

RESOLUTION 2017-05

A RESOLUTION OF THE LIBERTY TOWNSHIP BOARD OF SUPERVISORS AFFIRMING PROTOCOLS RELATING TO TOWNSHIP OFFICE MANAGEMENT AND CONFIDENTIAL COMMUNICATIONS

WHEREAS, the Township acknowledges its obligation to ensure a workplace environment that is free of practices that might tend to harass, threaten or impede the performance of the Township staff in the pursuit of their job duties;

WHEREAS, the Township also acknowledges the need to maintain the orderly, efficient, dignified and peaceful administration of Township affairs;

WHEREAS, the Township recognizes the need to establish appropriate protocols that will ensure the orderly and peaceful administration of Township affairs, particularly with respect to interactions between and among members of Board of Supervisors and Township staff;

WHEREAS, the Township recognizes and respects the needs of individual Board members for information that is necessary to execute their respective duties as elected officials while balancing the need for an orderly and efficient execution of duties assigned to the appointed Township staff;

WHEREAS, the Township acknowledges the need to ensure the confidentiality of communications between Township Supervisors and Township legal counsel in connection with litigation and personnel matters; and

NOW, THEREFORE, BE IT RESOLVED, that the following protocols regarding TOWNSHIP office management and communications shall be imposed:

a. Communications with Township Staff

1. The Board of Supervisors acknowledges that no individual member of the Board has authority to direct the Township Secretary or any other Township employee to act, except as to individual Supervisors explicitly granted such supervisory authority by the Board of Supervisors in a liaison or other capacity. Rather, the Board of Supervisors acknowledges that the authority to manage, supervise and direct Township employees is vested exclusively with the Board of Supervisors as a whole, whose official acts are approved by a majority of Board members as the governing body pursuant to Pennsylvania law.
2. All communications between and among all elected officials, the Township Secretary and all other Township employees shall be conducted in a respectful manner.

3. The Township Secretary will respond to the best of his or her ability to requests from individual Board members for information and/or copies of documents as soon as reasonably possible, considering the time constraints imposed by the duties and responsibilities of the Township Secretary. Members of the Board shall avoid requesting information and documentation at a time which requires immediate response.
4. In the absence of a directive from a majority of the Board of Supervisors, the Township Secretary shall not provide individual Board Members with information relating to personnel matters, which includes information contained in personnel files, pursuant to Pennsylvania law.
5. In the event a dispute arises concerning a request for information made by an elected official to the Township Secretary, or any other Township employee, the employee shall promptly advise the Chairman of the Board of the dispute in writing. The Chairman shall promptly present the dispute to the Board of Supervisors, which shall resolve the issue as a body.

b. Confidential Attorney-Client Communications

All members of the Board shall maintain the confidentiality of communications between Board members and Township-retained attorneys relating to litigation and personnel issues in accordance with applicable law.

c. Right to Know Requests

This Resolution shall not be construed to affect the rights of any individual to request information in accordance with the procedures set forth in Pennsylvania's Right to Know Law.

Approved by the Township Board of Supervisors, this 2 of May, 2017.

**LIBERTY TOWNSHIP
BOARD OF SUPERVISORS:**

John C. Bostick
Robert S. Jackson

Z. Zendeferle
Secretary/Treasurer

