



TOWNSHIP MANAGER

Middletown Township, Delaware County, Pennsylvania

LAFAYETTE
MEYNER CENTER FOR THE STUDY
OF STATE AND LOCAL GOVERNMENT

Middletown Township, Delaware County, Pennsylvania (population 16,373) seeks a collaborative, hands-on professional to serve as its next **Township Manager**.

The Community

Middletown Township encompasses approximately 13.5 square miles in central Delaware County, making it the third largest municipality in the County geographically. Located one mile west of Media, the county seat, and roughly fifteen miles west of Center City Philadelphia, the Township is bounded by Ridley Creek to the east and Chester Creek to the west. Established in 1686, Middletown today is a mature, affluent suburban community that has retained an exceptional amount of preserved open space. The Township motto is "Where all trails lead," which reflects an extensive and growing network of public trails along both creek corridors.

The Township grew around historic mill villages and crossroads settlements including Lima, Glen Riddle, Lenni, Elwyn, and Wawa. Commercial and mixed-use activity is now concentrated along the Baltimore Pike (U.S. 1) and Route 352 corridors, anchored by the Promenade at Granite Run. Major institutional and campus properties including Penn State Brandywine, Elwyn, Riddle Hospital, the Tyler Arboretum, the County's Fair Acres complex, and several senior living communities all contribute significantly to the Township's identity and economy. Residents are served by the Rose Tree Media School District and by SEPTA regional rail service. The Township's median household income and educational attainment are well above county and state averages, and residents are actively engaged in local government.

The Government

Middletown Township adopted a Home Rule Charter in 1978 and operates under the Council-Manager form of government. Township Council consists of seven members of which three are elected at large and four are elected from voting districts, each serving a four-year term. Council sets policy; the Manager serves as chief administrative officer, appointed by and reporting to Council.

The Township employs approximately 20 full-time staff. Departments reporting to the Manager include Planning and Development, Finance and Information Technology, Parks and Recreation, Public Works, and Public Safety and Emergency Management. The Township Engineer, Solicitor, Code Enforcement services, Fire Marshal, and Health Officer are retained on a contracted basis. The Township maintains its own Board of Health, and sanitary sewer service is provided through the Middletown Township Sewer Authority. Police protection is provided by the Pennsylvania State Police; fire and emergency medical services are delivered through the Township's volunteer fire company partners. The Township workforce is non-union.

The 2026 adopted budget includes a general fund of approximately \$6.5 million, a capital program of approximately \$6.2 million, and debt service of approximately \$2.0 million, for total appropriations of roughly \$15.5 million across all funds. The real estate tax rate is 1.01 mills and has remained unchanged since 2021. The Township maintains healthy reserves, including a dedicated Operational Reserve Fund, and adheres to a fiscal policy requiring a minimum general fund balance equal to three months of operating expenses.

The Position

The Township Manager is the chief administrative officer of the Township, appointed by and responsible to Council for the administration of all Township affairs. Under the Home Rule Charter, the Manager appoints and,

for cause, suspends or discharges all Township employees and appointive administrative officers; directs and supervises all departments and offices; administers Township finances, including tax collection and payment of obligations; prepares and submits the annual budget and a multi-year capital program; executes all contracts on behalf of the Township; keeps Council fully advised as to the Township's financial condition and future needs; and serves as the Township's Right-to-Know Officer. This is a working manager's position in a small organization with few layers of management. The successful candidate will be as comfortable managing consultants and drafting a grant application as presiding over a department head meeting.

The Charter establishes a clear and professional working relationship between Council and the Manager. Council sets policy and may discuss any personnel matter freely with the Manager, but may not dictate the appointment or removal of any employee, and Council members deal with staff solely through the Manager. Council reviews the Manager's performance annually, and the Charter provides for removal only through a formal resolution process that affords the Manager written reasons and the right to a public hearing.

Opportunities, Priorities and On-going Projects

The next Manager will step into a substantive and well-defined agenda, including:

- **Fire and emergency services.** Council and staff are actively establishing a formal operating structure for fire services, supporting the Township's transition to a new primary EMS provider, capitalizing apparatus and facility needs, and evaluating a shared services agreement with a neighboring municipality.
- **Land development and land use.** The Township is engaged in several significant land development matters, including the proposed redevelopment of the former Sleighton School property, and is advancing planning along the Baltimore Pike and Route 352 corridors.
- **Rose Tree Media K-1 Early Learning Center.** The School District has proposed a kindergarten and first grade center on District-owned land south of Penncrest High School near Middletown Road and Rose Tree Road, which would allow the District to offer full-day kindergarten and relieve elementary overcrowding. The application is under land development review by the Township and has generated significant public interest, particularly regarding traffic.
- **Route 352 and U.S. 1 Roadway Improvements Project.** PennDOT, working with the Delaware County Planning Commission and Township officials, is advancing a major project to reconstruct and reconfigure the U.S. 1 and Route 352 cloverleaf interchange, originally built in 1939, and the Media Bypass interchange with Baltimore Pike, originally built in 1958, together with improvements to the adjoining network along Baltimore Pike, Route 352, and Route 452. The Manager will serve as the Township's principal liaison to PennDOT throughout design and construction.
- **Capital investment.** A five-year capital program of approximately \$9.3 million is underway, including road construction and resurfacing, park development, stormwater improvements, traffic control, and facilities within the Township's Transit Revitalization Investment District (TRID).
- **Financial stewardship.** The Township's revenue base is diversified with business privilege and mercantile taxes, permit and license fees, and realty transfer taxes together comprising a substantial share of general fund revenue. Long-range financial planning, debt management, and grant procurement are central to the position.
- **Organizational development.** Opportunities exist to modernize personnel policies, advance technology and permitting systems, and continue building a service-oriented organizational culture.

Required Qualifications

Council seeks candidates who offer:

- A bachelor's degree in public administration, political science, planning, business, finance, or a closely related field, or an equivalent combination of education and experience.
- A minimum of seven years of progressively responsible experience in local government, including at least five years as a manager, assistant manager, department director, or equivalent.
- Demonstrated experience in human resources.
- Familiarity with municipal budgeting and finance.
- Working knowledge of the Pennsylvania Municipalities Planning Code, including subdivision and land development review, statutory review timelines, zoning administration, and zoning hearing board practice.
- Exceptional written and oral communication skills and a demonstrated commitment to transparency and community engagement.

Preferred Qualifications

- A master's degree in public administration or a related field.
- Experience with fire and emergency medical service delivery models, including agreements with volunteer companies and regional providers.
- Experience overseeing public works operations, sanitary sewer or water utility systems, and MS4 stormwater compliance.
- Experience with intergovernmental and shared services agreements, and with PennDOT, SEPTA, and county agency coordination.
- Experience with open space acquisition, easements, trail development, and land preservation.
- Experience in code enforcement administration and municipal health licensing.

Compensation

The anticipated salary range is \$155,000 to \$180,000, depending on qualifications and experience, with an excellent benefits package. The Home Rule Charter imposes no residency requirement on the Township Manager.

To Apply

Interested candidates should submit a cover letter, resume, and salary expectations by **noon on Friday, September 18th** to:

Jennifer W. Smethers
Associate Director for Municipal Services
smetherj@lafayette.edu

Middletown Township is an Equal Opportunity Employer.