

CHAPTER 1
ADMINISTRATION AND GOVERNMENT

PART 1

PLANNING COMMISSION

§101. Creation of Commission

PART 2

EMERGENCY MANAGEMENT AGENCY

- §201. Establishment
- §202. Authority
- §203. General Duties and Responsibilities
- §204. Declaration of Disaster Emergency
- §205. Temporary Suspension of Formal Requirements
- §206. Emergency Management Coordinator
- §207. Powers and Duties of the Emergency Management Agency
- §208. Emergency Management Advisory Council
- §209. Coordination, Assistance and Mutual Aid
- §210. Approvals and Ratification of Agreements
- §211. Gifts and Grants of Monies
- §212. Representation on Boards and Agencies
- §213. Insignia and Identifying Marks
- §214. Applicability of State Statutes

PART 3

VOLUNTEER FIREMEN'S RELIEF ASSOCIATION

- §301. Recognition of Firemen's Relief Association
- §302. Certification to Auditor General
- §303. Annual Appropriation

PART 4

ADMINISTRATIVE SERVICE FEES

§401. Administrative Service Fees

PART 5

SUPERVISOR COMPENSATION

§501. Supervisor Compensation

PART 6

TOWNSHIP MANAGER

§601. Definition of Township Manager

§602. Appointment and Removal of a Township Manager

§603. Powers and Duties of a Manager

§604. Reporting Responsibility

§605. Disability or Absence of a Manager

PART 1

PLANNING COMMISSION

§101. CREATION OF COMMISSION.

A Township Planning Commission to be composed of five members, appointed as provided by law (53 P.S. §10202), is hereby created in and for the Township. The Planning Commission shall perform all duties and may exercise all powers conferred by law upon Township planning agencies; provided, the Planning Commission previously created in and for the said Township shall constitute the tenure of any of the members thereof, but any and all vacancies in the said Commission, hereafter occurring, shall be filled in the manner and for the term provided in the law governing Township planning commissions in effect at the time of the happening of the said vacancy.

(Ord. 101-1965, 2/1/1965; as revised by Ord. 1999-01, 1/21/1999)

PART 2

EMERGENCY MANAGEMENT AGENCY

§201. ESTABLISHMENT.

A local emergency management agency is hereby established and shall be known as the "North Centre Township Emergency Management Agency."

(Ord. 1999-01, 1/21/1999)

§202. AUTHORITY.

The Township Emergency Management Agency is established pursuant to the provisions of the Emergency Management Services Code (35 Pa. C.S.A. §7501 *et seq.*).

(Ord. 1999-01, 1/21/1999)

§203. GENERAL DUTIES AND RESPONSIBILITIES.

The Township Emergency Management Agency shall have the responsibility for emergency management and disaster response and recovery within the Township. The Township Emergency Management Agency shall also provide emergency management and disaster response and recovery services outside the Township as required by the terms and conditions of this Part.

(Ord. 1999-01, 1/21/1999)

§204. DECLARATION OF DISASTER EMERGENCY.

1. A local disaster emergency may be declared by the Board of Supervisors of the Township. In addition, the Emergency Management Coordinator is hereby authorized to declare a local disaster emergency subject to ratification by the Board of Supervisors within 7 days of such declaration.
2. A local disaster emergency may only be declared upon finding by the Board of Supervisors, or Emergency Management Coordinator that a disaster has occurred or is imminent.
3. The declaration of a local disaster emergency shall not be continued or renewed for a period in excess of 7 days unless approved by the Board of Supervisors.

ADMINISTRATION AND GOVERNMENT

4. Any order or proclamation declaring, continuing or terminating a local disaster emergency shall be given prompt and general publicity and a copy of any such order or proclamation shall be filed promptly with the Pennsylvania Emergency Management Agency.
5. Upon declaration of a local disaster emergency, the applicable response and recovery aspects of the Township local emergency management plan shall be activated and all provisions for aid and assistance thereunder shall be authorized.

(Ord. 1999-01, 1/21/1999)

§205. TEMPORARY SUSPENSION OF FORMAL REQUIREMENTS.

