

ORDINANCE NO. 116 OF 2026



DRAFT

**BUFFALO TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA**

AN ORDINANCE OF BUFFALO TOWNSHIP, WASHINGTON COUNTY, PENNSYLVANIA, CREATING THE POSITION OF “TOWNSHIP MANAGER;” REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Board of Supervisors desires to create the position of Township Manager including provisions governing supervision of the Township Manager, general powers and duties of the Township Manager, qualifications of the Township Manager, disability or absence of the Township Manager, the Township Manager’s bond and procedural limitations on the Board of Supervisors regarding the Township Manager; and

WHEREAS, the Board of Supervisors has determined that it is in the best interest of the health, safety and welfare of the residents of Buffalo Township to create the provisions governing the position of Township Manager in order to provide for the most qualified and skilled personnel to hold this most important position in the Township.

NOW THEREFORE, pursuant to the authority conferred upon it by the Second-Class Township Code, the Supervisors of Buffalo Township, Washington County, Pennsylvania, does hereby **ENACT** and **ORDAIN** the following:

SECTION. 1. TITLE.

This Ordinance shall be known as the “Buffalo Township, Township Manager Ordinance of 2026.”

SECTION 2. PURPOSE AND INTENT.

- A. The purpose of this Ordinance is to enable the Township to function under generally accepted principles of the Supervisor-Manager form of government. The Board of Supervisors shall be responsible for legislative policy making and appointing a professional Township Manager who shall be responsible for supervising and conducting the administrative affairs of the Township, as well as carrying out all policies and programs established by the Board of Supervisors.
- B. It is the intent of this Ordinance to delegate to the Township Manager all of the nonlegislative powers and duties of the Board of Supervisors as authorized by § 1301 of the Second-Class Township Code.

SECTION 3. CREATION OF POSITION.

The position of Township Manager is hereby created by the Township of Buffalo.

SECTION 4. APPOINTMENT AND REMOVAL.

The Township Manager shall be appointed by a majority of all members of the Board of Supervisors. The Manager shall serve at the pleasure of the Board and may be removed, with or without cause, at any time by a majority vote of all its members. Consistent with § 1301(a.1) of the Second-Class Township Code, 53 P.S. § 66301(a.1), the Board of Supervisors and Township Manager may enter into an employment agreement outlining terms and conditions of employment; however, such agreement shall not interfere or otherwise hinder the “at-will” concept of employment for the Township Manager.

SECTION 5. QUALIFICATIONS; RESIDENCY REQUIREMENTS.

- A. The Township Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to training and/or experience in municipal

management and the Manager's powers and duties as set forth in "Powers and Duties." During his or her tenure, the Township Manager shall not hold any elective governmental office.

- B. The Township Manager need not be a resident of the Township at the time of the appointment. The Township Manager may reside outside the Township while in office with the approval of the Board of Supervisors.
- C. No member of the Board of Supervisors shall be appointed Township Manager within one year after the expiration of his or her term as a member of the Board of Supervisors.

SECTION 6. BOND.

The Township Manager shall give bond to the Township with a bonding company as surety. Said company and amount to be approved by the Board of Supervisors, conditioned on the faithful performance of his or her duties. The premium of said bond shall be paid by the Township.

SECTION 7. COMPENSATION.

The Township Manager's salary shall be fixed at the time of employment and may be adjusted from time to time by resolution and/or by agreement with the Board of Supervisors.

SECTION 8. POWERS AND DUTIES.

- A. The Township Manager shall be the Chief Administrative Officer of the Township and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of the Township. The Township Manager's powers and duties shall relate to the general management of all Township business, not expressly by statute or ordinance imposed or conferred upon other Township officers.

B. Subject to recall by ordinance of the Board of Supervisors, the powers and duties of the Township Manager shall include the following:

1. Supervisor of Departments. The Township Manager shall supervise and be responsible for the daily activities of all municipal departments.
2. Personnel Actions. The Township Manager shall be responsible for all personnel practices in the Township.
 - a. With the advice and consent of the Board of Supervisors, the Township Manager may hire and, when necessary discipline, suspend or discharge all employees under his or her supervision, subject to the provisions of the Second-Class Township Code, 53 P.S. § 65101 et seq., or other state laws or other Township ordinances or collective bargaining agreements; provided, that the Township Manager shall report, by the next meeting thereafter to the Board of Supervisors, any action taken by authority of this paragraph.
 - b. Prior approval of the Board of Supervisors shall be obtained before enlarging staff by either the creation of a new position or increasing the number of employees in present job categories.
 - c. The Township Manager shall have the power to recommend wages and salaries of all personnel under his or her supervision.
 - d. The Township Manager shall be responsible for the administration of all employee benefit programs.
3. Financial Management. The Township Manager shall develop and administer the financial affairs of the Township in a prudent and responsible manner.

- a. The Township Manager shall prepare and submit to the Board of Supervisors before the close of the fiscal year or on such alternate date as the Board of Supervisors shall determine a budget for the next fiscal year and accompanying explanatory budget message. In preparing the budget, the Township Manager shall obtain from the head of each department estimates of revenues and expenditures and other supporting data as he or she requests. The Township Manager shall review such estimates and may revise them before submitting the budget to the Board of Supervisors.
- b. The Township Manager shall be responsible for the administration of the budget after its adoption by the Board of Supervisors.
- c. The Township Manager shall submit to the Board of Supervisors, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Township for the preceding year.
- d. The Township Manager shall develop long-range fiscal plans for the Township. Such plans shall be presented annually to the Board of Supervisors for review and adoption.
- e. The Township Manager shall be the purchasing officer of the Township and shall purchase or direct the purchase, in accordance with the provisions of the Second-Class Township Code, 53 P.S. § 65101 et seq., and other applicable statutes, all supplies and equipment for the various agencies, boards, departments and other offices of the Township. Prior approval of the Board of Supervisors shall be obtained for individual, non-budgeted purchases in an amount exceeding the limit established by policy or resolution of the Board of Supervisors.

