

**RESOLUTION #7-2026  
BOROUGH OF MODENA  
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION ESTABLISHING PERSONNEL COMMITTEE**

WHEREAS, the Borough Council of Modena has determined a need to establish a dedicated Personnel Committee to manage personnel policies, procedures, workload, and grievances/complaints.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the Borough of Modena, as follows:

1. A Personnel Committee is hereby created as a standing committee of Borough Council.
2. The Personnel Committee shall consist of two (2) council members, appointed by the Council President, and shall meet at least bi-monthly to review and recommend any action on any personnel matters to the full Council for consideration and approval.
3. The term of each member on the committee will remain effective until the next Reorganization Meeting of Council.
4. The Personnel Committee shall be responsible for:
  - a. Ensuring that the Personnel Files of the Borough are properly maintained;
  - b. Reviewing the Employee Handbook and/or Personnel Policy of the Borough and recommending any revisions to Council for approval at a public meeting;
  - c. Creating and maintaining accurate Job Descriptions for all Borough employees;
  - d. Working with Borough employees, where necessary, to establish effective procedures or policies for the execution of their duties and management of workloads;
  - e. Receiving and investigating any grievances or complaints involving Borough employees and recommending any personnel action to Council, where necessary;
  - f. Receiving and investigating any grievances or complaints from Borough employees and recommending any action to address those grievances or complaints to Borough Council; and

- g. Providing bi-monthly (or more frequent where necessary) reports to Council of the work of the Committee.
- 5. The Personnel Committee is authorized to work with the Borough Solicitor, when necessary, in order to properly carry out the responsibilities of the Personnel Committee.

ADOPTED this 4 day of May, 2026.

MODENA BOROUGH COUNCIL

By: Jenny Hines  
JENNY HINES, President

ATTEST:

Victoria Cloud

Victoria Cloud, Secretary