Upon declaration of a disaster emergency, the Township, pursuant to §7301(c) of the Emergency Management Services Code, shall be authorized to exercise the powers granted in this Part without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditure of public funds. In addition, upon the declaration of a disaster emergency the Township is authorized to avail itself of the provisions of Act of August 5, 1941, (P.L. 752, No. 286), known as the "Civil Defense Act," in connection with the employment of personnel in local organizations established pursuant to the provisions of this Part.

(Ord. 1999-01, 1/21/1999)

§206. EMERGENCY MANAGEMENT COORDINATOR.

1. The Township Emergency Management Agency shall have a Coordinator who shall be responsible for the planning, administration, and operation of the agency subject to the direction and control of the Board of Supervisors.
2. The Coordinator of the Township Emergency Management Agency shall be appointed by the Governor of the Commonwealth of Pennsylvania upon recommendation of the Board of Supervisors. The Board of Supervisors may, upon agreement by resolution with adjoining municipalities, recommend to the Governor a candidate for Coordinator for emergency management activities in the said political subdivisions. The Township Emergency Management Coordinator shall serve at the pleasure of the Board of Supervisors.
3. The Coordinator of the Township Emergency Management Agency shall:

- A. Be professionally competent and capable of planning, effecting and coordinating operations among agencies of government and controlling coordinated operations by local emergency preparedness forces.
 - B. Attend and successfully complete the first phase of the career development program as prescribed by the Pennsylvania Emergency Management Agency within one year after appointment.
 - C. Attend and successfully complete the second phase of the career development program as prescribed by the Pennsylvania Emergency Management Agency within three years after appointment.
 - D. Attend basic and advanced seminars, workshops and training conferences called by the Director of the Pennsylvania Emergency Management Agency and/or its Director of Training and Education.
 - E. Failure to attend and successfully complete the career development program phases, as described above, or failure to attend a prescribed training program for two consecutive years shall be cause for replacement of the Coordinator of the Township Emergency Management Agency.
 - F. Responsibility for the professional in-service training of the Coordinator of the Township Emergency Management Agency shall rest with the Emergency Management Coordinator of Columbia County.
4. The Township will reimburse its Coordinator for actual expenses incurred as the result of his or her attendance at scheduled meetings and training programs.

(Ord. 1999-01, 1/21/1999)

§207. POWERS AND DUTIES OF THE EMERGENCY MANAGEMENT AGENCY.

The Township Emergency Management Agency is hereby directed to:

- A. Prepare, maintain and keep current a disaster emergency plan for the Township for the prevention and minimizing of injury and damage caused by disaster, for prompt and effective response to disaster and for disaster emergency relief and recovery in consonance with the Pennsylvania Emergency Management Plan and the Columbia County Emergency Management Plan.
- B. Establish, equip and staff an emergency operations center for the Township.
- C. Establish a warning and communications system for the Township that will support governmental operations in emergencies.

ADMINISTRATION AND GOVERNMENT

- D. Provide essential facilities and equipment to those agencies and organizations that have been assigned emergency functions under the provisions of this Part.
- E. Provide individual and organizational training programs for police officers, fire-fighters, rescue personnel, ambulance personnel, emergency management volunteers and the general public to insure prompt, efficient and effective disaster emergency services.
- F. Organize, prepare and coordinate all locally available manpower, materials, supplies, equipment and facilities necessary for disaster emergency readiness, response and recovery.
- G. Adopt and implement precautionary measures to mitigate the anticipated effects of a disaster.
- H. Execute and enforce such rules, regulations and orders as the Township Emergency Management Agency may adopt pursuant to the provisions of this Part.
- I. Cooperate and coordinate with any public and private agencies or entities in achieving any purpose of this Part.
- J. Have available for inspection at its emergency operations center all emergency management plans, rules, regulations and orders of the Governor and the Pennsylvania Emergency Management Agency.
- K. Provide prompt and accurate information regarding local disaster emergencies to appropriate Commonwealth and local officials and agencies and the general public.
- L. Make monthly reports to the Township on the status and programs of the Township Emergency Management Agency, its personnel, programs and plans.
- M. Execute and enforce such rules and orders as may be adopted by the Pennsylvania Emergency Management Agency.
- N. Make timely recommendations to and secure the consent of the Township concerning the development of plans, the acquisition of materials, supplies and equipment and the development of a budget for the agency, except as provided for in disaster emergencies.
- O. Identify areas within the Township that are particularly vulnerable to disaster.
- P. Upon request of the Board of Supervisors, assist the Township and/or its police, fire, rescue or emergency medical services in handling and coordinating special, nondisaster emergencies and situations.

