

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING
September 7, 2021**

Chairman Lockard convened the meeting of the Hanover Governance & Policy Committee meeting on Tuesday, September 7, 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; Councilmen Chesney and Roland; Staff Members Manager Dunford and Secretary Felix.

Public Comment: None was presented.

Approval of the Minutes: It was moved by Mrs. Funk, seconded by Mr. Kress to approve the minutes of July 6, 2021. Motion carried.

Council-Staff Relations Policy: The Committee discussed §16-8 (2) *Limitation of Council's Powers* under the *Hanover Borough Code* which states:

§16-8 Limitation of Council's Powers.

(2) *Except for the purposes of inquiry, the Council, its committees and its members shall deal with the administrative service solely through the Borough Manager, and neither the Council nor any of its committees, or any of its members, shall give orders, publicly or privately to any subordinates of the Manager.*

There was discussion of Item #2 under the *General Rules for Borough Council Members and Borough Staff on Council-Staff Relations* on page 2 which states:

General Rules for Borough Council Members and Borough Staff on Council-Staff Relations:

2. Requests for Information. *Requests for information, except for Right to Know requests which are referred to the Borough Secretary, should be referred to the Borough Manager rather than to Borough staff. All information provided to one member of Borough Council must be shared with all members of Borough Council.*

At the Committee's request, Manager Dunford prepared the following alternate wording for Item #2 under General Rules:

General Rules for Borough Council Members and Borough Staff on Council-Staff Relations:

2. Inquiries and Suggestions about Borough Council Business: *Simple inquiries and simple requests for information should be referred to the appropriate Department Head or the Borough Manager. Borough Council members must first*

contact the Borough Manager to discuss all other Borough matters. All information provided to one member of Borough Council must be shared by the Borough Manager with all members of Borough Council.

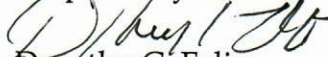
After discussion it was moved by Dr. Rupp, seconded by Mr. Kress to keep the current policy with no changes, with all requests for information from Council Members to be forwarded directly to the Borough Manager, rather than contacting Borough staff directly, and move the matter for approval to the Council Workshop - Finance & Personnel Committee agenda. Motion carried.

Social Media Policy: A copy of the current Social Media Policy was given to each Committee member for review at the next meeting. The current policy was adopted by Hanover Borough Council May 26, 2021.

Chairman Lockard thanked all for their attendance this evening.

Adjournment: The meeting adjourned at 6:17 PM.

Respectfully submitted,



Dorothy C. Felix
Borough Secretary