

**Administrative & Borough Services Committee Meeting**  
**February 25, 2025**  
**4:00 p.m.**

**Present:** Council Members Eugene Kupchella and Robert Morgan, Mayor Anthony Keiper, Solicitor Eric Hochfeld, Borough Manager Amanda Layton

The committee reviewed the West Hills Regional Police Agreement that is set to renew on January 1, 2026 noting a letter received from Westmont Borough stating their intent to renegotiate the terms and conditions of the Agreement to be consistent with the current cost and usage of police force.

The committee reviewed the proposed updates to the personnel policy and procedures manual, which include combining the current cell phone policy with the personnel policy, the addition of a section detailing who can use and the process to allow a passenger in borough-owned vehicles and equipment and allowing the public works department to carry pocketknives for work uses. Solicitor Hochfeld suggested Mrs. Layton check with the insurance carrier to clarify if passengers are covered under the current policy.

The committee reviewed the proposed delinquent sewer maintenance account policy that was tabled at the February 18, 2025, meeting to review the process for taking action on past due accounts. The committee agreed the borough should take action in the following order: contacting the customer to arrange a payment plan, termination of water service, filing a lien, initiating action with District Magistrate.

Submitted By:  
Amanda Layton, Borough Manager