

**MINUTES OF THE HANOVER BOROUGH
GOVERNANCE & POLICY COMMITTEE MEETING**
August 1, 2022

Mrs. Funk convened the meeting of the Hanover Borough Council Governance & Policy Committee meeting on Tuesday, August 1, 2022 at 6:00 PM in the Hanover Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: In attendance were Committee Members Funk and G. Greenholt; Secretary Felix and Human Resources Manager/Borough Administrator Hill. Councilor Rupp was not in attendance.

Public Comment: None was presented.

Approval of the Minutes: It was moved by Mr. Greenholt, seconded by Mrs. Funk to approve the minutes of June 6, 2022. Motion carried.

Draft Bid Procurement, Contracts & Purchasing Policy: Mrs. Funk asked for comments or changes. Ms. Hill explained the policy is partly based on law, as in *the Pennsylvania Borough Code*, yet there are policies for amounts under the bidding threshold established by the State. Unbudgeted purchases over \$5,000 require formal Council approval, and the Borough manager may approve unbudgeted purchases under \$5,000 as he/she deems necessary to sustain normal Borough operations. Commonwealth of Pennsylvania Cooperative Purchasing Program (COSTARS) is a state website that acquires low pricing for many products and services for governmental entities that can be utilized in place of bidding to take advantage of low pricing.

The *Pennsylvania Borough Code* also provides for exceptions that do not require advertising, bidding or price quotation such as emergency mitigation or repairs.

Mrs. Funk stressed that Council should be notified of any emergency purchases as soon as possible. The Committee and Ms. Hill discussed the addition of a clause for emergency purchases of \$5,000 or over to require Council notification within one business day. An email notification within 24 hours would be sufficient. Under \$5,000 would be at the Manager's discretion.

Finance Director Shelton and Solicitor Shultis will review the policy and add additional detail on process and legal matters.

The policy will be back next month after Finance Director Shelton and Solicitor Shultis' review for further discussion.

Revised List of Employees for Take Home Vehicles - Ms. Hill explained that the reason employees that are allowed to take a vehicle home is in case of emergency situations. Mrs. Funk noted the increased cost of fuel would come into play on a day to day basis especially if an individual lives 30 minutes away, for example. She stressed the necessity of the Police Chief, Fire Chief, Public Works Director, Assistant Public Works Director and Water Distribution Supervisor having the availability of a Borough vehicle to drive to and from work.

Ms. Hill recommended from the discussion this evening, that the Borough Manager be removed from the list of those employees approved for a vehicle to drive to their residence on a daily basis unless a future candidate would insist upon this stipulation at hire.

A manager could ideally drive their own car to work, and use a Borough vehicle for Borough business if needed.

Adjournment: The meeting adjourned at 6:28 PM.

Respectfully Submitted,



Dorothy C. Felix

Borough Secretary