

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING
April 3, 2023**

Chairperson Dr. Rupp convened the meeting of the Hanover Borough Council Governance & Policy Committee meeting on Monday, April 3, 2023, at 6:00 PM in the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: In attendance were Committee Members Funk and Rupp; Councilperson Hegberg; Secretary Felix, Manager Lewis and Human Resources Director Hill. Committee Member Mr. Greenholt was not in attendance.

Approval of the Minutes: It was moved by Mrs. Funk, seconded by Dr. Rupp to approve the minutes of March 6, 2023 as written. Motion carried.

Public Comment:

Isaac Riston, 227 Locust Street: Mr. Riston suggested that a brief description of the purview for each Council Committee could be added to the website for clarification purposes.

Cell Phone Policy:

Human Resources Director Hill summarized the proposed policy for compliance with IRS regulations. In the past, cell phones were issued to many employees, and as they retired many new employees used their personal phones for business purposes, and the Borough-owned cell phones were no longer replaced. Ms. Hill continued that it is recommended that employees who have published emergency cell phone numbers should have Borough-owned cell phones. The proposed policy also provides for stipends for personal cell phones utilized for business at a rate of \$40.00 per month, after formal application by the employee and approval by the department head and manager.

Mrs. Funk inquired about the feasibility of the reinstatement of Borough-owned cell phones for daily use for employees, so personal phones would not need to be utilized at work. Ms. Hill noted that cell phones quickly become outdated and are not cost efficient. Ms. Hill noted that Verizon advised that most businesses are no longer purchasing cell phones for employees due to high cost.

Mr. Hegberg suggested that the use of radio communications for most departments would solve the problem of high cost. He further noted that it may be necessary for administrative personnel to utilize personal cell phones on a daily basis.

Mrs. Funk asked for the cost of Borough-owned employee cell phone usage and purchase, and Manager Lewis agreed to have staff provide the information.

Mrs. Funk expressed concern regarding data remaining on personal cell phones used for work when the staff member is no longer employed. Manager Lewis stated that the employee's access to the Borough's email account would be discontinued when the employee leaves.

It was moved by Mrs. Funk, seconded by Dr. Rupp to move the proposed Cell Phone Policy to the Council Workshop agenda for consideration. Motion carried.

Council Goals:

Manager Lewis discussed the proposed 2023 Council Goals, and offered to have department heads attend the workshop meeting to elaborate on department goals. The 2022-2023 goals that the previous manager compiled were reviewed and revised noting what items have been completed and what items are still outstanding. This list is to be forwarded to the whole Council for review and discussion at the Workshop meeting. A Council Retreat could be held in September of each year for discussion on the upcoming goals to plan ahead for the following year.

Dr. Rupp suggested that the Pennsylvania Association of Boroughs (PSAB) could be asked to facilitate the retreat and discussion of goals. Mr. Hegberg discussed the need for long term financial plans in regard to the goals; the importance of visioning for the future was stressed as a relevant overall goal.

Mr. Hegberg noted the importance of public safety training, and he suggested that an EHS (Environmental Health and Safety Officer) is needed. Manager Lewis noted that tomorrow morning there will be a meeting regarding the implementation of safety training, which will lead to a reduction of insurance costs.

Dr. Rupp asked for department head comments on goals to be set at five (5) minute intervals at the workshop meeting, with a question and answer period to follow.

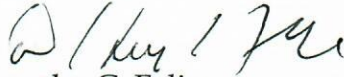
Additional Public Comment: Mr. Riston asked about the status of the proposed rental registration program.

Manager Lewis stated that a survey was drafted by staff, and an outside firm was selected to be interviewed tomorrow for the management of the public survey. More information to follow.

Chairperson Dr. Rupp thanked all for their attendance this evening.

Adjournment: It was moved by Mrs. Funk, seconded by Dr. Rupp to adjourn the meeting at 6:45 PM. Motion carried.

Respectfully Submitted,



Dorothy C. Felix
Borough Secretary