SUPERVISOR COMPENSATION SAMPLE ORDINANCES

Act 94 of 2024 amended the Second Class Township Code to adjust the maximum thresholds for supervisor compensation and to allow township supervisors to be paid on a per-meeting basis.

After the new act takes effect on December 1, 2024, each board of supervisors may choose whether to implement all or part of the increase by ordinance or to leave current compensation rates in place. The new caps for supervisor compensation are as follows:

|  |  |  |
| --- | --- | --- |
| **Township Population** | **Current Caps** | **New Caps (Effective 12/1/24)** |
| not more than 4,999 | $1,875 | $3,145 |
| 5,000 to 9,999 | $2,500 | $4,190 |
| 10,000 to 14,999 | $3,250 | $5,450 |
| 15,000 to 24,999 | $4,125 | $6,915 |
| 25,000 to 34,999 | $4,375 | $7,335 |
| 35,000 or more | $5,000 | $8,385 |

Supervisor compensation may be set by annual salary payable monthly or quarterly. Act 94 provides a new option to set supervisor compensation on a per-meeting basis for advertised public meetings of the board of supervisors in which a supervisor participated. If using the per-meeting option, the ordinance must provide for excused absences, which must include, but not be limited to illness of the supervisor or their family and family or business travel.

For both the salary and per-meeting option, no supervisor may receive more than the cap each year. If using the per-meeting option, attendance of each supervisor must be tracked, including extra public meetings scheduled, and excused absences documented.

The Pennsylvania Constitution prohibits an elected official from approving and receiving an increase or decrease in compensation during the current term of office. Any change in supervisor compensation will not apply to supervisors during their current term. Instead, a supervisor will receive the new rate only after beginning a new term of office. A newly appointed supervisor will receive the increase immediately.

The ordinance's effective date may not be less than five days after enactment. The township's intent to adopt an ordinance must be advertised by one of the following methods:

1. The entire text of the ordinance must be published at least once, not more than 60 days nor less than seven days before passage; or
2. The title and a brief summary of the ordinance must be published, along with the location at which the full text may be examined, not more than 60 days nor less seven days before passage. A copy of the full text of the ordinance must be filed with the publishing newspaper, and after the ordinance is enacted, a copy of the full text must be filed with the agency designated by the county commissioners.

SAMPLE A: Annual Salary on a Monthly or Quarterly Basis

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania has enacted Act 94 of 2024, which sets forth parameters for the compensation of supervisors of townships of the second class, and;

WHEREAS, the act provides that supervisors of townships having a population of \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_ may be compensated in an amount not to exceed $\_\_\_\_\_\_ per year, and;

WHEREAS, the population of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township is \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Now, therefore it is hereby enacted and ordained as follows:

1. Each supervisor of \_\_\_\_\_\_\_\_\_\_\_\_\_ Township entering office after the effective date of this ordinance shall receive compensation as an elected township supervisor in the annual amount of $\_\_\_\_\_\_\_\_\_\_\_\_.
2. Such compensation shall be paid in \_\_\_\_\_\_\_\_\_\_\_\_\_ [*monthly or quarterly*] installments of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ each.

This ordinance shall be effective on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

SAMPLE B: Per Meeting Pay with Annual Cap

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania has enacted Act 94 of 2024, setting certain parameters for the compensation of supervisors of townships of the second class, and;

WHEREAS, the act provides that supervisors of townships having a population of \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_ may be compensated in an amount not to exceed $\_\_\_\_\_\_\_\_\_ annually, and;

WHEREAS, the population of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Township is \_\_\_\_\_\_\_\_\_\_\_\_\_, and;

WHEREAS, the board of supervisors of \_\_\_\_\_\_\_\_\_\_\_\_ Township, \_\_\_\_\_\_\_\_\_\_\_\_\_County desires to set compensation on a per-meeting basis.

Now, therefore it is hereby enacted and ordained as follows:

1. Each supervisor of \_\_\_\_\_\_\_\_\_\_\_\_\_ Township entering office after the effective date of this ordinance shall receive compensation as a supervisor in the annual amount not to exceed $\_\_\_\_\_\_\_\_\_\_.
2. Such compensation shall be paid to supervisors on a per-meeting basis based on the attendance and participation of supervisors at advertised public meetings of the board of supervisors. The per-meeting amount shall be set at $\_\_\_\_\_\_\_\_\_\_\_\_ and shall be payable monthly. Supervisors may be paid for no more than XX meetings per year (*Note: this must equal the normal number of meetings scheduled each year and cannot exceed the annual amount in 1 above).*
3. Such compensation is not payable if a supervisor is absent from a meeting and the absence is not excused. Reasons for excused absences include an emergency or illness of the supervisor or the supervisor's immediate family as well as family or business travel, death of a family member, work required by an employer, and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. [Note: *boards may list additional reasons for excused absences to the mandatory reasons of an emergency or illness and family or business travel and may require documentation to support an excused absence.* ]

This ordinance shall be effective on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_.