

## **PERSONNEL COMMITTEE REPORT – JANUARY 13, 2020**

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**Members:** Reinhold, Chairperson, Richard, Martin

**Attendees:** Reinhold, Richard, Martin, Rowe, Mowen, Thompson

The Personnel Committee met on December 16, 2019 and discussed the following:

### **Action Items:**

1. President Rowe noted the Job Description for the position of Chief of Police should be reviewed; any changes the committee wishes to make should be completed before the recruitment process begins. Mrs. Martin initiated the discussion by questioning if the education portion (Bachelor's Degree) should be mandatory instead of preferred. The committee favored no change. Mrs. Martin also questioned if the standard for controlling crime should be defined and included. Following discussion, the language in the first bullet point will be amended. Mrs. Rowe wishes to follow the former chief's suggestion and add language to ensure experience with multiple municipalities is included. Following discussion, that language will be added as a preferred, but not mandatory. Mr. Thompson suggested to include language that ensures the position would be a uniformed officer versus a non-uniformed officer in keeping with a previous committee decision. That language will be added. Mrs. Rowe will revise the document and correct several grammatical errors. The changes will be noted in green bold face type when shared with council as part of the Work Session packet and brought to council for approval on January 13, 2020.
2. Mrs. Rowe shared an email from the Pennsylvania Chiefs of Police Association defining their three levels of testing. The committee debated the merits of using the first program at a cost of \$12,500 versus the second program which eliminates the In-Basket Exercise at a cost of \$8,000. The third level program, solely a structured interview was not appealing to the committee. The committee wishes to begin the process as soon as possible, but still would like more information. A meeting with Gregory Bean from the PCPA will be scheduled before the Program is selected; however, since Borough Council approved moving forward last month at a cost not to exceed \$15,000 and no services exceed that amount, the committee instructed Mr. Thompson to move forward with contacting the PCPA to begin the recruitment process. The Personnel Committee will remain involved in the process and will keep Council informed via the committee reports. No action is required at this time.

### **Discussion Items:**

1. Mr. Thompson shared the 2020 Budget and Program of Services includes three line items regarding Borough staffing. The positions are a) Apprentice Lineman; b) promoting a Laborer to Equipment Operator and c) Social Media (part-time). The first two positions are time sensitive and will be advertised in-house. Staff would like the positions filled before

the standby schedule is created prior to the end of the year; therefore, the request is for Council to take action at the work session. This will now become an Action Item.

DRAFT