

PERSONNEL COMMITTEE REPORT – May 10, 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, Bob Thompson, Borough Manager. (The Borough Manager left the meeting at 9:48 PM)

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

Action Items:

1. There were no action items on the agenda.

Discussion Items:

1. The committee discussed the suggestion from President Rowe to include a confidentiality clause in the job description for the Borough Manager. Rowe shared three suggestions of confidentiality language for the committee to consider. The committee suggested combining ideas from the first and third suggestions. Borough Manager Bob Thomson suggested to also include language regarding the ability to be bonded. The committee instructed Rowe to update the job description using the first and third confidentiality clause suggestions as well as to add bonded language. The draft job description will be presented at the work session on May 3 for further discussion. If there are no objections, the job description will be voted on by council May 10.
2. Borough Manager Bob Thompson addressed the committee regarding the search for his successor. His retirement date is January 2022, the goal is to have a replacement in place no later than August 2021. The committee agreed to use the Meyner Center to facilitate the search. They also wish to begin the process within the next few weeks to ensure placement by the goal date.
3. Borough Manager Bob Thompson also shared with the committee his plan to fill vacancies in the Public Works department, including a new organizational structure. The committee agreed with the plan as shared.
4. The committee went into Executive Session from 9:06 PM to 9:40 PM to discuss a personnel matter.
5. Borough Manager Bob Thompson shared a concern with the description of the Personnel Committee before it is placed on the Borough website. The committee agreed the language agreed upon by the committee could be misleading in the future and asked the Borough Manager to revise the language prior to placing it on the website.
6. Rowe requested the committee share items they would like prioritized from “Old Business” to “Discussion”. They agreed upon discussing the Salaried Employee Handbook to offer suggestions to staff to update. This Handbook has not been revised since December of 2015. Also, to be included is ratifying the Assistant Borough Manager Job Description and to begin offering Workshops. Rowe will prepare the May 10 Agenda according to the committee’s wishes.

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