designed to prevent crime and protect lives and properties of the public through training, assignment, supervision and discipline of all Department members.
- (2) Formulate policies, regulations and program priorities governing the activities of the Department.
- (3) Conduct background investigations of persons for initial appointment to the police force and evaluate police personnel for advancement or promotion in accordance with standards and guidelines established from time to time in the Civil Service Rules and Regulations (Appendix II of this chapter). Editor's Note: See Ch. A211, Civil Service Commission Rules and Regulations.
- (4) Formulate, review and establish work methods, procedures and conditions for the operation of the Police Department.
- (5) Plan and supervise the enforcement of traffic safety regulations and programs of crime prevention and detection.
- (6) Supervise the preparation of the annual budget of the Department and control the expenditure of budgeted funds.
- (7) Oversee all phases of the promotion and advancement system within the Department of Police, in cooperation with the Civil Service Commission, to ensure the overall integrity of the police testing procedure.
- (8) Establish and maintain police training programs, specific training assignments for subordinate officers and an effective program of police personnel evaluation.
- (9) Cooperate with state and federal law enforcement officers in the apprehension and detention of persons charged with crimes and with other agencies where the activities of the Police Department are involved.
- (10) Provide for the efficient maintenance and operation of the police communication system, equipment and other property.
- (11) Attend civic club meetings, churches, schools and other public gatherings to explain the activities and functions of the police and to establish and maintain good public relations.
- (12) Attempt to obtain the benefits of all county, state and federal grants designed to advance police activities in the Township.
- (13) Perform such other duties as may be required by the Township Manager.

§ 5-69. Duties of Department.

The duties of the Department of Police shall be to:

- A. Prevent crimes against person and property.
- B. Enforce those laws, ordinances and regulations which are within the jurisdiction of the police.
- C. Detect, apprehend and prosecute criminals.
- D. Return recovered property.
- E. Prevent and control juvenile delinquency.
- F. Maintain records and files of crimes and criminals and other related police matters.
- G. Be responsible for operation of facilities for the safekeeping of prisoners.
- H. Regulate vehicular and other traffic, prevent accidents and congestion.
- I. Regulate noncriminal conduct to maintain order.
- J. Provide training programs for all Township police.
- K. Be responsible for the operation and maintenance of police radios and other Township radios and emergency communications systems as may be assigned to the Department by the Township Manager.
- L. Maintain records and logs of radio and emergency communication systems as are required by law.
- M. Provide general service, information, assistance and advice to the public within the scope of the function of the Department.
- N. Organize and maintain such Township Crime Watch Programs as may be established from time to time.
- O. Institute and administer the Youth Aid Panel Program.
- P. Perform such other lawful duties as may be required by the Township Manager.

Article XII. Department of Fire Marshal / Emergency Management

§ 5-70. Department of Fire Marshal / Emergency Management.

The Department of Fire Marshal / Emergency Management shall be responsible for fire prevention and Fire Code enforcement in the Township and for the coordination of the volunteer ambulance, fire-fighting and other services concerning matters of Fire Marshal not related to duties of the Department of Police; directing and overseeing hazardous materials cleanup and coordination; implementing and coordinating Emergency Management's response with various federal, state and local officials, along with the Director of the Department of Police (Police Chief).

§ 5-71. Fire Marshal / Emergency Management Director.

A. The Department of Fire Marshal / Emergency Management shall be headed by the Fire Marshal who shall serve as Director, and be responsible to the Township Manager for the performance of the functions of the Department.

B. Qualifications. The minimum acceptable training and experience for the Fire Marshal shall be as follows:

- (1) Education and experience in multiphases of public safety as applied to municipal government.
- (2) High school education or its equivalent.
- (3) Extensive knowledge of the laws, rules and regulations concerning municipal operations, policies and procedures.
- (3) Extensive practical experience in municipal traffic safety projects and programs.
- (4) A minimum of five years' experience in municipal public or traffic safety, and in fire prevention and investigations.
- (5) Considerable knowledge of the technical aspects of fire-fighting equipment and its usage.
- (6) Considerable knowledge of fire prevention and control.
- (5) Ability to communicate well and maintain an effective rapport with fire-fighting personnel and the general public.
- (6) Experience in hazardous materials response and coordination and various other governmental and regulatory entities.

(7) Current motor vehicle operator's license.

(8) Completion of formal approved training in fire-fighting and uses of fire prevention techniques.

C. Duties. The duties of the Director of the Department of Fire Marshal / Emergency Management shall be to:

(1) Coordinate and cooperate with the Director of Public Works, where appropriate, in the specification, procurement, installation and maintenance of traffic control devices and signs and signals in the Township.

(2) Cooperate with volunteer fire companies, rescue and ambulance services, the Chief of Police and others, where appropriate, concerning matters of public safety.

(3) Cooperate with municipal, local and county Planning Commissions in matters of zoning as it relates to public or traffic safety.

(4) Institute projects or programs on traffic problems related to vehicular or pedestrian safety.

(5) Cooperate with the general public and media for improved relations in the Township.

(6) Coordinate and organize hazardous materials (HazMat) related emergency management efforts;

(7) Initiate and administer a fire prevention program for the Township;

(8) Develop and conduct community relations and education programs;

(9) Coordinate the volunteer fire company operations and activities and the volunteer ambulance services;

(10) Conduct emergency management operations and training;

(11) Identify, remove and control fire hazards.

(12) Enforce laws, ordinances, rules and regulations relating to fire and fire hazards.

