

PERSONNEL COMMITTEE REPORT – FEBRUARY 12, 2024

Members: Martin, Chairman; Richard, Vice Chairman; Zimmerman, Member; Musser, Alternate

Attendees: Committee: Martin, Chairman; Zimmerman, Member; Musser, Alternate
Council: Reinhold, Ex-Officio; Aronson; Mowen, Mayor
Staff: Harris

The Personnel Committee met on January 15, 2024, at 4:00 PM at Ephrata Borough Hall, 124 South State Street.

Approval of Committee Agenda:

President Reinhold provided confirmation of the following:

1. The meeting agenda was posted on the Borough's website and at Borough Hall no later than 24 hours in advance of the time of the meeting.
2. The meeting agenda included a listing of each matter of Borough business that will be or may be the subject of deliberation or official action at the meeting.
3. There were no changes made to the meeting agenda after it was posted.
4. The meeting agenda was made available to individuals in attendance at the meeting.

Ms. Martin asked for a motion to accept the meeting agenda. Mr. Zimmerman made a motion and Mr. Musser seconded to approve the meeting agenda as posted. The motion carried unanimously.

Action Items:

1. Ratification of the following Ephrata Borough Council documents:
 - a. By-Laws
 - b. Code of Ethics/Conflicts of Interest Guidelines
 - c. Rules of Order
 - d. Borough Council Meeting Guidelines **(NOTE: To remove §4 prior to ratification.)**
 - e. Committee Meeting Guidelines
 - f. Budget Night Policy
 - g. Telecommunications Policy **(NOTE: This will be removed from ratification at this time and tabled until the Borough Solicitor can provide input.)**
 - h. Whistleblower Policy
 - i. Guidelines for Employee Evaluations **(NOTE: This will be removed from ratification at this time and tabled until a future date after the Personnel Committee has had a chance to evaluate the current guidelines.)**
 - j. Performance Management Process
 - k. Performance Evaluation/Borough Manager
 - l. Performance Evaluation/Chief of Police

Discussion Items:

1. Personnel Update: Ms. Harris informed the Committee that the Borough is currently searching to fill vacancies in the following departments:
 - a. Business Office (Customer Service Representative)
 - b. Finance (P/T Finance Administrative Assistant)

- c. Engineering & Public Works (Director)
- d. Utilities (Director)
- e. Public Works (2 Equipment Operators) **NOTE: Equipment Operators require a CDL however and we will hold off on hiring for these positions initially and probably hire as a General Laborer instead.**

Executive Session:

1. Chairman Martin made a motion and Mr. Musser seconded to go into Executive Session at 4:39 PM to discuss a personnel matter. Chairman Martin exited Executive Session at 5:08 PM.

Next Meeting Date: February 19, 2024 – 4:30 PM