(Ord. 1999-01, 1/21/1999)

§208. EMERGENCY MANAGEMENT ADVISORY COUNCIL.

1. In support of the programs and activities of the Township Emergency Management Agency, the Board of Supervisors may appoint, upon recommendation of the Emergency Management Coordinator, an Emergency Management Advisory Council consisting of no more than twelve members. Members of the Emergency Management Advisory Council may include member(s) of the Board of Supervisors, the Chief of Police, Captain of the Ambulance Association, the Chief of the Fire Department, a practicing physician or nurse, a representative of the local chapter of the American Red Cross and four at-large residents of the community.
 - A. With exception of the at-large resident members, the members of the Emergency Management Advisory Council shall serve continuously during their term of public office except for physician or nurse, who shall serve until replaced by the Board of Supervisors.
 - B. Upon initial appointment to the Emergency Management Advisory Council, one at-large resident shall serve a term of 1 year, two shall serve terms of 2 years and one shall serve a term of 3 years. Thereafter, at-large resident representatives shall be appointed for 3 year terms.
 - C. Only designated members of the Emergency Management Advisory Council may vote on matters before the Council.
2. The Township Emergency Management Advisory Council shall:
 - A. Elect its own chairman and other officers as the body may deem appropriate.
 - B. Provide recommendations and assistance to the Coordinator as deemed appropriate concerning the plans, activities and role of the Township Emergency Management Agency.
 - C. Assist in the preparation and maintenance of the Township Emergency Plan.
 - D. Recruit and assist in the training of emergency personnel and represent the Township Emergency Management Agency at training programs, seminars and public meetings.
 - E. Provide whatever other aid or assistance that the Coordinator may request.

(Ord. 1999-01, 1/21/1999)

§209. COORDINATION, ASSISTANCE AND MUTUAL AID.

The Coordinator of the Township Emergency Management Agency may develop and maintain mutual aid agreements with adjacent political subdivisions for reciprocal emergency assistance. The agreements shall be consistent with the plans and programs of the Pennsylvania Emergency Management Agency and the Columbia County Emergency Management Agency. The agreements shall stipulate that direction of emergency disaster assistance is the responsibility of the lowest level of government affected, that the County emergency management agency shall provide coordination and support when more than one political subdivision within Columbia County is affected and that the Pennsylvania Emergency Management Agency or its area organization shall provide coordination and support when two or more counties are affected. In disaster emergencies, requests for mutual aid assistance shall be referred to the organization, as outlined above, having responsibility for coordination and, in time of emergency, it shall be the duty of the Township Emergency Management Agency to render assistance in accordance with these mutual aid agreements. In all cases, support services provided from outside the affected area shall remain under the command and control of the receiving area.

(Ord. 1999-01, 1/21/1999)

§210. APPROVALS AND RATIFICATION OF AGREEMENTS.

1. Except during local disaster emergencies, the Board of Supervisors shall:
 - A. Approve all expenditures of the Township Emergency Management Agency in advance.
 - B. Approve attendance and participation of personnel of the Emergency Management Agency at training sessions, seminars and meetings.
 - C. Review and approve the Township Emergency Management Plan.
2. All mutual aid agreements (§209) shall be ratified by the Board of Supervisors and by the governing bodies of the other, affected municipalities prior to implementation.

(Ord. 1999-01, 1/21/1999)

§211. GIFTS AND GRANTS OF MONIES.

Any gift or grants of monies made to the Township Emergency Management Agency or to the Township for the payment of expenses incurred or to be incurred by or for the Emergency Management Agency shall be deposited in the treasury of the Township and shall be appropriated only for the purpose for which the gift or grants were made.

(Ord. 1999-01, 1/21/1999)

§212. REPRESENTATION ON BOARDS AND AGENCIES.

Nothing in this Part shall be construed as prohibiting the Township Emergency Management Agency or the Township Emergency Management Advisory Council from providing representation to other boards or agencies, as outside emergency management advisory boards, emergency health services councils, regional communications committees, that coordinate with or otherwise impact the delivery of emergency management services.

(Ord. 1999-01, 1/21/1999)

§213. INSIGNIA AND IDENTIFYING MARKS.

