

PERSONNEL COMMITTEE REPORT – APRIL 12, 2021

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

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

The Personnel Committee met on March 8, 2021 and discussed the following:

Action Items:

1. There were no action items on the agenda.

Discussion Items:

1. The committee reviewed the descriptions received. The committee selected the following:

“Responsible for personnel policies, instituting goals for Senior Management, oversight of organizational structure and developing management job descriptions in conjunction with the Borough Manager.”

The committee directed Rowe to have this description added to the Borough website.

2. The committee discussed the communications policy/guidelines as suggested by a council member at the 2019 retreat and again last month by the Solicitor. It was decided that this item should be placed back in the “Suggested Policies/Guidelines to Work On” list from August 2019 as the ninth suggestion.
3. The committee reviewed the revised job description for the position of Borough Manager. The committee agreed that no further revisions are necessary. This will be moved to an action item to be voted on at the April 12 meeting.

The committee went into Executive Session to discuss a personnel matter.

Due to the late hour, the committee adjourned with no Old Business items being discussed, with hope they can be considered next month.