

PERSONNEL COMMITTEE REPORT – FEBRUARY 8, 2021

Members: Reinhold, Chairman; Richard, Vice Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; No Staff

Attendees: Reinhold, Chairman; Richard, Vice Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio, Zimmerman

The Personnel Committee met on January 12 and discussed the following:

Action Items:

1. There were no action items on the agenda.

Discussion Items:

1. The committee requested an update on the status of the Assistant Borough Manager position. Rowe provided them a copy of the Job Description with the changes she suggested incorporated as well as the advertisement (showing those changes as well). Applications will be accepted through February 12; interviews of qualified candidates will take place virtually near the end of the month with second round interviews taking place a few days later. The final selection is anticipated by mid-March with an employee hire date occurring near the beginning of April.
2. The committee discussed reviewing and revising the Borough Manager job description similar to the process used for the Chief of Police Job Description. Chapter 57, the Ordinance creating the position of Borough Manager was suggested as relevant to this task. Rowe recommended that the Solicitor be contacted if any Ordinance revisions would be discussed. Mrs. Martin suggested comparing the job description for Assistant Borough Manager with Borough Manager to ensure consistency. Rowe was charged with inviting the Solicitor to attend the next meeting of the committee (or a special workshop of the committee) to discuss the steps necessary if a change to the Ordinance is forthcoming. Using Mrs. Martin's suggestion as a basis, the committee will have suggested changes prepared to discuss at the next meeting.
3. The committee expressed interest in revising the Job Description for the former position of Director of Finance and Administration, considering the position may become a Finance Manager. Since many of the Essential Duties are listed in the Assistant Borough Manager Job Description, several suggestions were made; Rowe noted those suggestions. This will be reviewed again at a later meeting.
4. The committee expressed interest in expediting the hiring of a Social Media Specialist as an intern position. This Job Description will be looked into at the next meeting.
5. The committee voiced a desire to continue reviewing Job Descriptions. They selected Municipal Services Manager, HR Manager, and IT Manager as those they wish to address first.
6. The committee addressed the discussion that was started at their November meeting to prepare an Overview/Description of the Personnel Committee. Rowe handed out several overviews that she located performing research into this topic. Chairman Reinhold urged all committee members to

look over the summaries Rowe provided and select verbiage to be discussed and chosen next month.

7. The committee discussed the possibility of again changing their meeting date and time. Although they agree meeting following the voting session of council will cause the meeting to run later than if they began earlier in the night, they prefer to not have to come to Borough Hall on yet another night. Rowe reminded everyone the Personnel Committee is an advertised, public meeting and the 2021 schedule was already advertised. The committee voted to move the meeting date and time back to the second Monday of the month, beginning approximately 15 minutes following the adjournment of the voting session. Rowe will request the new committee meeting dates and times be advertised.
8. All other agenda items will be discussed at the next meeting.