The Township Emergency Management Agency shall, with the approval of the Board of Supervisors, adopt such insignia and/or other identifying marks or markings as are necessary to ensure the correct, prompt identification of its personnel, equipment and facilities.

(Ord. 1999-01, 1/21/1999)

§214. APPLICABILITY OF STATE STATUTES.

The provisions of the Emergency Management Services Code of the Commonwealth of Pennsylvania, Act 1978-323 (P.L. 1332), shall govern the emergency management activities of the Township and the Township Emergency Management Agency and its Township Emergency Management Advisory Council except in circumstances where the Emergency Management Services Code does not address local provisions or conditions provided for by this Part.

(Ord. 1999-01, 1/21/1999)

PART 3

VOLUNTEER FIREMEN'S RELIEF ASSOCIATION

§301. RECOGNITION OF FIREMEN'S RELIEF ASSOCIATION.

1. The following associations are hereby recognized as actively engaged in providing fire protection and/or emergency services in the Township.

Orangeville Firemen's Relief Association
Light Street Firemen's Relief Association

The above named associations have been formed for the benefit of their members and their families in case of death, sickness, temporary or permanent disability or accident suffered in the line of duty.

2. The above named associations of the Township are designated the proper associations) to receive such funds as are due and payable to the Township Treasurer by the Treasurer of the State of Pennsylvania from the tax on premiums from foreign fire insurance companies.

(Res. 4/1/1963; as revised by Ord. 1999-01, 1/21/1999)

§302. CERTIFICATION TO AUDITOR GENERAL.

The Board of Supervisors shall annually certify to the Auditor General of the Commonwealth, the names of the active associations and the percentage of service they contribute to the protection of the Township. Such certification shall be on forms prescribed by the Auditor General.

(Res. 4/1/1963; as revised by Ord. 1999-01, 1/21/1999)

§303. ANNUAL APPROPRIATION.

There is annually appropriated from the Township Treasury all such sums of money that may hereafter be paid into the Township Treasury by the Treasurer of the State of Pennsylvania on account of taxes paid on premiums of foreign fire insurance companies in pursuance of the Act of December 18, 1984, No. 205, §701 *et seq.* as hereafter amended, supplemented, modified or reenacted by the General Assembly of Pennsylvania. Such monies received by the Township Treasurer from the State Treasurer shall be distributed to the duly recognized associations within 60 days of receipt. The funds shall be distributed on the basis of the percentage of service established in the certification to the Auditor General and with other provisions of the Act.

ADMINISTRATION AND GOVERNMENT

(Res. 4/1/1963; as revised by Ord. 1999-01, 1/21/1999)

PART 4

ADMINISTRATIVE SERVICE FEES

§401. ADMINISTRATIVE SERVICE FEES.

1. Return Check Fee.

- A. North Centre Township hereby imposes a fee of \$25 per check being returned commencing 5 days after the effective date of this Part.
- B. By further determination of this Township, this fee shall be set, from time to time, by resolution, in the event Township determines a need to change from the initially established fee.
- C. This fee will be for any check to any Township office or organization for any purpose.
- D. Fees concerning checks returned by the Tax Collector shall be deposited to the Tax Collector's general fund, with other fees being deposited in North Centre Township's general fund.

2. Service Charges for Wage Attachment.

- A. North Centre Township hereby imposes a fee of \$5 to be assessed by the North Centre Township Tax Collector's office to any person, firm or corporation should the North Centre Township Tax Collector's office attach any wages of a person, firm or corporation.
- B. By further determination of this Township, this fee shall be set, from time to time, by resolution, in the event the Township determines a need to change from the initially established fee.
- C. Fees concerning wage attachments shall be deposited to the Tax Collector's general fund.

3. Service Fee Regarding Delinquent Tax Statement.

- A. North Centre Township hereby imposes a service fee of \$10 to be assessed to each person, firm or corporation requesting a certification as to the payment status of real estate taxes or a delinquent tax statement from the North Centre Township Tax Collector's office.
- B. By further determination of this Township, this shall be set, from time to time, by resolution, in the event Township determines a need to change from the certification as to the initially established fee.

