

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING
January 3, 2022**

Chairman Lockard convened the meeting of the Hanover Borough Council Governance & Policy Committee meeting on Monday, January 3, 2022 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; Staff Members Manager Dunford, Secretary Felix, and Human Resources Manager/Interim Treasurer Hill.

Public Comment: None was presented.

Approval of the Minutes: It was moved by Mr. Kress, seconded by Mrs. Funk to approve the minutes of October 5, 2021. Motion carried.

Policy on Information Technology & Social Media: for Non-Uniformed Personnel

Mrs. Funk asked for more detail and clarification of "incidental and occasional use."

Ms. Hill clarified that as an example, employees on their lunch break can use the wi-fi. She noted there have never been any problems with abuse from employees; the internet use is monitored by our IT tech, Dave Felch.

When asked by Mr. Kress, Ms. Hill replied that there are filters installed on the internet, to block access to unsecure internet sites.

Mr. Kress suggested the policy could specify if an employee brings their own device, they may use the wi-fi; that is the language that the school district uses.

Mrs. Funk asked if "for business only unless in the event of an emergency" could be added in the language of the policy relating to Borough equipment.

The Committee asked staff to revise and discuss further at the next meeting.

Non-Union Employee Compensation & Classification Policy: Dr. Rupp commented that the study will help to keep the Borough on track, and it appears that most wages are in the appropriate range. Ms. Hill added that it is especially useful for new hires. Manager Dunford noted that the Borough's labor attorney added a sentence to the policy that clarifies that the policy is not intended to be used as a labor contract.

It was moved by Mrs. Funk, seconded by Mr. Kress to forward the Non-Union Employee Compensation and Classification Policy to the Council Workshop agenda. Motion carried.

Discussion on Compensation for Mayor: Mr. Lockard asked about the stipulation that the ordinance needs to be passed before the mayor's term begins. His understanding was that when Mayor Hormel was in office, she requested that the ordinance be changed to reflect zero compensation for the mayor, and that this policy was unchanged since that time.

Solicitor Shultis noted *The Pennsylvania Borough Code* sets the compensation maximum for the mayor's salary. The first mayor's salary ordinance was adopted in 1942. The last ordinance passed before Mayor Hormel abolished it was set at \$2,940.63 for the year 1998. After that the mayor's salary was set at zero and has remained that way to date.

Solicitor Shultis noted the ordinance must be set before the beginning of the mayor's term; however, it could be instated now to cover future terms, but would not be effective until the next mayor's term. The current mayor's term is four years.

Mrs. Funk noted that since the mayor does a lot of work during the year, she would support the institution of a salary for the mayor.

Mrs. Funk asked how the compensation is set; Solicitor Shultis stated it is set by the Borough Code and according to population. Mr. Lockard stated it is \$500 maximum per every thousand population or part thereof, so the estimated annual salary would be \$8,000 maximum.

Manager Dunford noted that the mayor currently submits some expenses for reimbursement, and she may also submit requests for mileage reimbursement.

The Committee noted itemizing expenses in the meantime is still acceptable.

There was consensus among the Committee that the issue could be readdressed in 3 years prior to the beginning of the next term of the mayor.

Chairman Lockard thanked all for their attendance this evening.

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