

PERSONNEL COMMITTEE REPORT – MARCH 9, 2020

Members: Reinhold, Chairperson, Richard, Ressler

Attendees: Reinhold, Ressler, Martin, Rowe, Mowen, Thompson, McManus (Mowen, Thompson, McManus departed following Discussion Item 1)

The Personnel Committee met on February 10, 2020 and discussed the following:

Action Items:

1. There were no action items for discussion.

Discussion Items:

1.
 - a. Borough Manager Thompson updated the committee on the progress of the Chief of Police hiring process. The advertisement was posted on the Pennsylvania Chiefs of Police website on February 6. Applications will close on March 5 at 4:00 PM. Following the close all applications will be reviewed by three Chiefs of Police and they will recommend six to eight top candidates. The committee will receive all of the applications to review and will continue with the PCPA proposed candidates, they may instead add or delete candidates if they chose. Mr. Thompson reminded the committee they will control the process and their participation in the next steps is germane. Updates on the process will be shared with the committee as necessary.
 - b. Solicitor McManus discussed the merits of using a uniformed Chief of Police versus a non-uniformed manager overseeing the department. He contacted several sources for information. It was determined the committee recommendation to have a uniformed Chief of Police was favored due to various potential for problems that may arise if a non-uniformed position was filled. The committee was satisfied with the explanation.
2. The committee discussed topics for the April Workshop. Using the suggested topics gathered from the April 2019 Retreat, the committee chose “Right to Know” as the topic including The Sunshine Law and how we can remain in compliance with particular emphasis on the gray areas. Mrs. Rowe suggested topics to be considered by the committee for future workshops; an Evaluation Primer to assist council in the evaluation process and an overview of the Guidelines, Policies and Procedures documents approved

by Council and how to use them. The committee agreed these could possibly be beneficial moving forward and instructed Mrs. Rowe to add them to the workshop list.

3. Mrs. Rowe instructed she requested the welcome packets for borough residents from the borough council be added as a discussion topic to the February 24 Special Projects committee meeting. She asked the committee if they had any guidance for the committee. Mrs. Martin informed the committee Rep. Fee has recently completed an update of her welcome packet; a sample will be provided to the committee for their meeting.
4. Mrs. Rowe asked for some direction for the policy for “Budget Night”. The committee requested it not be done the same evening as a work session or voting session of council. Mr. Ressler suggested it may be beneficial to have the information prior to all of the October committee meetings to assist council in preparing for those meetings. It was agreed “Budget Night” should occur during the month of October on the Thursday immediately following the regular meeting of council. Mrs. Rowe will prepare a draft policy for the committee for their March 9 meeting.
5. Mrs. Rowe informed the committee that during the Budget & Finance committee meeting a request was made for clarity on the check register. Mrs. Rowe is reluctant to duplicate the efforts of the committee in a policy. The committee agreed to place the item on hold until it is determined if the committee can achieve the goal of getting the information they desire without a policy. This will appear under Old Business.
6. The committee discussed the possibility of having a travel policy. The Borough Manager informed Mrs. Rowe the borough does have a sample policy drafted and thought the committee may be interested. The committee would like to see all of Borough Council receive the policy that is currently in place for elected officials. They are not necessarily opposed to having an approved policy but are not certain one is necessary. Mrs. Rowe will reach out to the Borough Manager for further discussion and report back to the committee next month.
7. Mrs. Rowe requested additional information regarding the request made at the February meeting to receive quarterly reports from management. In particular, she would like to know what types of information the committee would like to see and from which managers the committee would like to receive reports. Mr. Ressler suggested this may be better as a discussion item at the committee level, coaching committee chairs to request the information. Following a lengthy discussion, this item was tabled for the March committee meeting.

During 2019, the committee had requested Mrs. Rowe meet with HR once per month to exchange information the committee may request. Mrs. Rowe wanted to confirm the committee wished this to continue before beginning the meetings in 2020. The committee was interested in having this continue. Mrs. Rowe will contact Ms. Kramer to schedule meetings going forward, reporting back to the committee.

8. The committee discussed a suggestion made last month under “Ideas Moving Forward” that Mrs. Rowe ensure there is more detail and consistency in the committee reports with

the possibility of needing a policy. Mr. Ressler believes the committee reports are in place to provide an overview of committee discussion and should not necessarily be minutes of the committee meeting. This item will be removed from the Personnel Committee discussion items.

9. No one presented any ideas or suggestions for additional guidelines.
10. The committee discussed the June workshop and determined Mrs. Rowe begin planning to facilitate a presentation to help guide council in going through the evaluation process. Mrs. Rowe will begin working on this and update the committee next month.
11. The committee chair expressed interest in having the council president inform the committee of items on which time was devoted each month. Mrs. Rowe had several items to discuss; however, because it was approaching 10:30 PM and one committee member (as well as the alternate) were not in attendance, this was placed on hold to be discussed at the March meeting. Mrs. Rowe will continue to compile the list.
12. The committee determined there are no goals for the March meeting.
13. The committee discussed the proposed committee meeting with managers of various departments of the borough to discuss their job descriptions and receive their assessment of the strengths and weaknesses of working for the borough. The committee recognizes both the merits and downsides of conducting such meetings. This will remain a discussion item with alternate suggestions to be explored.

Chairman Reinhold called the committee into a very brief executive session to discuss a personnel matter.