(13) Maintain records relating to fires and fire hazards.

(14) Conduct investigations in cooperation with appropriate police authorities into suspected crimes relating to fire.

(15) Perform such other duties as may be required by the Township Manager.

Article XIII. Department of Building, Planning and Development

§ 5-72. Department of Building, Planning and Development.

The Department of Building, Planning and Development shall be responsible for the protection of persons and property throughout the Township by the general administration and enforcement of zoning, building and related structure and land use codes and the enforcement of Township subdivision and land development ordinances.

§ 5-73. Director of the Department of Building, Planning and Development.

A. The Department of Building, Planning and Development shall be headed by a Director, who shall be responsible to the Township Manager for the performance of the functions of the office.

B. Qualifications. The minimum acceptable training and experience for the Director shall be as follows:

- (1) Extensive knowledge of the principles and practices of the building construction trade, methods, materials and equipment and of stages of construction.
- (2) Thorough knowledge of the principles and practices of the enforcement of building regulations and the maintenance of minimum standards for housing conditions.
- (3) Thorough knowledge of Township, state and federal building and zoning codes and related ordinances.
- (4) Ability to plan, coordinate, understand and interpret comprehensive building inspection programs.
- (5) Ability to prepare general and specific reports.
- (6) Successful completion of two years of college level course work in engineering, architecture or a closely related field; or equivalent experience as a building contractor, construction superintendent, architect, engineer or in the enforcement of building safety regulations and codes.

C. Duties. The duties of the Director of the Department of Building, Planning and Development shall be to:

- (1) Enforce and administer zoning, building, electrical, plumbing, heating, demolition and such other related structural and land use codes as may be enacted by law or ordinance.

- (2) Issue such licenses and permits as may be required by law or ordinance.
- (3) Carry out inspections of premises in the Township as necessary in fulfillment of the above.
- (4) Render assistance and staff for the Zoning Hearing Board and enforce the orders of the Zoning Hearing Board.
- (5) Enforce and administer the subdivision and land development ordinances.
- (6) Perform such other duties as may be required by the Township Manager.

Article XIV. Department of Public Works

§ 5-74. Director.

A. The Department of Public Works shall be headed by the Public Works Director, who shall be responsible to the Township Manager for the performance of the functions of the department.

B. Qualifications. The minimum acceptable training and experience for the Public Works Director shall be as follows:

- (1) Extensive knowledge of the principles and practices of engineering as applied to municipal public works;
- (2) Thorough knowledge of the laws, rules and regulations controlling municipal public works;
- (3) Ability to advise and undertake technical work;
- (4) Ability to supervise subordinate personnel;
- (5) Six years' experience in streets and drainage or related maintenance and construction work;
- (6) Six years' experience as a road foreman;
- (7) Knowledge of the materials, methods and techniques utilized in the construction and maintenance of streets and drainage;
- (8) Knowledge of the hazards associated with streets and drainage maintenance and construction, and pertinent safety practices and techniques;
- (9) Ability to supervise and train employees, including heavy equipment operators and laborers; and

(10) Ability to read plans; or

(11) A licensed professional engineer in the Commonwealth of Pennsylvania.

C. Duties. The duties of the Public Works Director shall be to;

(1) Construct and maintain the streets, bridges, culverts and drainage ditches of the Township, including street cleaning, snow removal and ice control services.

(2) Construct and maintain storm sewer structures, facilities and appurtenances.

(3) Clearing of plants and maintenance of trees and other vegetation along Township rights-of-way and other property of the Township.

(4) Maintain and supervise custodial services for the Township Building.

(5) Repair and maintain all Township vehicles and construction equipment, except where and when such repair maintenance is specifically provided for elsewhere.

(6) Maintain open space and the landscaped area of the Township.

(7) Perform such other duties as may be required by the Township Manager.

(8) Construct, operate, maintain and improve the park facilities of the Township.

(9) Operate and maintain those physical structures that are owned and maintained by the Township, including the Township's highway system and parks.

Article XV. Water and Sewer

§ 5-75. Department of Water and Sewer.

A. The Department shall be headed by a Director, under the direction of the Township Manager, and shall supervise the administration, management, and operation of the Sewer Treatment Plant and the productivity and quality of sewer and water services, and perform related work as required.

B. Qualifications

1) Graduation from an accredited college with a bachelor's degree in business administration, engineering, or related science. A master degree in business administration, public administration, engineering or related science is preferred.

2) Five or more years experience as a general manager, executive director or administrator of a sewer or water authority or similar organization or agency.

- 3) Pa Department of Environmental Protection License necessary to operate the Township sanitary sewer plant. License required to operate and maintain a public water distribution system.
- 4) Possess a driver's license valid in Pennsylvania only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

C. Duties. The Duties of the Director of the Department of Water and Sewer shall be:

- 1) Supervises the establishment, development, and execution of work plans and procedures for the construction, maintenance, repair and inspection of sewer installations.
- 2) Supervises the work operations and performance of all department personnel, including their training, safety and discipline in accordance with approved policies, procedures and collective bargaining mandates to maintain the condition, operation, and effectiveness of the sewage treatment plant.
- 3) Manages the business affairs of the Sewer Department with the objective of effective, efficient operations.
- 4) Maintains operational and maintenance logs for plant operation and to ensure compliance with state and federal regulatory agencies.
- 5) Develops the annual operating budget for approval by Council and control expenditures against those budgeted funds during the year.
- 6) Periodically inspects work being performed in the field.
- 7) In conjunction with the Consulting Engineer, prepares the annual Chapter 94 Waste-load Management Report for the Department of Environmental Protection.
- 8) Acts as Township liaison to Council, and other groups or organizations dealing with the sewage treatment plant requirements.
- 9) Helps determine the factors that cause unnecessarily high costs and delays in making needed repairs.
- 10) Ensures the safeness or quality of effluents discharged from the sewage treatment plant.
- 11) Orders parts and supplies and maintains inventory as needed for operation.
- 12) Coordinates with Sewer department office staff regarding delinquent

accounts, attends court proceedings for delinquent accounts, customer assistance and other matters relating to sanitary sewer issues.

