

**BOROUGH OF MORRISVILLE
BUCKS COUNTY, PENNSYLVANIA**

RESOLUTION NO. 1082

**Borough Council Resolution Imposing Protocols relating to
Borough Office Management and Confidential Communications**

WHEREAS, the Borough Council of the Borough of Morrisville (the "Borough") acknowledges its obligation to ensure a workplace environment that is free of discriminatory practices, harassment or threats to the health, safety and welfare of Borough employees and citizens who may enter upon Borough-owned property;

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

WHEREAS, the Borough Council recognizes the need to establish appropriate protocols that will ensure the orderly and peaceful administration of Borough affairs, particularly with respect to interactions between and among members of Council and Borough employees;

WHEREAS, the Borough Council recognizes and respects the needs of individual Council 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 Borough Manager; and

WHEREAS, the Borough Council acknowledges the need to ensure the confidentiality of communications between the Council and attorneys retained by the Borough in connection with litigation and personnel matters,

NOW, THEREFORE, BE IT RESOLVED, that the following protocols regarding Borough office management and communications shall be adopted and implemented immediately:

Communications with Borough Manager

1. The Borough Council acknowledges that no individual member of Council has authority to direct the Borough Manager or any other Borough employee to act. Rather, the Borough Council acknowledges that the authority to manage, supervise and direct Borough employees is vested exclusively with Borough Council, the official acts of which are approved by a majority of Council members as the governing body pursuant to Pennsylvania law.

2. All communications between and among all elected officials, the Borough Manager and all Borough employees shall be conducted in a respectful, non-discriminatory manner.
3. The Borough Manager shall respond to the best of his or her ability to requests from individual Council 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 Borough Manager. Members of Council shall avoid requesting information and documentation at a time which requires immediate response.
4. In the absence of a directive from a majority of Borough Council, the Borough Manager shall not provide individual Council members with information relating to personnel matters, which includes information contained in personnel files.
5. In the event a dispute arises concerning a request for information made by an elected official to the Borough Manager, the Borough Manager shall promptly advise the Council president of the dispute in writing. The Council president shall promptly present the dispute to Borough Council, which shall resolve the issue as a body.

Confidential Attorney-Client Communications

All members of Council shall maintain the confidentiality of communications between Council members and attorneys retained by the Borough relating to litigation and personnel issues in accordance with applicable law.

Right to Know Requests

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

Adopted by the Council of the Borough of Morrisville at its meeting held on the 21st
day of February, 2023.

COUNCIL OF THE BOROUGH OF MORRISVILLE

BY: Robert Paul
Robert Paul, President of Council

BY: Judith Danko
Judith Danko, Borough Secretary