

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee Meeting January 16, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, January 16, 2014 at 6:33 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Stacy Gromlich presiding.
2. **Roll Call** – Members present were Stacy Gromlich, Chairperson, Roi Baptiste, and Zachary Border, members. David and Patty Beasley, Larissa York, Donna Hope, Robert Ihlein, Kathryn Morrow, and John Paden were present.
3. **Public Comment** – None
4. **Review of the Minutes from the Previous Meeting – December 2013**
Review of the minutes will begin at next month's meeting.
5. **Unfinished Business**
 - A. Spring Newsletter – Newsletter articles are due on February 7, 2014.
 - B. Rules of Procedure for Committee Meetings- Ms. Gromlich reviewed the structure of future meetings and Robert's Rules of Procedure. Mr. Ihlein said that he will write a policy.

Because of time constraints C-O were tabled until February.

- C. Office Staff Review and possible restructure
- D. Website
- E. Borough resident Survey results
- F. Crossing Guards
- G. Brick Crosswalks
- H. eCivis Software
- I. Code Red
- J. New Software Package for general operations
- K. Energy Provider
- L. Borough Street Lights and possible ownership
- M. Office Procedure Manual
- N. Personnel Policy Manual
- O. Borough Executive Committee

BOROUGH OF LEMOYNE

"The little town that has it all!"

5. **New Business**

- A. Committee Member Expectations – Ms. Gromlich noted that items covered in this committee can be confidential and possibly involve executive sessions that should not be discussed with others.
- B. Purchase of Brick Pavers from Rogele- Rogele has brick pavers that were not used for our project. They are asking if we would like to purchase them. We need to find out what the cost would be. Mr. Paden stated that we may use some for possible damage replacement.
- C. PSAB 2nd Vice President Needed – If anyone is interested in this position please send your biography to Mr. Ihlein before February 10th.
- D. WSRPD Car Purchase – Motion to send to council for approval a request for the West Shore Regional Police Department to apply for a loan in the amount of up to \$85,000 to purchase two vehicles by Mr. Border, seconded by Mr. Baptiste. Motion carried with all members present in favor. Mr. Ihlein will add a resolution to the February Council Meeting Agenda.
- E. DEP Docks at Riverfront Park – We received a letter from DEP asking if we would like to renew a dock permit for Riverfront Park. The committee agreed to have this added to the Council agenda in February.
- F. Borough Minutes Policy – Ms. Gromlich reviewed the recent problem with the Streets Committee minutes. She also reviewed how minutes will be written according to Robert's Rules of Order. We will write our minutes and agendas according to Robert's Rules of order. We will also work on a policy about the amount of detail to be in the minutes.
- G. Review of Previous Streets and Stormwater Minutes and Correction – The amended Streets and Stormwater Minutes from October were reviewed and a motion to send to council for approval was made by Mr. Baptiste, seconded by Mr. Border. Motion carried with all members present in favor.
- H. Downtown Coordinator 2014 Contract – This item is in the 2014 Budget for \$7,500. Motion to send the Downtown Coordinator 2014 Contract to Council for approval by Mr. Border, seconded by Mr. Baptiste. Motion carried with all members present in favor. Ms. Yearick will be coming to the Council meeting on a quarterly basis to give her report.
- I. Resolutions for PSAB – Right to Know, others? - Any resolutions are due by February 5th. The committee agreed to have the manager and council president prepare and present a resolution to council asking for protection of residents information with regards to the Right to Know Law.
- J. Non-Union Personnel Benefits – The committee agreed to have this resolution presented to council at the February 2014 meeting.

BOROUGH OF LEMOYNE

"The little town that has it all!"

- K. Review of budget – new or unexpected spending – Mrs. York said that the West Shore Regional Police Commission is giving each of the Boroughs a refund for 2013.
 - L. 2015 Budget Policy – Ms. Gromlich has suggested that we request more information from those groups that we give money to in order to include their information on our website such as minutes.
 - M. Funds not spent in 2013 – Mr. Ihlein stated that there is a surplus of \$450,000 in the 2013 General Fund Budget.
 - N. Norfolk Southern easement for access to Riverfront Park – Tabled until February.
7. Announcements – The next Administrative Committee Meeting is on February 20, 2014 at 6:00pm.
8. The meeting was adjourned at 7:30pm.