- 13) Assists engineer with sewer connection permit applications, conducts sewer connections permits and inspections for residential customers.
- 14) Oversees operation and maintenance of Township owned water system.
- 15) Reviews and/or makes requests for capital improvements to the treatment plant and collection system, and present recommendations to Council.
- 16) Completes and submits required reports.
- 17) Coordinates and manage the EPA Pretreatment Program and submit all required reports.
- 18) In conjunction with the Consulting Engineer, develops and updates the tapping fee in accordance with the requirements of Act 57 and develops programs to locate and remove extraneous inflow and infiltration from the sewer system.
- 19) Perform other duties as may be required by the Township Manager.

Article XVI. Administrative Boards and Commissions

§ 5-76. Boards and commissions established; purpose.

The administrative boards and commissions in this chapter are hereby established for the proper and official conduct of Township affairs. The purpose of the boards and commissions is to perform duties of a continuing nature in specified areas or as designated by the First Class Township Code, *Editor's Note: See 53 P.S. § 55101 et seq.* this chapter and general law.

§ 5-77. Means of establishment; authority.

A. The boards and commissions recognized in this article have been established by ordinance. Additional boards and commissions may from time to time be established by ordinance as may be deemed necessary by Council.

B. The boards and commissions specified herein have been established within the requirements of the First Class Township Code, this chapter and general law. These boards and commissions shall perform only the administrative duties and possess only the authority in those specific areas of responsibility as designated by the applicable law.

§ 5-78. Expenditure of Township funds; power to enter into contracts restricted.

No administrative board or committee shall have the authority to spend or to commit Township funds unless provided in the annual Township budget and subsequently approved by the Township Manager. Township employees designated by the Township Manager shall serve as liaison to provide staff service to the boards or committees. No board or committee shall have the power to enter into contracts unless otherwise provided by ordinance.

§ 5-79. Appointment of members; removal; terms; vacancies; compensation.

A. The Township Manager shall appoint the members of administrative boards and committees with the advice and consent of Council. Applicants for appointments to administrative boards and committees shall submit a resume of their qualifications, training and experience to the Township Manager and shall be residents of the Township.

B. Any member of any administrative board or committee may be removed prior to the expiration of his or her appointed term in accordance with the general law applicable to such board or committee or as prescribed in this chapter or by ordinance.

C. The term of office shall be as provided in this chapter. Any vacancy in office shall be filled within 60 days, unless otherwise provided by applicable ordinance, general law or the First Class Township Code.

D. The members of any administrative board or commission shall serve without compensation, except as otherwise provided by applicable ordinance, general law or the First Class Township Code or action of Council.

§ 5-80. Officers; duties.

A. A Chair and Vice Chair shall be elected by the members of each administrative board or committee at an annual organization meeting to be held in January, and they shall hold office until their successors are elected.

B. The members of each administrative board or committee may elect one of their members or appoint an employee of the Township designated by the Township Manager to act as Secretary. The Secretary, if elected from the membership, shall serve a one-year term. If the Secretary is an appointed Township employee, the Secretary shall serve at the pleasure of the board or committee.

C. The Chair, or in his/her absence, the Vice Chair, shall preside at all meetings of the administrative board or commission and decide all points of order and procedure.

D. The Secretary shall be responsible for, at the direction of the administrative board or commission, all official correspondence of the board or committee; shall send out all

notices required by law; shall keep a record of each meeting, examination or other official action and shall perform all other duties required by the board or committee, applicable law or ordinance.

§ 5-81. Meetings.

A. All meetings and hearings of administrative boards and committees shall be open to the public except to the extent otherwise provided by the Sunshine Act.

B. Regular meetings of administrative boards and commissions shall be held at least once each month on a designated day.

C. Special meetings may be held as needed upon the call of the Chair and Vice Chair provided that appropriate notice of each meeting is given to each member and to the public.

D. A quorum shall consist of at least a majority of all members of the board or committee, except where otherwise provided by the First Class Township Code or general law.

E. The Secretary shall keep minutes of the administrative board or committee proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact.

F. A file of all materials and decisions relating to each case shall be kept by the Secretary as part of the records of each administrative board or committee.

G. All records of administrative boards and committees shall be public records except as otherwise provided by the Right-to-Know Law.

§ 5-82. Zoning Hearing Board.

A. Establishment and purpose. In accordance with the Municipalities Planning Code of the Commonwealth of Pennsylvania and the ordinances of the Township, the Zoning Hearing Board is hereby established for the following purposes:

(1) To act as a quasi-judicial body responsible for conducting hearings and issuing rulings on appeals from decisions of any Township officer charged with enforcing the Township Zoning Ordinance *Editor's Note: See Ch. 205, Zoning.* and on requests for special exceptions and variances.

(2) To perform any other function required by the Pennsylvania Municipalities Planning Code.

