FRANCONIA TOWNSHIP

WORK SESSION MINUTES

BOARD OF SUPERVISORS

Chairman Grey Godshall called the Work Session Meeting of the Board of Supervisors to order on October 19, 2026, at 5:30 P.M. at the Franconia Township Municipal Building, 671 Allentown Road, Telford, Pennsylvania.

Present were Chairman Godshall, Supervisors David B. Fazio, Robert H. Nice, Dr. Charles Amuso and Jill Halteman. Also, in attendance were Township Manager Jon Hammer and Township Solicitor Eric Wert, Esquire.

OPEN COMMENT PERIOD FOR THE PUBLIC

The meeting was opened for public comment. No public comments were offered.

APPROVAL OF THE SEPTEMBER 21, 2026 WORK SESSION MINUTES

Supervisor Nice motioned for the approval of the minutes from the September 21, 2026, Work Session Meeting. It was seconded by Supervisor Halteman, and the motion passed with no opposition heard.

EMPLOYEE HANDBOOK UPDATE 2026

Proposed revisions to the policy and personnel manual, last updated in 2020, were reviewed. Most changes originated with staff, with additional recommendations from DVT Property and Liability Insurance.

The proposed revisions included updating Section 104 on page seven to use the title Director of Administration and replacing Assistant Township Manager with Human Resource Representative where applicable. The manual would also identify the Human Resource Representative as the custodian of employee records.

The probationary period for newly hired non-bargaining employees would increase from six months to one year, allowing additional time to assess employees and providing consistency with the police collective bargaining agreement. It was explained that the provision concerned matters beyond unemployment, including township vesting provisions, and would not delay health-benefit eligibility until completion of probation.

The administrative meal break would be revised from one hour to 30 minutes to reflect the 8:00 a.m. to 4:00 p.m. work schedule adopted during COVID.

Martin Luther King Day would be added as a holiday for non-bargaining employees. The holiday was already included in the police collective bargaining agreement. It was noted that observing the holiday would move that month's Board meeting to Tuesday.

The healthcare contribution provision for non-bargaining employees would be revised from the 5% stated in the manual to 6.5%, reflecting the rate already being charged to employees.

Healthcare opt-out payments, equal to 20% of the premium, would be paid weekly through regular payroll rather than as an advance lump-sum payment in January.

The supplemental medical reimbursement for non-bargaining employees would increase from $800 to $1,000 to provide greater consistency with the police collective bargaining agreement.

Employees taking prescription medication that could adversely affect their ability to perform their work safely would be required to notify their supervisor. This provision was identified as an insurer recommendation.

A motion was made by Supervisor Amuso and seconded by Supervisor Fazio to approve the employee handbook updates as reviewed. The motion passed with no opposition heard.

EXECUTIVE SESSION
The Board indicated that it would proceed to executive session at 5:38 p.m.

Respectfully submitted,

Beth T. Gooch
Director of Administration and
Community Development