ADMINISTRATION AND GOVERNMENT

- C. Fees concerning delinquent tax statements shall be deposited to the Tax Collector's General Fund.
4. Service Fees for Document Copies.
- A. North Centre Township hereby imposes a service fee of \$0.25 per copy page.
 - B. By further determination of this Township, this shall be set, from time to time, by resolution; in the event Township determines a need to change from the certification as to the initially established fee.
 - C. Fees concerning document copies shall be deposited to the Tax Collector's or Township's general fund.
5. Service Fee for Research of Records.
- A. North Centre Township hereby imposes a service fee of \$10 per hour to research documents/records.
 - B. By further determination of this Township, this shall be set, from time to time, by resolution; in the event Township determines a need to change from the certification as to the initially established fee.
 - C. Fees concerning document copies shall be deposited to the Tax Collector's or Township's general fund.
6. Fee for Duplicate Tax Statements.
- A. North Centre Township hereby imposes a service fee of \$2 per duplicate tax record.
 - B. By further determination of this Township, this shall be set, from time to time, by resolution, in the event Township determines a need to change from the certification as to the initially established fee.
 - C. Fees concerning document copies shall be deposited to the Tax Collector's general fund.

(Ord. 2/11/2002, §I)

PART 5

SUPERVISOR COMPENSATION

§501. SUPERVISOR COMPENSATION.

1. Each supervisor of North Centre Township elected or appointed to office after the effective date of this Part shall receive compensation as a supervisor in the annual amount of \$1,800.
2. Such compensation shall be paid in monthly or quarterly installments.
3. This Part shall be effective on January 17, 2005.

(Ord. 2005-01, 1/10/2005)

PART 6

TOWNSHIP MANAGER

§601. DEFINITION OF TOWNSHIP MANAGER.

An employee who is responsible for directing the day-to-day conduct of Township business and for carrying out the policies of the Board of Supervisors. The employee is responsible for overseeing the Township's administrative functions, and keeping Supervisors informed of the Township's administrative and financial condition. Work involves contact with citizens to see that their problems and concerns are dealt with or brought to the attention of other officials. This employee will assign and direct the work of Township employees. Work is reviewed by the Supervisors through periodic written and oral reports and by audit of financial records.

(Ord. 12/12/2011, Art. I)

§602. APPOINTMENT AND REMOVAL OF A TOWNSHIP MANAGER.

A Township Manager (hereinafter referred to as "Manager") may be appointed for an indefinite term by a majority of all the members of the Board of Supervisors (hereinafter referred to as "Board"). The Manager shall serve at the pleasure of the Board and may be removed at any time by a majority vote of the Board. At least 30 days before any removal becomes effective, the Board shall furnish the Manager with a written statement setting forth its intention of removal.

(Ord. 12/12/2011, Art. II)

§603. POWERS AND DUTIES OF A MANAGER.

The powers and duties of a Manager shall include, but not be limited to, the following:

- A. Direct and supervise the work of Township employees and ensure the employees carry out their assigned duties and those duties inherent with their job function.
- B. Assist employees in their performance of assigned duties through planning and coordination with other Township employees.
- C. Make recommendations to the Board of Supervisors regarding the hiring, suspension, and discharge of employees.
- D. Assist citizens by informing them of Township rules and laws, explaining procedures, hearing complaints, and either resolving issues or referring them to the Board of Supervisors.
- E. Conduct research for use by Supervisors in making decisions.

ADMINISTRATION AND GOVERNMENT

- F. Meet with employees to resolve grievances.
- G. Search out and apply for other sources of funds such as grants, loans, credits, discounts, etc., when appropriate.
- H. Develop and implement administrative and operating procedures to meet Township needs and carry out approved policies.
- I. Assist the preparation of various reports required by State and Federal government and by insurance carriers.
- J. Originate and maintain contacts with Federal, State, and County agencies, and other organizations with whom the Township conducts business.
- K. Perform other duties as assigned by Supervisors.

(Ord. 12/12/2011, Art. III)

§604. REPORTING RESPONSIBILITY.

The Manager shall report to the Board as a whole, and the Manager shall take direction from the Chairperson of the Board.

(Ord. 12/12/2011, Art. IV)

§605. DISABILITY OR ABSENCE OF A MANAGER.

If a Manager becomes ill or needs to be absent from the Township, the duties of Manager shall be performed during his or her absence by such person as may be designated by the Board.

(Ord. 12/12/2011, Art. V)