B. Composition and term of office.

(1) The Zoning Hearing Board shall consist of five members who shall be appointed by the Township Manager with the advice and consent of Council.

(2) The term of office shall be for five years, provided that the terms shall be staggered so that the term of office of one member of the Board shall expire each year.

(3) The appointment of alternate members and the filling of any vacancy on this Commission shall be completed as set forth in the Pennsylvania Municipalities Planning Code.

C. Powers and duties.

(1) The Zoning Hearing Board shall be an administrative board and shall have authority only pursuant to the provisions of the Municipalities Planning Code.

(2) The Board shall make an annual report of its proceedings in writing and file it with the Township Manager during January of each year.

D. Zoning Hearing Board Solicitor. The Zoning Hearing Board Solicitor shall be appointed as provided by the Municipalities Planning Code and shall act as legal counsel to the Zoning Hearing Board.

§ 5-83. Planning Commission.

A. Establishment and purpose. In accordance with the Municipalities Planning Code of the Commonwealth of Pennsylvania, the Planning Commission is hereby established for the following purposes, in addition to those required by general law:

(1) Review and make recommendations to Council on all matters affecting physical development and land usage in the Township.

(2) Recommend Zoning Ordinance amendments and review proposed Zoning Ordinance amendments.

(3) Undertake projects and studies relating to the above matters, at its own initiative, provided that they are within the budget established by Council.

(4) Promote public interest in an understanding of the Comprehensive Plan and all other planning and development as it affects the development of the Township.

(5) Hold public hearings and regular meetings to carry out the above purposes.

B. Composition and term of office.

- (1) The Planning Commission shall consist of five members who shall be appointed by the Township Manager with the advice and consent of Council.
- (2) The term of office shall be for four years, and the terms shall be staggered so that the terms of office of not more than three members shall expire in any one year.
- (3) Should a vacancy occur, the Township Manager with the advice and consent of Council shall appoint a member to fill the vacancy for the unexpired portion of the term.

C. Powers and duties.

- (1) The Planning Commission shall be an administrative board, and as such it shall have authority to perform all duties required under the Municipalities Planning Code.
- (2) The Planning Commission shall undertake and discharge assignments or projects given to it by Council.
- (3) The Commission shall make an annual report of its proceedings in writing and file it with the Township Manager during January of each year.

§ 5-84. Civil Service Commission.

A. Establishment and purpose. In accordance with the First Class Township Code, the Civil Service Commission is hereby established.

B. Composition and term of office.

- (1) The Civil Service Commission shall consist of three members who shall be appointed by the Township Manager with the advice and consent of Council.
- (2) The term of office shall be six years, which terms shall be staggered so that the term of office of no more than one member shall expire every two years.
- (3) The appointment of alternate members and the filling of any vacancy on this Commission shall be completed as set forth in the First Class Township Code.

C. Powers and duties.

- (1) The Civil Service Commission shall be an administrative board, and as such it shall have authority to perform all duties required under the First Class Township Code, the civil service provisions set forth in this chapter in Appendix II, *Editor's Note: See Ch. A211, Civil Service Commission Rules and Regulations.* which is

incorporated hereby as part of this chapter, and other applicable ordinances of the Township.

(2) The Commission shall make an annual report of its proceedings in writing and file it with the Township Manager during January of each year.

§ 5-85. Shade Tree Commission. *Editor's Note: See also Ch. 42, Shade Tree Commission.*

A. Establishment and purpose.

A Shade Tree Commission is hereby established whose purpose shall be to regulate the planting, removal and maintenance of vegetation within the ultimate rights-of-way of streets and highways within the Township, to ensure the selection of proper and suitable plant materials and to assist in the safe, orderly and efficient movement of pedestrian and vehicular traffic through public rights-of-way.

B. Composition and term of office.

The Shade Tree Commission shall be composed of three members who shall be appointed by the Township Manager with the advice and consent of Council. The first appointment shall be one member for one year, one member for two years and one member for three years, with the successors of such members thereafter to be appointed for terms of five years or until their successors are chosen. Said members shall serve without compensation. Appointments to fill vacancies shall be made by the Township Manager with the advice and consent of Council.

C. Powers and duties. The powers and duties of the Shade Tree Commission shall consist of the following:

- (1) To regulate the planting, removal and maintenance of vegetation within the ultimate rights-of-way of streets and highways within the Township.
- (2) To review subdivision and land development applications to ensure the selection of proper and suitable plant materials.
- (3) To assist in the safe, orderly and efficient movement of pedestrian and vehicular traffic through public rights-of-way.
- (4) To make an annual report of its proceedings in writing and file it with the Township Manager during January of each year.

Article XVII. Advisory Boards and Committees

§ 5-86. Boards and committees established; purpose.

Advisory boards and committees are hereby established for the proper and efficient conduct of Township affairs, as well as to protect the rights of the residents of the Township to participate in a positive and constructive manner in the operation of Township government.

§ 5-87. Means of establishment; authority.

A. Advisory boards and committees shall be established by ordinance or resolution. Additional boards and committees may, from time to time, be established as may be deemed necessary by Council.

B. Advisory boards and committees are intended to provide advice, guidance and recommendations to the Township Manager, Council, and the committees of Council. No board designated as advisory shall perform administrative duties or have legislative or executive authority which is binding or enforceable against the Township.

§ 5-88. Expenditure of Township funds; entering into contracts prohibited.

No advisory board or committee shall have the authority to commit or spend Township funds unless provided for in the budget and subsequently approved by the Township Manager. The Township Manager may assign employees of the Township to serve as liaison to and provide staff services to the boards and committees. No advisory board or committee shall have the authority to enter into contracts on behalf of the Township.

