

January 27, 2016
Wednesday, 2:57 p.m.

MINUTES

Following an Executive Session regarding personnel that began at 2:25 p.m. and concluded at 2:57 p.m., the meeting was called to order at 2:57 p.m. by Chairman John P. Sivick. Also present were Richard C. Vollmer, Vice Chairman; Robert H. Rohner, Jr., Supervisor and Secretary/Treasurer and Robert F. Bernathy, Esq., Township Solicitor. Jon Tresslar, P.E., Township Engineer was not present.

PUBLIC COMMENTS:

No comments were received.

REQUEST OF CHRISTINE KERSTETTER OF PIKE COUNTY HUMAN DEVELOPMENT TO PARK AN ADDITIONAL, SMALLER VEHICLE FOR SENIOR CITIZEN TRANSPORT, AT THE MUNICIPAL BUILDING:

Motion made by Mr. Rohner and second of Mr. Sivick to approve this request. Unanimous.

EMPLOYEE MANUEL – SOCIAL MEDIA:

Mr. Bernathy stated that this policy will apply to employees who use multimedia and social networking websites such as Myspace, Facebook, Yahoo!, YouTube, Blogs, wikis, which all will be referred to as "internet postings" in this policy.

Violation of this policy may result in disciplinary action up to and including termination.

The employee is solely responsible for what they post online. Risks are involved and that an employee's conduct may adversely affect their job performance of fellow employees and the Supervisors of the Township. The employee is legally responsible for their postings and, as a result, the employee may be liable if they are found to be defamatory, harassing, or in violation of other applicable laws.

An employee needs to be respectful. Work related complaints are more likely resolved by speaking directly with a supervisor, coworker or the Township Supervisors rather than posting complaints on social media.

An employee should only express their personal opinions. An employee should never represent themselves as a spokesperson for the Supervisors or the Township. If the Township is the subject of the content that the employee is creating, be clear and open about the fact that the individual is an employee and make it clear that the employee's views do not represent those of the Township, its Supervisors, the fellow employees or residents of the Township.

Specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, discriminatory, pornographic, proprietary, harassing, libelous or that may create a hostile work environment.

Employees should be aware that the Township may observe content and information made available by employees through social media.

Social media use should not interfere with employee responsibilities at Lehman Township. The Township's computer systems are to be used for business purposes. When using Township's computers, use of social media is allowed for business purposes, but personal use of social media or personal blogging of online content is prohibited and may result in disciplinary action.

Social media use should not violate any other Township policy, rule or regulation, including those set forth in the Employee Manual or Handbook.

An employee should never comment on legal matters, litigation or to any party or parties that may be involved in litigation with the Township.

An employee must agree that Lehman Township shall not be liable, under any circumstances, for any errors, omissions, loss or damage claimed or incurred due to any of an employee's postings.

After a short discussion a motion was made by Mr. Rohner and second of Mr. Sivick to approve the inclusion of the Social Media Policy into the Lehman Township Employee Handbook. Unanimous.

TORT LIABILITY FOR ROADS:

Mr. Bernathy stated that he had recently participated in a webinar regarding tort liability for roads.

In the event of an emergency, noting that a call will be received from the 911 Center, said call should immediately be directed to the Roadmaster. In the event the Roadmaster is not available, the call should be forwarded to a crew member designated by the Roadmaster accordingly. One member of Public Works should always be on call, with an on-call list being scheduled by the Roadmaster. All Public Works' employees should be trained for emergency response for purposes of making immediate decisions in the event a Supervisor is not immediately available. Any 911 calls should also be directed to the Bushkill Fire and Ambulance in addition to the Pennsylvania State Police.

With regard to road hazards, complaint forms should be available for residents at the Township Municipal Building. In the event a call is received for a state road, the Township should take the name of the individual and the time that the complaint was received, and the information should be transmitted to PennDot in addition to the Roadmaster. With regard to potholes, roads should be assessed at least once per week, and, as a result, any potholes should be repaired without delay. During the road assessment, the Township should also check for hazards including overhead and drainage, for safety.

All Public Works' employees should attend training provided by Pennsylvania LTAP for tort liability which includes certification on fire and safety regulations. Inspections should take place on an annual basis from a workers compensation representative as same relates to the Township facilities and training provided to the employees. The Township should insure that signs continue to be installed and maintained on turns and bridges and replaced as necessary. Certain employees who have CDL requirements, employees who are tired, or are sick should be directed to bring their condition to the attention of the Roadmaster and be prohibited from the operation of vehicles regardless of hours driven

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The Township should also review the safety equipment supplied by the Township including, but not limited to, steel toe boots, vests and hardhats. Additionally, quarterly safety meetings are recommended.

Mr. Bernathy provided a winter operations checklist as well as information on center line pavement markings and local two-lane, two-way roadways for review and consideration.

Motion made by Mr. Rohner and second of Mr. Sivick to form a Safety Committee. Unanimous. Mr. Rohner will contact the Township's insurance carrier for guidance.

Motion made by Mr. Rohner and second of Mr. Vollmer to have Complaint Forms made available for residents at the municipal office. Unanimous.

ADJOURNMENT:

There being no further business, meeting adjourned at 3:18 p.m. by the motion of Mr. Sivick and second of Mr. Rohner. Unanimous.

Respectfully submitted,

Robert H. Rohner, Jr.
Secretary/Treasurer