

Cumberland Township, Adams County, Pennsylvania  
1370 Fairfield Road, Gettysburg, PA 17325

## **TOWNSHIP MANAGER**

Cumberland Township, located in Adams County, PA seeks an experienced Municipal Manager to serve a community of 7,000 residents.

A vast portion of the 6,000+ acre Gettysburg National Park is located in the Township. The Township Manager is the Chief Administrative Officer of the Township, appointed by a five (5) member Board of Supervisors. The Manager is responsible for the general oversight of all of the Township's day to day operations. Work involves supervising, directing, and coordinating all departments and activities of the Township (Departments include Administration, Public Works, Planning and Zoning, and Police) to ensure operations are in conformance with policy directives, rules, regulations, and the Pennsylvania Second Class Township Code.

The Township's General Fund operations total \$3,965,200.62. The total of all funds (including Fund Balance) is \$5,316,718. The Township currently has 19 full-time employees and one (1) part-time employee. The Township is in the process of a comprehensive rezoning initiative and is in the implementation stage of its MS4 Program. The Township is a bedroom community to the Baltimore-Washington Metropolitan area and is home to an actively engaged population.

Competitive candidates must be able to demonstrate a high level of successful performance in municipal management, budgeting, and planning. Ability to build community consensus and communicate effectively with engaged citizenry are important attributes. A strong record of leadership in a comparable community is important, along with experience with oversight of municipal departments such as Public Works, Administration, Planning and Zoning, and Police.

A Bachelor's degree from an accredited college or university in public or business administration, finance, planning or a related field is required. A Master's Degree in Public or Business Administration, Political Science, or a closely related field or Equivalent Degree is preferred. Candidates must have a minimum of five (5) years municipal management experience. Applicants must have a valid driver's license and must qualify for a surety bond.

The salary range is \$75,000-\$90,000, depending on qualifications and experience. The Township has an excellent comprehensive benefits package. The Township Manager's Ordinance and Resolution establishing the duties of the Manager are available on the Township's website: <http://www.adamscounty.us/Munic/CumberlandTwp/Pages/default.aspx>

Send cover letter, resume, salary history/expectation and at least three professional references in a single PDF document to: [cmerryman@cumberlandtownship.com](mailto:cmerryman@cumberlandtownship.com) or to Carol Merryman, Township Secretary, 1370 Fairfield Road, Gettysburg, PA 17325. The position will remain open until filled.

**ORDINANCE NO. 2020-177**

**AN ORDINANCE OF THE TOWNSHIP OF CUMBERLAND, ADAMS COUNTY, PENNSYLVANIA, AMENDING CHAPTER 1, PART 3 OF THE TOWNSHIP OF CUMBERLAND CODE OF ORDINANCES, ENTITLED "APPOINTED OFFICIALS".**

**WHEREAS**, the Board of Supervisors of the Township of Cumberland, Adams County, Pennsylvania deems it to be in the best interest and general welfare of the citizens and residents of the Township to update and amend Chapter 1, Part 3 of the Township of Cumberland Code of Ordinances, entitled "Appointed Officials", in order to amend the employment requirements and conditions of the Township Manager.

**NOW THEREFORE, BE IT ENACTED AND ORDAINED**, by the Board of Supervisors of Cumberland Township, Adams County, Pennsylvania, that Chapter 1, Part 3 of the Township of Cumberland Code of Ordinances (the "Code"), is hereby amended as follows:

**SECTION 1:** Chapter 1, Part 3, Section 1-303 of the Township of Cumberland Code of Ordinances, entitled "Qualifications; Residency Requirements", shall be amended to read as follows:

1. The Township Manager shall be chosen solely on the basis of executive and administrative abilities, with special reference to training and experience in municipal management. During his or her tenure, the Township Manager shall not hold any elective office within the Township.
2. A Bachelors Degree in Public Administration, Business Administration, Civil Engineering, or an equivalent degree, and appropriate experience shall be required, as determined by the Board of Supervisors in its discretion.
3. The Manager need not be a resident of the Township at the time of his or her appointment. However, the Board may, subject to the provisions of an employment agreement, if applicable, establish a residency requirement for the position of Township Manager by Resolution.

**SECTION 2:** Chapter 1, Part 3, Section 1-304 of the Township of Cumberland Code of Ordinances, entitled "Bond", shall be amended to read as follows:

Before entering upon his duties, the Manager shall give a bond, in the sum established from time to time by resolution of the Board of Supervisors, with a bonding company as surety, to be approved by the Board of Supervisors, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by Cumberland Township.

**SECTION 3:** Chapter 1, Part 3, Section 1-305 of the Township of Cumberland Code of Ordinances, entitled "Compensation; Conditions of Employment", shall be amended to read as follows:

The Board of Supervisors may enter into an employment agreement with the Township Manager setting forth the terms and conditions of the Township Manager's employment.

The Manager's salary shall be established either by resolution of the Board of Supervisors at the annual meeting or, if such Manager shall be appointed after the annual meeting of the calendar year or initial appointment, at any public meeting of the Supervisors, or the salary may be set forth in the employment agreement.