§ 5-89. Appointment of members; terms; submission of resume; vacancies.

A. The Township Manager, with the advice and consent of the Council, shall appoint the members of the advisory boards and committees to one-year terms, unless stated otherwise in this chapter.

B. Appointments to fill vacancies shall only be for the unexpired portion of the term.

C. Applicants for appointment to advisory boards and committees shall submit a resume of their qualifications, training and experience and shall be residents of the Township.

D. A vacancy on any board or committee shall be filled within 60 days unless otherwise provided by ordinance, the First Class Township Code or general law.

§ 5-90. Officers; duties.

- A. Each advisory board or committee shall elect, at its first regular meeting in each year, from its membership a Chair and Vice Chair to serve for a term of one year.
- B. The Chair, or in his absence, the Vice Chair, shall preside at all meetings of an advisory board or committee.

§ 5-91. Meetings.

- A. All meetings and hearings of advisory boards and committees shall be open to the public.
- B. Each advisory board and committee shall set the time, place and frequency of its meetings, unless otherwise prescribed by Council.
- C. Special meetings may be held as needed upon the call of the Chair or Vice Chair, provided that appropriate notice of each meeting is given to each member and the public.
- D. A quorum shall consist of at least a majority of all members of the board or committee.
- E. A file of all materials and decisions relating to all official actions of the board or committee shall be kept as part of the records of each board or committee.
- F. All official records and files of each board and committee shall be kept in the office of the Township Manager and shall be a public record.
- G. All meetings of advisory boards and committees shall be conducted in an orderly fashion and in accordance with Robert's Rules of Order.

§ 5-92. Enumeration of established boards and committees.

In accordance with this chapter, the following advisory boards and committees are hereby established, together with such other advisory boards or committees as Council may, from time to time, deem necessary:

- A. Recycling Committee.
- B. Environmental Advisory Committee.
- C. Crime Prevention Advisory Board.
- D. Youth Aid Panels.

- E. Small Business Council.
- F. Police Pension Board.
- G. Public Relations Committee.
- H. Street Naming Committee.
- I. Park and Recreation Board.
- J. Citizens Budget Review Advisory Committee.
- K. Senior Citizens Advisory Committee.
- L. Drug and Alcohol Abuse Committee.
- M. Grants-in-Aid Coordination Committee.
- N. Victim Assistance Advisory Committee.
- O. Vacant Property Review Committee.
- P. Economic Development Advisory Committee.
- Q. Nuisance Property Review Committee.

§ 5-93. General provisions governing membership, operation and duties.

- A. The composition of membership, terms of office, powers and duties of the advisory boards and committees shall be as prescribed by ordinance.
- B. Each advisory board and committee established under this article shall be an open board or committee comprised of volunteers who are residents of the Township.
- C. Each advisory board and committee shall consist of not less than three members, appointed by the Township Manager with the advice and consent of Council.
- D. Council may, at its discretion, by resolution, increase the number of an advisory board or committee.
- E. Each advisory board and committee shall, during the month of January of each year, appoint a Chair, Vice Chair and Secretary, together with such other officers as may be necessary for the orderly conduct of its business.
- F. Members of advisory boards and committees shall serve without compensation, except as Council, by ordinance, may otherwise determine.

G. Each advisory board and committee shall make full and complete written reports quarterly to the Township Manager and at such other times as may be requested by the Township Manager or Council.

H. Each advisory board and committee shall hold meetings not less than once a quarter at the Township Building, upon a day approved by the Township Manager, and shall hold regular monthly meetings whenever the business of the board or committee warrants it.

§ 5-94. Recycling Committee.

A. Purpose. The purpose of the Recycling Committee shall be to offer recommendations to Council and the Township Manager regarding coordination, organization and public information concerning all recycling efforts within the Township.

B. Duties. The duties of the recycling Committee shall be to offer recommendations to Council and Township Manager regarding the coordination and organization of all recycling efforts within the Township. The Committee shall make full and complete written reports quarterly to the Township Manager and at such other times as may be requested by the Township Manager or Council.

§ 5-95. Environmental Advisory Committee.

A. An advisory committee to be known as the "Bristol Township Environmental Advisory Committee" is hereby created and shall continue to function until this section is revoked.

B. The Environmental Advisory Committee shall be composed of not fewer than three and no more than seven residents of Bristol Township.

C. Committee members shall be appointed in accordance with the following procedures:

(1) All Committee members shall be appointed by the Township Manager with the advice and consent of Council.

(2) Committee members' terms of office shall expire on the first Monday in January following the last year of their term of office.

(3) Duly appointed Committee members shall serve a term of three years, except that initial appointment shall be so staggered that the terms of approximately 1/3 of the membership shall expire each year.

(4) Whenever possible, one member shall also be a member of the Bristol Township Planning Commission.

D. Committee members shall receive no compensation for their services.

E. The Environmental Advisory Committee is to be advisory to and shall coordinate its activities with the elected officials, planning commission, and other such local governmental agencies.

F. The Committee shall designate the Chair of the Committee.

G. The Environmental Advisory Committee shall have the following powers:

(1) Identify environmental problems.

(2) Recommend plans and programs to the appropriate agencies for the promotion and conservation of the natural resources and for the protection and improvement of the quality of the environment within the Township.

(3) Make recommendations as to the possible use of open land areas in the Township.

(4) Promote a community environmental program.

