

**WEST HANOVER TOWNSHIP
DAUPHIN COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2021-08

**RESOLUTION by the Board of Supervisors of West Hanover Township, Dauphin County, Pennsylvania,
establishing a Personnel Committee, and the duties of the Personnel Committee.**

WHEREAS, the Second Class Township Code, 53 P.S. § 66506, authorizes the Board of Supervisors to make and adopt any ordinances, bylaws, rules, and regulations that are not inconsistent with or restrained by the Constitution and laws of the Commonwealth of Pennsylvania, which the Board deems necessary for the proper management, care, and control of the township and the maintenance of good government; and

WHEREAS, the Board of Supervisors desires to establish a Personnel Committee to review and make recommendations regarding Township personnel matters and to serve as a liaison between the Board of Supervisors and Township employees.

NOW, THEREFORE, BE IT RESOLVED by the Supervisors of the Township of West Hanover Township, Dauphin County, Pennsylvania, as follows:

1. The West Hanover Township Personnel Committee (the "Personnel Committee") is hereby established.
2. There shall be no fewer than two members from the Board of Supervisors on the Personnel Committee at a single time. Where there are only two members of the Committee, any person who ceases to be a member shall promptly be replaced by the Board of Supervisors so as to maintain at least two active members.
3. **Members:** The Board of Supervisors hereby appoints the following individuals to serve on the Personnel Committee:

Kyle Miller, term expiration 12/31/2023

4. **Membership Term:** The initial term of each member of the Personnel Committee shall expire as stated above. Thereafter, members shall be appointed for a term of three (3) years.
5. **Vacancies:** In the event of a vacancy on the Personnel Committee, the Board of Supervisors shall appoint a person to fill the vacant seat for the duration of the term.
6. **Duties and Responsibilities:** The Personnel Committee, in conjunction with appropriate Township staff, shall advise the Board of Supervisors on matters relating to Personnel administration, human resources management, personnel policies and practices, and the terms and conditions of employment for Township employees. Specific responsibilities of the Personnel Committee include, but are not limited to, the following:
 - a. Drafting, reviewing, and revising the Township's personnel policies;
 - b. Drafting, reviewing, and revising employee job descriptions;
 - c. Reviewing employee compensation and benefits;
 - d. Reviewing employee performance and conducting annual or periodic performance evaluations;
 - e. Investigating disciplinary infractions, allegations of employee misconduct, and complaints and alleged policy violations;
 - f. Recommending employee discipline;

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- g. Reviewing job applications, interviewing select candidates, and recommending hiring/promotional decisions;
 - h. Hearing employee grievances or concerns; and
 - i. Other duties as may be assigned by the Board of Supervisors.
7. No individual member of the Personnel Committee or the Board of Supervisors shall have any authority or right to perform any of the duties listed above or any other duties related to Township personnel unless expressly directed by majority vote of the Board of Supervisors.
8. **Meetings:** The Personnel Committee shall meet on an as-needed basis, as determined by the Board of Supervisors.
9. The Personnel Committee shall serve in an advisory capacity to the Board of Supervisors and shall be a recommending body only. All decisions regarding any of the responsibilities listed above shall be made by the Board of Supervisors in accordance with the Second Class Township Code.
10. Each time the Personnel Committee meets, the members shall make a formal recommendation to the Board of Supervisors for each item on the Committee's agenda that requires Board action or approval. The Board of Supervisors shall consider each recommendation at the next Board Meeting following the Personnel Committee meeting.
11. This Resolution shall be effective immediately upon adoption.

ADOPTED by the West Hanover Township Board of Supervisors this 4TH day of January 2021.

ATTEST:

WEST HANOVER TOWNSHIP
BOARD OF SUPERVISORS
DAUPHIN COUNTY, PENNSYLVANIA



Donald Steinmeier
Secretary/Treasurer



Stacey Connors
Chair

(SEAL)

