

**Borough Council Regular Meeting
Myerstown Borough, Lebanon County
101 S Railroad St
Myerstown, PA 17067**

Agenda 10/22/2019

Myerstown Borough Council Finance & Administration Committee will meet in regular session on **Tuesday, October 22, 2019 at 6:30 p.m.** in the Council Room at the Myerstown Community Center located at 101 S Railroad Street, Myerstown, PA 17067.

Open Meetings: In accordance with Pennsylvania's Sunshine Act (Open Meetings Law), Myerstown Borough Council ensures the right of the public to have notice of and the right to attend all its meetings at which Borough business is discussed or acted upon.

Public Participation: Residents and taxpayers of Myerstown Borough will have the opportunity to comment on matters of concern, official action, or deliberation which are or may be before the Council. Those who wish to comment **MUST** sign in on the form provided with their name and address. The opportunity to comment is given at the beginning of the meeting, after the approval of minutes from the previous meeting. When addressing the Council, please state your name and address before making comments.

Special Accommodations for Persons with Disabilities: Any person with a disability requiring a special accommodation to attend a borough meeting should notify the Borough Manager at (717) 866-5038 as early as possible, but no later than 3 working days before the meeting. The Borough will make every effort to provide a reasonable accommodation.

1. Call to Order

2. Roll Call

Elected Officials:

- Eric L. Powell, Council Member, Chair
- Bryan L. Rittle, Council President
- Michael D. Behm, Council Vice President
- Jeffrey L. Thomas, Council Member

Appointed Officials/Employees:

- Michael R. McKenna, Manager
- Barry A. Ludwig, Assistant Manager

3. Citizen and Visitor Comments

PRESENTATIONS

4. Proposed Employee Handbook Update w/ Job Descriptions and Organizational Chart

- (in packet) Document for presentation: Handbook Update Proposal Letter.
- (in packet) Document for presentation: Proposed Handbook Update (draft).
- (in packet) Document for presentation: Proposed Job Descriptions (draft).
- (in packet) Document for presentation: Proposed Borough Organizational Chart.

5. Proposed Employee Performance Review Forms

- Draft Employee Performance Review documents presented at meeting on Tuesday.

6. Proposed FY2020 Budgets

- Draft Budgets presented at meeting on Tuesday.

NEW BUSINESS:

7. The Committee may discuss the proposed employee handbook, job descriptions, and organizational chart.

ACTION: The Committee may recommend that full Council approve the proposed employee handbook with job descriptions and organizational chart by Resolution.

8. The Committee may discuss the proposed Employee Performance Review Forms.

ACTION: The Committee may recommend that full Council approve to accept the proposed Employee Performance Review Forms.

9. The Committee may discuss the proposed FY2020 Budgets.

ACTION: The Committee may recommend that full Council approve the FY2020 Budgets as presented by the Borough Manager and Assistant Manager, with any edits made by the Finance and Administration Committee.

ACTION: The Committee may set a date to meet before Monday, November 11, 2019 to complete budget discussions.

10. Any other business that may come before the Committee.

11. Comments for the good of the Borough.

12. **Adjournment**