(5) Keep an index of all open areas, publicly or privately owned, including but not limited to flood-prone areas, swamps, and other unique natural areas.

(6) Advise the appropriate local governmental agencies in the acquisition of property, both real and personal.

(7) To undertake such environmental tasks as requested by Council.

H. The Environmental Advisory Committee shall keep records of its meetings and activities and shall make an annual report. Minutes of each meeting shall be forwarded to Council.

I. Council may, from time to time, appropriate funds for the expenses incurred by the Environmental Advisory Committee.

J. Whenever the requirements of this section are in conflict with other requirements of the ordinances of the Township, the most restrictive, or those imposing the higher standards, shall govern.

§ 5-96. Crime Prevention Advisory Board.

A. Purpose and leadership. The purpose of the Crime Prevention Advisory Board shall be to coordinate the resources of the Township to assist in the Township's police crime prevention program. The Board shall serve and act under the leadership and guidance of the Chief of Police of Bristol Township.

B. Duties. The duties of the Crime Prevention Advisory Board shall be as follows:

- (1) Identify the general and specific community resources available to assist the crime prevention program.
- (2) Provide input to the crime prevention unit in developing a priority schedule for the allocation of local resources to crime prevention efforts.
- (3) Assist in the implementation of specific crime prevention programs.
- (4) Maintain a review of community changes, attitudes and concerns which impact on crime prevention efforts.
- (5) Act as a resource center and/or information exchange for crime prevention information relevant to the community.

§ 5-97. Youth Aid Panels.

A. Purpose. The purpose of the Youth Aid Panels shall be to prevent future juvenile delinquent behavior and to offer a wide range of well-coordinated youth rehabilitative services at the neighborhood level, pursuant to guidelines of the Juvenile Court of Bucks County, Pennsylvania.

B. Duties. The Youth Aid Panels shall act under guidelines established by the Bristol Township Police Department. The duties of the Panel shall be as follows:

- (1) To hear cases presented by the Township Juvenile Officer and, after sufficient inquiry and deliberation, to meet privately and offer recommendations to resolve the issues presented in such cases.
- (2) To foster cooperation and coordination among public and private youth-serving agencies and parents of juvenile offenders.
- (3) To provide opportunities for community involvement.
- (4) To recommend methods for obtaining restitution and for allowing victims the opportunity to be involved in the resolution of each case.
- (5) To serve as a rehabilitation mechanism rather than a punitive one.

§ 5-98. Small Business Council.

A. Purpose and composition. The purpose of the Small Business Council shall be to offer recommendations to Council and the Township Manager regarding the coordination, organization and promotion of small business development within the

Township. The Small Business Council shall be an open Council consisting of a minimum of five representatives of small businesses located within the Township.

B. Duties. The duties of the Small Business Council shall be to offer recommendations to Council and the Township Manager regarding the coordination and organization of the rehabilitation, development and expansion of small business located within the Township.

§ 5-99. Police Pension Board.

A. Purpose. The purpose of the Police Pension Board shall be to advise the Township Manager and Council regarding the provisions, financing, fund administration and investment goals of the Police Pension Plan.

B. Composition; term of office; compensation. The Police Pension Board shall be comprised of five members, for a term of five years. The initial appointments shall be one member for one year, one member for two years, one member for three years, one member for four years and one member for five years or until his successor is appointed and qualified. Said members shall serve without compensation. The members shall consist of two members from Council, two members from the Bristol Township Police Benevolent Association and one neutral member appointed by the Township Manager with the advice and consent of Council.

C. Duties.

(1) The Police Pension Board shall, from time to time, make recommendations to the Township Manager and Council regarding:

(a) Procedures for the selection of an actuary.

(b) Pension funding and costs of the Pension Plan.

(c) Investment strategies and objectives.

(d) Changes and other actions to be considered in the prudent administration of the Police Pension Plan.

(2) The Police Pension Board shall hold regularly scheduled monthly meetings on a designated day.

(3) The Police Pension Board may retain the professional services of a firm or individual with experience in pension fund administration and management, as may from time to time be required, with the approval of Council first requested and received.

§ 5-100. Public Relations Committee.

A. Purpose. The Public Relations Committee shall advise the Township Manager and Council regarding the establishment and implementation of effective relationships with the community, newspapers, radio and other media, and awareness of citizens and business community needs, demands and concerns, and shall establish a well-equipped service and information center available to the public with assurance of a prompt reply on action taken to resolve complaints.

B. Duties. The Public Relations Committee shall, from time to time, make recommendations to the Township Manager and Council regarding:

- (1) Developing public confidence through the media.
- (2) Instituting communication techniques to ensure that true and correct facts are provided to the media and the public.
- (3) Developing an effective complaint handling system.
- (4) Developing new mechanisms to involve the public more in the decisions affecting them.
- (5) Fostering effective community relations with key community groups.

§ 5-101. Street Naming Committee.

A. Purpose. The Street Naming Committee shall advise the Township Manager and Council regarding the establishment and implementation of a uniform street naming and property numbering system.

B. Composition; term of office. The Street Naming Committee shall be comprised of eight members. One member shall be from Council, six members from the community at large and one member from the Police Traffic Department. A member's term of office shall be one year.

C. Duties. The Street Naming Committee shall, from time to time, make recommendations to the Township Manager and Council regarding:

- (1) Procedure for the assignment of street numbers.
- (2) Intergovernmental considerations.
- (3) General policies for assigning street names.
- (4) Review of existing street naming systems and the maintenance of a new system.