**SECTION 4:** Chapter 1, Part 3, Section 1-306 of the Township of Cumberland Code of Ordinances, entitled "Powers and Duties", shall be amended to read as follows:

The Manager shall be the chief administrative officer of Cumberland Township and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of Cumberland Township placed in his charge. The powers and duties for administration of all Township business shall be vested in the Manager, unless expressly imposed or conferred by statute or ordinance upon other Township officers. The specific duties and powers of the Township Manager shall be determined by a separate resolution adopted by the Board of Supervisors, and as modified from time to time.

**SECTION 5:** Repealer. All provisions of previous Ordinances of the Township of Cumberland which are contrary to this Ordinance are expressly repealed.

**SECTION 6:** Savings Clause. In all other respects, the Township of Cumberland Code of Ordinances shall remain as previously enacted and ordained.

**SECTION 7:** Severability. The provisions of this Ordinance are declared to be severable, and if any section, subsection, sentence, clause, or part thereof is, for any reason, held to be invalid or to be unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses, or part of this Ordinance.

**SECTION 8:** Effective Date. This Ordinance shall take effect immediately.

**ENACTED, ORDAINED, AND APPROVED** this 25<sup>th</sup> day of February, 2020.

**ATTEST:**

**Cumberland Township Board of Supervisors  
Adams County, Pennsylvania**

Carol A. Gernyman  
Secretary

David P. Wright  
Chairperson

## ORDINANCE 02-102

**AN ORDINANCE OF CUMBERLAND TOWNSHIP CREATING THE OFFICE OF TOWNSHIP MANAGER, PROVIDING FOR THE APPOINTMENT, REMOVAL AND QUALIFICATIONS OF SAID OFFICE; FIXING THE AMOUNT OF BOND AND METHOD OF COMPENSATING SUCH OFFICER AND ESTABLISHING THE POWERS AND DUTIES OF SAID OFFICE.**

### **SECTION 1. CREATION OF OFFICE**

The office of Township Manager is hereby created by Cumberland Township.

### **SECTION 2. APPOINTMENT; REMOVAL**

The Township Manager shall be appointed for an indefinite term by a majority of all members of the Board of Supervisors. The Manager shall serve at the pleasure of the Board and may be removed, with or without cause, at any time by a majority vote of all its members. At least thirty (30) days before such removal is to become effective, the Board shall furnish the Manager with a written statement stating its intention to remove him or her.

### **SECTION 3. 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 experience in municipal management. During his or her tenure, the Township Manager shall not hold any elective office.

B. A Bachelors Degree in Public Administration, Business Administration, Civil Engineering or an equivalent degree and appropriate experience shall be required.

C. The Manager need not be a resident of the township at the time of his or her appointment. However, within six (6) months of his or her appointment as Township Manager, the Township Manager shall reside within a twenty-mile radius of the Cumberland Township municipal building.

### **SECTION 4. BOND**

Before entering upon his duties, the Manager shall give a bond, in the sum established annually pursuant to a resolution of the Board of Supervisors, with a bonding company as surety, to be approved by the Board of Supervisors, conditioned upon the faithful performance of his duties, the premium for said bond to be paid by Cumberland Township.

## **SECTION 5. COMPENSATION; CONDITIONS OF EMPLOYMENT**

The Board of Supervisors may enter into an employment agreement with the Township Manager setting forth the terms and conditions of the Township Manager's employment. The Manager's salary shall be established by resolution of the Board of Supervisors at the annual meeting or, if such Manager shall be appointed after the annual meeting of the calendar year of initial appointment, at any public meeting of the Supervisors.

## **SECTION 6. POWERS AND DUTIES**

The Manager shall be the Chief Administrative Officer of Cumberland Township and shall be responsible to the Board of Supervisors as a whole for the proper and efficient administration of the affairs of Cumberland Township placed in his charge. The powers and duties for administration of all township business shall be vested in the Manager, unless expressly imposed or conferred by statute or ordinance upon other township officers. The specific duties and powers of the Township Manager shall be determined by a separate resolution adopted by the Board of Supervisors.

## **SECTION 7. BOARD OF SUPERVISORS PROCEDURES**

A. In the relationship between the Board of Supervisors and the Township Manager, the Board of Supervisors shall act as a body in all its dealings with the Manager. Individual members of the Board of Supervisors shall refrain from interfering with the Manager or employees of the Township in the performance of their duties, except for the purposes of inquiry. Administrative matters shall be dealt with solely through 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 departments or from assigning its Members to liaison relationships with Board, Commissions and Authorities.

## **SECTION 8. DISABILITY OR ABSENCE OF MANAGER**

If the Township Manager becomes ill, disabled, or is absent from the Township for any reason, a qualified person designated by the Board of Supervisors, shall perform the duties of the Manager during the absence, illness or disability.

## **SECTION 9. REPEALER**

Any existing ordinance, resolution or procedure in conflict with this Ordinance are hereby repealed.