- f. The Township Manager shall keep an account of all purchases made by the Township and shall make a full written report thereof to the Board of Supervisors. Notwithstanding anything herein contained to the contrary, the Township Manager shall not have the power and authority to make purchases or to enter into contracts where, according to the Second-Class Township Code, 53 P.S. §65101 et seq., or other applicable statute, advertising is required, unless with the prior approval of the Board of Supervisors.
 - g. The Township Manager shall be responsible for the financial management of the Township, including accounts receivable, accounts payable, investments, account collection and other related activities.
 - h. The Township Manager shall serve as the Chief Administrator of the Township's pension plans.
4. Other Township Offices. The Township Manager shall hold other Township offices or head one or more of the Township's departments as the Board of Supervisors may, from time to time, direct.
5. Attendance at Board Meetings. The Township Manager shall attend all meetings of the Board of Supervisors and its committees with the right to take part in the discussion and shall receive notice of all special meetings of the Board of Supervisors or its committees.
6. Preparation of Agenda for Board Meetings. The Township Manager shall prepare the agenda for each meeting of the Board of Supervisors and supply facts pertinent thereto and consultation with the Chairman of the Board of Supervisors.

7. Periodic Reports and Recommendations. The Township Manager shall keep the Board of Supervisors informed as to the conduct of Township affairs, submit periodic reports on the condition of the Township's finances and such other reports as the Board of Supervisors shall request and make such recommendations to the Board of Supervisors as he or she deems advisable.
8. Contracts and Agreements.
 - a. The Township Manager shall see that the provisions of all franchises, leases, permits and privileges granted by the Township are observed.
 - b. The Township Manager shall attend to the letting of contracts, with prior approval of the Board of Supervisors, in due form of law, and shall supervise the performance and faithful execution of the same, except insofar as such duties are expressly imposed by statute upon other Township officials.
9. Complaints and Service Requests. All complaints regarding services or personnel of the Township shall be referred to the office of the Township Manager. The Township Manager or an employee designated by the Township Manager shall investigate and dispose of such complaints and the Township Manager, where appropriate, shall report thereon to the Board of Supervisors.

SECTION 9. DISABILITY OR ABSENCE OF MANAGER.

If the Township Manager becomes ill or needs to be absent from the Township, he or she shall recommend to the Board of Supervisors one qualified person to perform the duties of the Township Manager during his or her absence or disability. The Board of Supervisors at their discretion shall designate a person to perform the Township Manager's duties.

SECTION 10. RELATIONSHIP BETWEEN THE TOWNSHIP MANAGER AND BOARD OF SUPERVISORS.

- A. In their relationship with the Township Manager, the Board of Supervisors shall act as a body in all of its dealings with the Township Manager.
- B. Nothing herein shall prevent the Board of Supervisors from establishing a committee of its own to review the operations and legislative needs of the Township's departments or from assigning its members to liaison relationships with the individual departments.

SECTION 11. SEVERABILITY.

The provisions of this Ordinance are hereby declared severable, and if any of its provisions shall be held to be invalid or unconstitutional, or otherwise void for any reason, such decision shall not affect or impair any of the remaining provisions hereof; it is hereby declared to be the intent of the Township that this Ordinance would have been adopted if such invalid, unconstitutional, or otherwise void provision had not been included herein.

SECTION 12. REPEALER.

All ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed insofar as they be inconsistent herewith.

SECTION 13. EFFECTIVE DATE.

This Ordinance shall become effective 5 days after enactment.

ENACTED AND ORDAINED by the Board of Supervisors of the Buffalo Township,
Washington County, Pennsylvania this 4th day of February, 2026.

ATTEST:

BUFFALO TOWNSHIP

Michelle L. Markley, Secretary/Treasurer

By: _____
Randy Mounts, Chairman

(SEAL)



By: _____
Jim Mounts, Vice Chairman

By: _____
Ken Gorby, Jr., Supervisor

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of Buffalo Township, Washington County, Pennsylvania intends to consider for adoption at its regular meeting of the Board of Supervisors to be held on Wednesday, February 4, 2026, at 6:30 p.m. located at Buffalo Township Municipal Building, 400 Buffalo Center Lane, Washington, PA 15301, the following ordinance:

**AN ORDINANCE OF BUFFALO TOWNSHIP,
WASHINGTON COUNTY, PENNSYLVANIA,
CREATING THE POSITION OF “TOWNSHIP
MANAGER;” REPEALING ALL
INCONSISTENT ORDINANCES OR PARTS
THEREOF; PROVIDING A SEVERABILITY
CLAUSE; AND PROVIDING AN EFFECTIVE
DATE**

A copy of this Ordinance may be examined by any citizen by requesting through email (supervisors@buffalotwp.com) or in writing directed to the Office of the Secretary/Treasurer of Buffalo Township, during regular business hours, the Law Library in the Washington County Courthouse, Pennsylvania and the Observer Reporter, each day until adoption.

Michelle L. Markley, Secretary/Treasurer
Buffalo Township