

**THE BOARD OF SUPERVISORS  
WILLISTOWN TOWNSHIP,  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 15 of 2022**

**A RESOLUTION TO APPOINT SHANNA LODGE TO  
SERVE IN THE CAPACITY OF TOWNSHIP MANAGER  
FOR WILLISTOWN TOWNSHIP, CHESTER COUNTY,  
PENNSYLVANIA**

**WHEREAS**, Section 1301 of the Pennsylvania Second Class Township Code, 53 P.S. § 66301, provides for the creation, by ordinance, of the office of Township Manager; and

**WHEREAS**, Ordinance No. 1-1977 adopted by the Board of Supervisors on June 14, 1977, establishes the office of Township Manager for the Township of Willistown, provides for the appointment and removal of the Township Manager and sets forth the powers and duties of the office; and

**WHEREAS**, the Township Manager is an “at-will” employee who serves at the pleasure of the Board of Supervisors; and

**WHEREAS**, the compensation of the Township Manager shall be set by resolution adopted by the Board of Supervisors; and

**WHEREAS**, the Township Manager shall give bond to Willistown Township, with sufficient surety, in the amount directed by the Board of Supervisors, conditioned for the faithful performance of the duties of the office of Township Manager; and

**WHEREAS**, the Board of Supervisors having completed a search process to find a person suitable to fill the office and serve as the Township Manager desires to take the action described below.

**THEREFORE BE IT RESOLVED**, and the same is hereby resolved, by the Willistown Township Board of Supervisors:

1. That Shanna Lodge is appointed to fill the office of, and serve as, the Township Manager and Township Secretary effective September 6, 2022.
2. That Ms. Lodge’s duties and responsibilities are as enumerated in Ordinance No. 1-1977, adopted on June 14, 1977, as the same may be amended from time-to-time.
3. That Ms. Lodge is considered to be and is classified as an exempt employee as the term is defined by federal labor law.

4. That Ms. Lodge's salary upon assuming the office of Township Manager on September 6, 2022, shall be \$155,000 per annum paid in 24 equal increments throughout the calendar year.

5. That Ms. Lodge's employment shall be in accordance with the conditional offer letter sent on July 18, 2022, on behalf of Willistown Township by Nicole Beckett of the Robert B. & Helen S. Meyner Center for the Study of State and Local Government, and accepted by Ms. Lodge on the same date.

6. That this resolution shall not guarantee employment to Ms. Lodge for any specified period or term.

**RESOLVED THIS 15<sup>th</sup> DAY OF AUGUST, 2022**

**WILLISTOWN TOWNSHIP  
BOARD OF SUPERVISORS**

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William R. Shoemaker, Chair

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Robert T. Lange, Vice Chair

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Molly H.B. Perrin, Member

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Martin McKenzie, Assistant Secretary