

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING**

July 6, 2021

Chairman Lockard convened the meeting of the Hanover Governance & Policy Committee meeting on Tuesday, July 6, 2021 at 6:00 PM in the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: In attendance were Committee Members Funk, Kress, Lockard and Rupp; Councilman Roland; Solicitor Shultis; Staff Members Manager Dunford, Secretary Felix and Human Resource Manager Hill.

Public Comment: None was presented.

Approval of the Minutes: It was moved by Dr. Rupp, seconded by Mr. Kress to approve the minutes of May 3, 2021. Motion carried.

Policy on the Relationship of Borough Council to Borough Personnel: Manager Dunford noted Council requested a policy for Council and Borough staff relations and she compiled a list of commonly asked questions, to help develop the policy. She supplied the section of the Hanover Borough Code which addresses the issue; and also included a "Who to Call" guide for common requests that was previously compiled and forwarded to Council. The PA Conflict of Interest Statute also addresses such matters.

The following list of questions was discussed:

- 1.) If a member of Borough Council is interested in a particular community issue or policy matter, what process should the Council Member follow to get more information or get research done by Borough staff?
 - a. How should a staff member respond to a request from an individual member of Council to provide/analyze information or community issue or policy matter?

Discussion:

Mrs. Funk would refer to the list provided by the Borough Manager and if more information is needed, she would contact the manager. Answers to any questions should be forwarded to all of Council.

Solicitor Shultis stated staff should not be contacted directly by Council; Council should go through the Manager.

- 2.) If a member of Council has business interests in the Borough that require the assistance of and consultation with Borough personnel, is it OK for the Council Member to conduct their business with Borough personnel informally over a meal?
- a. How should a member of Borough staff respond to a request from a Borough Council Member to conduct Borough business over lunch?

Discussion:

The consensus of the Committee that as a general rule Council should not schedule discussion of Borough business over meals with Borough staff.

- 3.) Is it OK for a member of Borough Council to ask for a service to be performed by the Borough for themselves or a resident if that service is outside of the usual services provided to residents?
- a. How should Borough personnel respond to such a request?

Discussion:

The Committee agreed that no favors should be asked of Borough staff.

- 4.) Is it OK for Borough Council members to use Borough equipment for personal use; is it OK if the Council Member offers to pay to use the equipment?
- a. How should Borough staff respond to such a request?

Discussion:

The Committee agreed it is not acceptable for Borough Council to request to use Borough equipment. Clarification was asked by the Committee on the Equipment Rental List to plainly state that all equipment is operated by Borough personnel; the purpose of the list is not to "rent out" equipment to citizens, but is used for billing purposes only.

- 5.) In what cases is it OK for a Borough Council member to pay a Borough employee for their personal services?
- a. How should Borough personnel respond to such a request?

Discussion:

Mrs. Funk stressed it should be acceptable for a Council Member to request a Borough employee for personal services, outside of the workday, and without use of Borough equipment. Solicitor Shultis stated his agreement as long as the work does not require permitting through the Borough.

Mr. Lockard reminded the Committee that the main goal of Council is to serve their constituents.

6:46 PM: Mr. Roland exited the meeting.

- 6.) Is it OK for a Council Member to discuss personnel matters including complaints against Borough staff with Borough staff? If not, how should individual members of Council get information about the Borough's personnel matters of interest to them?
- a. How should Borough personnel respond to such a request?

Discussion:

The Committee agreed that complaints about the Manager or Council members should go to the President or Vice President of Council; Complaints about staff should go through the Manager.

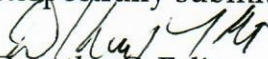
6:53 PM: Ms. Hill exited the meeting.

In summary, the Committee agreed that Council should delegate to the Manager; Manager delegates to the employees; Manager may consult Council on significant matters under her discretion.

Chairman Lockard thanked all for their attendance this evening.

Adjournment: It was moved by Mrs. Funk, seconded by Dr. Rupp to adjourn the meeting at 7:11 PM. Motion carried.

Respectfully submitted,


Dorothy C. Felix
Borough Secretary