

**AGENDA**  
**PERSONNEL COMMITTEE**  
**Tuesday, October 17, 2023 – 11:00 a.m.**

- 1) Call to Order
- 2) Roll Call
- 3) Public Comments- All public comments shall be related to the subject matter jurisdiction of the Borough Council, Committee, or Board conducting the public meeting, and shall be limited to matters of public concern, official action, or deliberations that are, or may come, before the Borough Council, Committee, or Board.
- 4) Maintenance and Parks Lead Job Descriptions
  - a. Review and discuss the draft job descriptions for the following lead positions:  
Mechanic, Maintenance & Public Works, Buildings & Grounds, Parklands and Tree
    - A motion is needed to approve, table or deny recommending Council approve the draft job descriptions for the Maintenance and Park Lead positions
- 5) Chris Conlon – Step Two Grievance
  - a. Review and discuss the Step One Grievance and Response and the Step Two Grievance and Response
    - A motion is needed to approve, table or deny, sending a response in writing to the Step Two Grievance
- 6) Old Business- Any agenda items being proposed for discussion that are not listed under the “Old Business” section, must have a motion made to add the item to the agenda to be further discussed and action taken if needed.
- 7) New Business- Any agenda items being proposed for discussion that are not listed under the “New Business” section, must have a motion made to add the item to the agenda to be further discussed and action taken if needed.
- 8) Executive Session- Personnel Matters (if needed)
- 9) Adjourn