- (5) Involvement of citizens in field procedures.
- (6) Notification procedures to officially change property numbers or names.
- (7) Methods for keeping the public well informed of the need for changes in street naming and house numbering systems.
- (8) New names to avoid duplication or confusion in street names or numbers.

§ 5-102. Park and Recreation Board.

A. Purpose. The Park and Recreation Board shall advise Council, the Township Manager and the Recreation Coordinator regarding the operation, maintenance and supervision of playgrounds and recreation areas and the establishment of recreation programs and the preservation of open space.

B. Composition; term of office; election of officers; rules and regulations. The Park and Recreation Board shall be comprised of five members. The first appointments shall be one member for one year, one member for two years, one member for three years, one member for four years and one member for five years. Thereafter, the term of a member shall be five years or until his successor is appointed. The Board shall annually elect from its membership a Chair and such other officers as it deems necessary for the orderly conduct of its business. The Board may adopt rules and regulations governing its procedure, not inconsistent with this chapter.

C. Duties. The Park and Recreation Board shall, from time to time, make recommendations to Council, the Township Manager, the Department of Public Works and the Recreation Coordinator regarding:

- (1) Rules governing the operation and conduct of recreational sites operated by the Township.
- (2) Maintenance and supervision of parks, playfields and recreation area owned or leased by the Township.
- (3) Budget preparation.
- (4) Establishment of recreational activities and programs.
- (5) Extensions of the park system.
- (6) The activities of the Recreation Coordinator.
- (7) Such other matters referred to it by Council and the Township Manager.

§ 5-103. Citizens Budget Review Advisory Committee.

A. Purpose. The Citizens Budget Review Advisory Committee shall review proposed Township budgets and advise Council regarding the fiscal integrity, balance and details of any proposed budget.

B. Composition. The Citizens Budget Review Advisory Committee shall be comprised of three members appointed annually by the Township Manager with the advice and consent of Council.

C. Duties. The Citizens Budget Review Advisory Committee shall review proposed Township budgets and supporting data and make recommendations, as may be requested, to Council to aid them in the final preparation and adoption of Township budgets.

§ 5-104. Senior Citizens Advisory Committee.

A. Purpose. The Senior Citizens Advisory Committee shall advise Council and Township Manager in matters of interest or concern or affecting the senior citizens of the Township.

B. Composition. The Senior Citizens Advisory Committee shall be comprised of three members appointed annually by the Township Manager with the advice and consent of the Council.

C. Duties. The Senior Citizens Advisory Committee shall be aware of matters of interest or concern to senior citizens residing in the Township and shall make recommendations to the Township Manager and Council regarding:

- (1) Activities and programs for senior citizens.
- (2) The Development and acquisition of additional recreational and other community facilities for senior residents.
- (3) The operation and management of the senior citizens community center.
- (4) The keeping informed of federal, state and county programs of interest or assistance to senior residents.
- (5) The providing of information or nonfinancial assistance to senior residents as requested and as able to accomplish.
- (6) Methods of involving senior residents more actively in the community and the Township.
- (7) Such other matters as may be beneficial to senior residents of the Township.

§ 5-105. Drug and Alcohol Abuse Committee.

A. Purpose. The Drug and Alcohol Abuse Committee shall advise Council and Township Manager in matters of interest or concern in the areas of drug abuse, misuse, sales and purchases of illegal drugs and drug paraphernalia and of alcohol abuse and illicit sales and purchases of alcohol to and by minors.

B. Composition; term of office. The Drug and Alcohol Abuse Committee shall be comprised of five residents of the Township, and the term of office shall be one year.

C. Duties. The Drug and Alcohol Abuse Committee shall, from time to time, make recommendations to the Township Manager, Council and Chief of Police regarding:

(1) Methods and ways of reducing illicit drug traffic, drug abuse and alcohol abuse within the Township.

(2) Cooperation and exchanges of information with other county and private and public drug abuse treatment, rehabilitation and counseling centers.

(3) The establishment of educational programs within the Township and its schools to discourage the use of illicit drugs and alcohol by minors.

(4) The devising of ways to inform and involve the community and community civic groups in problem solving.

(5) The establishment of such rehabilitation and treatment programs as will be beneficial to the Township residents and not in conflict with existing similar programs.

§ 5-106. Grants-in-Aid Coordination Committee.

A. Intent. The Grants-in-Aid Coordination Committee is intended to assist the Township and its officials in obtaining grant funds for the Township from federal, state private and other grants or foundations.

B. Composition. The Grants-in-Aid Coordination Committee shall be comprised of the Township Manager, two members of Council and one resident appointed by the Township Manager with the advice and consent of the Council, all of whom shall serve during their respective term of office unless otherwise replaced.

C. Duties. The Grants-in-Aid Coordination Committee shall investigate, compile and keep itself current concerning the availability of grants-in-aid, private and public foundation grants and similar funds which may be available to the Township and its organizations, in a continuing effort to obtain supplementary funds and financial support for the Township whenever and wherever available.

§ 5-107. Victim Assistance Advisory Committee.

A. Establishment and purpose. The Victim Assistance Advisory Committee is hereby established and shall work with Township employees, Township volunteers and area professionals and experts. The Committee shall plan and schedule training and, where possible, provide professional assistance to victims. The Committee shall work through the Township Manager to schedule programs and receive Council approval for all expenditures.

B. Composition and term of office. The Victim Assistance Advisory Committee shall be comprised of five members. The term of office shall be one year.