**SECTION 10. EFFECTIVE DATE**

This Ordinance shall become effective five (5) days after the adoption hereof.

Approved, adopted and enacted into an Ordinance this 22<sup>nd</sup> day of

January, 2002.

Board of Supervisors  
Cumberland Township

by: \_\_\_\_\_

by: John P. Hayes

by: Don D. Smith

by: David P. Wayler

by: George A. Welkoff

Attest:

by: Carol A. Menigman  
Assistant Secretary

SEAL

**CUMBERLAND TOWNSHIP  
ADAMS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-10**

**A RESOLUTION OF THE TOWNSHIP OF CUMBERLAND, ADAMS COUNTY,  
PENNSYLVANIA, SETTING FORTH THE SPECIFIC DUTIES AND POWERS OF THE  
TOWNSHIP MANAGER.**

**WHEREAS**, Chapter 1, Part 3, Section 1-306 of the Township of Cumberland Code of Ordinances provides that the specific duties and powers of the Township of Manager shall be determined by a separate resolution adopted by the Board of Supervisors, and as modified from time to time; and

**WHEREAS**, the Board of Supervisors of the Township desires to set forth the specific duties and powers of the Township of Manager by Resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Supervisors of the Township of Cumberland, Adams County Pennsylvania, as follows:

**SECTION 1.** The Manager shall be responsible to the Board for the administration of all municipal affairs placed in his or her charge and shall have the following specific duties:

- A. Direct and administer all executive and nonlegislative activities of the Township, except as otherwise provided by statute or ordinance.
- B. Make recommendations to the Board for the appointment of all Township employees.
- C. Prepare the agenda for all public meetings of the Board and attend all public meetings of the Board, at which meetings he shall have the right to participate in discussions, but shall not have the right or privilege to vote on any matter.
- D. Participate in all Committee meetings as may be requested by the Board and participate in Committee discussions.
- E. Attend meetings of Township Commissions, Boards and advisory committees as requested by the Board.
- F. Prescribe such internal rules and regulations as are deemed necessary or expedient for the conduct and operation of administrative units and may revoke, suspend or amend any such rule or regulation of the administrative service.
- G. The power to assign, transfer, suspend, and discipline all non-uniform employees in the administrative service under his control.
- H. Promote the public good will and represent the Township before civic associations, business, professional, or governmental groups, the press and interested citizens concerning the general affairs and administrative functions of the Township.

- I. Serve as the Public Information Officer and participate in citizen engagement through social media established by the Township and the Township website.
- J. Prepare and present to the Board an annual report of the Township's affairs, including a summary of reports of department heads and such other reports as the Board shall require.
- K. Assemble estimates of the financial needs and resources of the Township for each ensuing year and prepare a program of activities within the financial power of the Township, embodying in it a budget document with proper supporting schedules and analyses.
- L. Exercise control over the administration of the budget of the Township and supervise the purchasing functions of the Township.
- M. Have, subject to direction from the Board, the authority to designate himself or to assign any other employee of the Township to perform the duties and exercise the functions of any office or position under his jurisdiction during a vacancy or in the absence or disability of an incumbent or where service is required, appropriate to the personnel classification of the individual so assigned.
- N. Have general supervision over all Township property and equipment and its use by the public or by Township employees.
- O. Oversee the Township's MS4 Program and make recommendations regarding compliance and funding.
- P. Prepare and submit to the Board such reports dealing with financial, administrative or other matters as the Board may request of him.
- Q. Make such recommendations to the Board concerning Township policy as he shall deem desirable or when instructed by the Board to do so. He shall keep the Board fully informed as to the conduct of municipal affairs and advise the Board as to the needs of the Township.
- R. Serve as the primary Township contact to the Township Solicitor and be responsible for the enforcement of all ordinances and regulations of the Township.
- S. See that the provisions of all franchises, leases, contracts, permits, and privileges granted by the township are fully observed and report to the Board any violation thereof.
- T. Assess both the short- and long-term problems and affairs of the Township and recommend plans and courses of action to the Board.
- U. Participate in the intergovernmental programs, monitor legislative activities and keep abreast of current advances in management and technology.
- V. Perform such other duties as are required by the Board.
- W. To enter into contracts, on behalf of the Township, for amounts equal to or less than \$2,000.00, and report the execution of such contracts to the Board from time to time.

**SECTION 2.** Effective Date. This Resolution shall be effective immediately.

**SECTION 3.** Survival Clause. In the event any provision, section, sentence, clause, or part of this Resolution shall be held invalid, such invalidity shall not affect or impair any remaining



provision, section, sentence, clause, or part of this Resolution, it being the intent of the Board of Supervisors that such remainder shall be and shall remain in full force and effect.

**SECTION 4.** Repealer. All resolutions or parts of resolutions inconsistent herewith are expressly repealed.

**RESOLVED and APPROVED** this 24<sup>th</sup> day of May 2022.

ATTEST:

Township of Cumberland  
Board of Supervisors

Carol Merryman  
Carol Merryman, Secretary

By: Steve Toddes  
Steve Toddes, Chairperson