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BRIGHTON TOWNSHIP, BEAVER COUNTY, PENNSYLVANIA TOWNSHIP MANAGER POSITION ANNOUNCEMENT

Brighton Township, a beautiful and desirable “gem”, lies in the heart of Beaver County, where residents enjoy its rural setting, open spaces, and safe neighborhoods. With a population of 8,800 the Township is governed by a Board of three elected supervisors, each of whom serves a six-year term. The current Township Manager will be retiring this Fall after 33 years of dedicated professional and innovative service.

Brighton’s stable and peaceful nature did not occur by accident. Respecting the role of each, the Board and Manager function as the kind of collaborative team that every community deserves. Brighton Township’s progressive development and zoning codes sustain its rural residential character, consistent with community desires expressed in the recently completed comprehensive planning process. This atmosphere is achieved while also making provisions for other wanted amenities.

Brighton’s centrally located Interstate 376 Exchange provides residents and visitors with easy access to the many area amenities and attractions of downtown Pittsburgh, the Pittsburgh International Airport and other major Interstate highways, such as Interstate 76 (Pennsylvania Turnpike), and Interstates 79 (north/south) and 80 (east/west). Yet this access does not interfere with the bucolic nature of the Township.

Brighton Township is part of the Beaver Area School District, (BASD), that also includes Beaver Borough, Bridgewater Borough, and Vanport Township. BASD (<http://www.basd.k12.pa.us/>) consistently ranks as a top performing school district among the region of Western Pennsylvania. Brighton Township is home to the Heritage Valley Beaver hospital, a leading regional hospital ([**HERITAGE VALLEY BEAVER**](#)), part of Heritage Valley Health System, a modern community-based system serving southwestern Pennsylvania. St. Barnabas Health System, which specializes in senior living options in the region, also has a substantial presence in Brighton. A full-service community, Brighton Township delivers at a high level of quality to the public. The Manager serves as the chief administrative and financial officer of the Township,

overseeing the day-to-day operations of the Township with the full support of the governing body. The 2025 General Fund Budget of \$6.25 million, supports the Administrative, Public Works, Police and Fire, and Recreation operations of the Township. The Police Department of 15 full-time officers, including two school resource officers. The Public Works Department of six full-time employees provides road and building and grounds maintenance for the Township. The Brighton Township VFD is a highly successful combination of paid and volunteer Fire Department, funded primarily through the Township budget.

In addition to the General Fund, Brighton Township's robust Capital Fund carries out large projects and funds capital purchases systematically. The Stormwater Fund addresses stormwater management through a fee to finance the obligations of the NPDES MS4 permit held by the Township.

The Brighton Township Municipal Authority (BTMA), with a \$2.9 million operating budget, provides public water service through its storage and distribution system. The Brighton Township Sewage Authority (BTSA), with a \$2.4 million operating budget, provides public sewerage service through its collection and conveyance system. Both authorities are governed by a 5-member Board of Directors. The Township Manager provides administrative oversight of the BTMA, with 5 full-time employees, and the BTSA, with 4 full-time employees.

Brighton Township places an emphasis on the development and sustainability of park and recreation areas while preserving open space. The Township owns nearly 400 acres of active and passive with plans for the dedication of close to 100 additional acres of land. The Township's park system includes baseball, softball, soccer, and football facilities utilized by local youth organizations for league play. The Township parks also function as the home field locations for the BASD high school baseball and softball teams. The park system also includes an indoor lodge and three shelters available for rental, a professionally designed par 35 9-hole disc golf course, and miles of walking and hiking trails. The Manager works closely with the Parks and Recreation Board and youth organizations to coordinate activities and field use. In addition to its own open space and recreation areas, Brighton Township is also home to a significant portion of Beaver County's Bradys Run Park, which consists of nearly 2,000 acres with numerous indoor and outdoor rentals facilities, ice arena, indoor/outdoor tennis, pickleball courts, lake, walking, and biking trails. More information can be found at [Beaver County PA - Bradys Run Park](#).

The next Manager will pick up the legacy "baton" of the current Manager and possess strong communication skills, a positive attitude, a passion for public service and be committed to ethical, open, and transparent government. The Manager will have the administrative leadership capacity to coordinate staff activities under Board policies. The Manager will prepare and implement the budgets of the Township and Authorities, including capital plans and expenditures. The Manager must have the knowledge and experience to prepare and oversee the

Board agenda and financial reporting. The Manager works closely with the Brighton Township Planning Commission on the development and maintenance with the Township's land use regulations. The Manager will be responsible for human resources, collective bargaining, grant administration, and contract management. The Manager oversees citizen communication efforts, including printed newsletters, website, and social media activities. The Manager acts as Brighton's Administrative Right to Know Officer.

In conjunction with the Board, the next Manager should be prepared to map out a strategy to add administrative support. This could come in the form of an Assistant Manager or a departmental director position.

Requirements for this position include:

- Understanding of Pennsylvania municipal laws.
- Familiarity with the Pennsylvania Second Class Township Code
- Demonstrated relevant municipal managerial and administrative OR business/not-for-profit managerial and administrative experience, which shall include at least seven (7) or more years as a Municipal Manager or Assistant Manager, or a combination of the two; OR experience deemed similar and related by the Board of Supervisors. The Board may modify this requirement at its sole discretion.
- Possession of a bachelor's degree, with a Master's Degree desirable, in Public or Business Administration or related field acceptable to the Board, from an accredited college or university. The Board may deem that a relevant Master's Degree may substitute for one year's management and administrative experience at its discretion.
- Understanding of, and collaboration with as a plus, regional governance and offering of services through a Council of Governments and with non-profit organizations.

Candidates selected for interview(s) should examine Brighton Township's website and familiarize themselves with its Comprehensive Plan.

Competitive salary/excellent benefits as to size, population, location and Manager's responsibilities.

Interested candidates should submit 1) a letter of interest, 2) resume, 3) three (3) professional references, 4) expected salary range and 5) contact information to:

employment@publicpartnersofpa.com and brightontwp@brightontwp.org

The successful candidate will be required to undergo a background check and be bondable in the amount determined by the Board.

Resumes and accompanying materials will be accepted until the position is filled.

Brighton Township is an Equal Opportunity Employer.