

**MINUTES OF THE HANOVER BOROUGH  
GOVERNANCE & POLICY COMMITTEE MEETING  
March 1, 2021**

Chairman Lockard called the Hanover Governance & Policy Committee meeting to order Monday, March 1, 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, Secretary Felix and Human Resource Manager Hill.

**Public Comment:** None was presented.

**Approval of the Minutes:** It was moved by Mrs. Funk, seconded by Mr. Kress to approve the minutes of January 4, 2021. Motion carried.

The Americans with Disabilities Act, Equal Employment Opportunity Policy and Anti-Discrimination/Harassment Policy were forwarded to the Committee prior to this evening's meeting for their review.

Dr. Rupp pointed out that overall training is necessary, as supervisors and employees need to be aware of their responsibilities. Mr. Lockard suggested a sign-off sheet so that each employee understands the policies. Dr. Rupp would like to have a report of what training is implemented for employees.

**Americans with Disabilities Act (ADA) Policy:** It was moved by Mrs. Funk, seconded by Mr. Kress to forward the Americans with Disabilities Act Policy to the Council agenda. Motion carried.

**Equal Employment Opportunity (EEO) Policy:** It was moved by Mr. Kress, seconded by Mrs. Funk to forward the Equal Employment Opportunity Policy to the Council agenda. Motion carried.

**Anti-Discrimination/Harassment Policy:** Dr. Rupp pointed out the discipline on page 6 of the policy is somewhat vague, and should be clarified. Manager Dunford noted the disciplinary policies are forthcoming and will address procedures on various violations of all policies.

Mrs. Funk stated the right to an attorney clause may need to be inserted.

Manager Dunford and Human Resource Manager Hill updated the Committee on the new development of an Intranet site, which is a dedicated site for employee use

(restricted from the public) on the Borough website, so that employees can view and sign off on various policies, and view important up to date communications.

It was moved by Dr. Rupp, seconded by Mrs. Funk to forward the Anti-Discrimination/Harassment Policy to the Council agenda. Motion carried.

Manager Dunford introduced Human Resource Manager Hill to the Committee, and commended her on her work to date as the new Human Resource Manager.

The Committee welcomed Ms. Hill to her new position, and she thanked Council for her promotion as Human Resource Manager, noting she has been busy with development on many items, including work on the Intranet development with the Borough Secretary and she has been in contact with Stoudt Advisors to obtain a draft disciplinary policy.

**OLD BUSINESS:**

Mrs. Funk asked about development of the proposed Social Media Policy; i.e., in particular to prevent the release of information to the public pre-maturely. She asked for guidelines for Borough Council.

Manager Dunford elaborated that she is investigating other draft social media policies to more clearly address the needs of Borough Council and employees.

An example disclaimer for individual social media could clarify that what it is being stated on the individual's social media page is not on behalf of the entire Council, but is a personal opinion and does not reflect that of the Borough itself or other Council members.

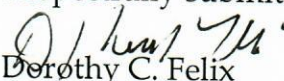
Mr. Kress noted the School Board has policies online for reference.

**NEW BUSINESS:**

Mr. Kress noted his concerns about Borough employees talking on cell phones while driving. Mr. Kress would like to see a work order system implemented.

**Adjournment:** It was moved by Mrs. Funk, seconded by Mr. Kress to adjourn the meeting at 6:30 PM. Motion carried.

Respectfully submitted,

  
Dorothy C. Felix  
Borough Secretary