

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING
January 4, 2021**

Chairman Lockard called the Hanover Governance & Policy Committee meeting to order Monday, January 4, 2021 at 6:00 PM at the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: In attendance were Committee Members Funk, Kress, Lockard and Rupp; Staff Members Manager Dunford and Secretary Felix.

Public Comment: None was presented.

Approval of the Minutes: It was moved by Mrs. Funk, seconded by Dr. Rupp to approve the minutes of September 8, 2020. Motion carried.

Family Medical Leave Policy: Manager Dunford reviewed the eligibility for FMLA and the type and amount of leave available. FMLA is used concurrently with paid sick leave. Eligible employees may take up to a total of 12 weeks of FMLA leave within a rolling 12-month period, measured backward from the date an employee uses any FMLA leave, for care of the employee or a family member, which is delineated in the policy. There are 26 work weeks of total availability annually for each employee, during a single 12 month period. The purpose of FMLA is to protect the employee's job and is used concurrently with sick leave. The policy will be included in the employee handbook. It was moved by Mrs. Funk, seconded by Dr. Rupp to forward the policy to the Workshop agenda for consideration. Motion carried.

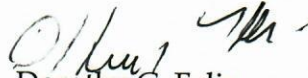
Policy on Legal Affairs and Employment of Legal Counsel: Manager Dunford summarized the role of the Borough Solicitor under the direction of Borough Council. All legal matters are handled under the direction of Council. The Borough Manager works with the Solicitor on a day to day basis to manage specific legal matters. The Solicitor is reappointed at the beginning of every even-numbered year at reorganization. A semi-annual report will be provided by the Solicitor on all significant legal matters and the costs involved. The Committee would like to obtain a letter of pricing from each attorney that is utilized for various Borough functions. It was moved by Dr. Rupp, seconded by Mrs. Funk to forward the policy to the Workshop agenda for consideration. Motion carried.

Borough Manager Dunford is in the process of drafting an employee handbook in conjunction with the municipal HR specialists from Saltzmann Hughes.

Old Business: Mr. Lockard asked about the social media policy. Manager Dunford presented a draft policy, but she has reviewed extensive comments, and is in the process of finding a more relevant policy. She has reached out to the Mayor, Ms. Pranses and Mr. Chesney for their insight on social media guidelines.

Adjournment: It was moved by Mrs. Funk, seconded by Dr. Rupp to adjourn the meeting at 6:40 PM. Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary