

TO: Township Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: July 1, 2026

AGENDA ITEM TOPIC: Proposed Amendment to Chapter 1, Article III, Section 1-47 – Authorized Township Officials

Requested Action

Authorize staff to prepare a draft ordinance amending Chapter 1, Article III, Section 1-47 of the Hamburg Township Code of Ordinances to add the Township Supervisor and Township Clerk as authorized Township ordinance enforcement officers and to proceed with the ordinance adoption process in accordance with the Township Administrative Policies and Procedures Manual.

Background

Section 1-47 of the Hamburg Township Code of Ordinances identifies those Township officials authorized to act as ordinance enforcement officers. The current ordinance identifies several administrative positions but does not expressly include the Township Supervisor or Township Clerk.

Adding these elected officials will clarify the Township's enforcement authority and ensure the ordinance accurately reflects the officials authorized by the Township Board to enforce Township ordinances when acting within the scope of their official duties.

Consistent with Section 7.1 of the Township Administrative Policies and Procedures Manual, this item is presented at a Township Board work session for discussion and direction prior to preparation of a formal ordinance amendment.

Proposed Amendment

Amend Section 1-47 to read as follows:

Sec. 1-47. Authorized Township Officials.

Upon appointment by the Township Board to their respective positions, the following personnel are hereby also appointed to serve the Township as ordinance enforcement officers to enforce all ordinances of the Township, whether heretofore or hereafter enacted, including, but not limited to, the issuance of citations and notices pursuant to this article:

1. Planning/Zoning Administrator.
2. Assistant Zoning Administrator.
3. Code Enforcement Officer.
4. Any duly appointed and sworn Township Police Officer.
5. Department of Public Works Administrator.
6. Township Supervisor.
7. Township Clerk.

Next Steps

If the Township Board authorizes staff to proceed:

- Staff will prepare a formal ordinance amendment using the Township's approved ordinance template.
- The draft ordinance will be reviewed by the Township Attorney, if directed by the Township Board.
- The ordinance amendment will be assigned the next available ordinance number.
- The amendment will be scheduled for First Reading and Second Reading before the Township Board in accordance with the Township's ordinance adoption procedures.
- Following adoption, the ordinance will be published as required by law, certified by the Township Clerk, and submitted for codification through Municode.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☐

Are funds budgeted? Yes ☐ No ☒

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____