

Macungie Borough Council conducted a workshop on Tuesday, August 9, 2011 at 7:00 p.m. in the Auditorium of the Macungie Institute, 510 E. Main Street, Macungie, PA, for the purpose of discussing an organizational assessment with David Woglom from the Meyner Center for the Study of State and Local Government at Lafayette College.

Council President Ramsey called the workshop to order at 7:05 p.m. Council members present were Guy Ramsey, Jean Nagle, Dorothy Kociuba and Chris Becker. Also present was Borough Manager Chris Boehm. It was noted that the workshop was not being recorded because the recorder broke.

Mr. Woglom is the Associate Director of the Meyner Center. Prior to coming to the Center, he had been a municipal manager for 27 years, and is familiar with the best practices of municipal administrative functions. In his most recent position as the Borough Manager in Quakertown, Pennsylvania, he administered a municipality with a budget of \$20 million, 7 Department Heads, and more than 75 full-time employees.

He explained that the Meyner Center has the experience to systematically examine a municipality's operations and to review its performance to determine current strengths and opportunities for improvement. This study can analyze and/or review any or all of the following:

- management structure and profile
- management team's understanding of leadership and their ability to run day-to-day operations, and plan for the future
- job descriptions
- staff levels, assignments, and responsibilities of each department
- personnel rules and regulations, such as the Employee Manual
- existing training programs created by the municipality or through professional associations
- compliance with state laws
- succession planning for the management team and staff
- role of management staff and the elected Board in policy development and day-to-day operations
- internal and external communications by and between the management staff and the elected Board
- annual budget format and review/approval process, monthly financial reports, and any/all capital improvement plans
- investment strategy and cash flow analysis
- system of financial checks and balances
- utilization of liquid funds allocation
- grant writing

This review and analysis is completed by use of activities such as interviewing of all management staff and members of the elected Board and review of the municipal budget and its implementation; all financial reports and records; capital improvement plans; debt service schedules; minutes of the elected Board's meetings, codified ordinances and Borough

regulations; the municipality's strategic plan and future goals; and past, current, and future projects of the municipality.

The process would take approximately 4 months. Mr. Woglom would be available to start in October. He noted that his report would not be complete until after January 2012. The charge would be \$65/hr. with a cap. He would start with the interviews of all Council members, including the newly elected members in November, the Mayor and all management staff.

Mr. Woglom is currently performing an organizational assessment at Williams Township and completed an assessment for Solebury Township. He facilitated a strategic plan in PenArgyl and Hanover Township.

Council discussed a strategic plan for the Borough. This could be considered after the assessment is completed. Mr. Woglom informed Council that the Strategic Plan would help them make decisions on the budget.

Mr. Woglom was asked to provide Council with a proposal for the organizational assessment to be presented to Council for consideration, if possible, for Monday's meeting.

The workshop was adjourned at 8:35 p.m.

Chris L. Boehm  
Borough Manager