C. Duties. The Victim Assistance Advisory Committee shall:

- (1) Organize and coordinate professional volunteers.
- (2) Schedule and plan training sessions for the Police Department and fire services.
- (3) Where possible, arrange an on-call list of professionals that can assist victims directly.
- (4) Provide volunteer professional assistance to Police Department or fire service members that experience difficulty from victim contact.

§ 5-108. Vacant Property Review Committee.

A. A Vacant Property Review Committee is formed consisting of the following members:

- (1) One member of Council.
- (2) The Executive Director of the Redevelopment Authority of Bucks County.
- (3) One member of the Bristol Township Planning Commission.
- (4) One member designated by the Township Manager.

B. The Committee is hereby directed to review blighted conditions within the Township and to take the necessary action with respect to the elimination of conditions of blight and remedying problems that create blighting conditions in areas of the Township.

C. The Township Manager is authorized to take such steps as may be required to implement the intent of this section.

§ 5-109. Economic Development Advisory Committee.

A. Establishment and purpose. The Economic Development Advisory Committee is intended to assist the Township and its officials in the improvement and expansion of the existing industrial and commercial base, organization of industrial parks and shopping centers to foster the development of the economic base and the financing of new and existing business within the Township.

B. Membership. The Economic Development Advisory Committee shall be comprised of:

- (1) One member of Council.
- (2) The Director of Economic Development.
- (3) The Director of the Redevelopment Authority of Bucks County.
- (4) Members of the Township's business community.
- (5) Director of Code Enforcement.

C. Duties. The duties of the Economic Development Advisory Committee shall be:

- (1) Land acquisition and management. The Advisory Committee shall develop guidelines and procedures for the acquisition and assemblage of land into usable sites and the development and management of land and buildings for appropriate economic development purposes.
- (2) Business management. The Advisory Committee shall develop guidelines and procedures for assessing current and providing future management services in conjunction with loan programs.
- (3) The Advisory Committee may create subcommittees as it deems necessary and appropriate for the efficient administration of its duties.

§ 5-110. Nuisance Property Review Committee.

A. A Nuisance Property Review Committee shall be formed and consist of the following individuals:

- (1) One member of Council.
- (2) One member of code enforcement as designated by the Township Manager.
- (3) One member of the public designated by Council.

B. The Committee is hereby directed to review nuisance conditions within the Township and make recommendations regarding the necessary actions with respect to the elimination of the nuisance and remedying problems that create nuisance conditions in the Township.

C. The Township Manager is authorized to take such steps as may be required to implement the intent of this section.

Article XVIII. Municipal Authorities

§ 5-111. Lower Bucks County Joint Municipal Authority.

A. Recognition of existence. It is hereby recognized that the Lower Bucks County Joint Municipal Authority was established by Ordinance No. 18, adopted May 13, 1952, pursuant to the provisions of the Municipality Authorities Act of 1945, approved May 2, 1945, P. L. 382, as amended. *Editor's Note: See now 53 P.S. 53 Pa.C.S.A. § 5601 et seq.*

B. Membership and term of office. The membership and term of office for this Authority shall be as provided in its Articles of Incorporation and bylaws. The members appointed by Council shall provide the Township Manager with copies of the minutes of the Authority's meetings and shall make a written annual report to Council of the activities of the Authority.

C. Purpose. The purpose of this Authority shall be to construct, finance and/or operate sewer systems and water systems for parts of Bristol, Falls and Middletown Townships and all of Tullytown Borough and to perform such other functions requested by the joint governing bodies of the Township and the Borough of Tullytown within the purposes and powers of the Municipality Authorities Act of 1945, as amended.

D. Officers. This Authority shall elect such officers and appoint such employees as required and necessary in accordance with its Articles of Incorporation, bylaws and said Municipality Authorities Act, as amended.

§ 5-112. Bristol Township Industrial Development Authority.

A. Recognition of existence. It is hereby recognized that the Bristol Township Industrial Development Authority was established by Ordinance No. 996, adopted April 15, 1981, pursuant to the provisions of the Industrial Development Authority Law approved August 23, 1967, P.L. 251, as amended, now known as the "Economic Development Financing Law," Act of December 29, 1971, P.L. 647, as amended. *Editor's Note: See 73 P.S. § 371 et seq.*

B. Membership and term of office. The membership and term of office for this Authority shall be as provided in its Articles of Incorporation and bylaws. The members shall be appointed by Council, and shall provide the Township Manager with

copies of the minutes of the Authority's meetings and shall make a written annual report to Council of the activities of the Authority.

C. Purpose. The purpose of this Authority shall be to promote, attract, stimulate, rehabilitate and revitalize industrial and commercial enterprises within the Township; to provide a means of financing the rehabilitation, development and expansion of industrial and commercial enterprises within the Township; and to perform such other functions within the purposes and powers of the said Industrial Development Authority Law, as amended.

D. Officers. This Authority shall elect such officers and appoint such employees as required and necessary in accordance with its Articles of Incorporation, bylaws and said Industrial Development Authority Law, as amended.

Article XIX. Miscellaneous Provisions

§ 5-113. Oath of office.

All persons elected to any Township office shall, before entering the duties of their office, take and subscribe an oath or affirmation before such person having authority to administer oaths, to support the Constitution of the United States and of the Commonwealth of Pennsylvania and to perform the duties of his/her office with fidelity. A copy of such oath or affirmation shall be filed with the Township Manager.

§ 5-114. Amendments.

This chapter may be amended by ordinance of Council.