

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

## **Administrative Committee Meeting February 20, 2014**

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, February 20, 2014 at 6:05 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Stacy Gromlich presiding.
2. **Roll Call** – Committee Members present were Stacy Gromlich, Chairperson, Roi Baptiste, and Zachary Border, members. Borough Staff present were Robert Ihlein and Kathryn Morrow.
3. **Public Comment** – Larissa York, Mayor distributed a Mayor's list for the new website, including proclamations, performing wedding ceremonies, and the Mayor's roll with the police department. She asked for feedback about her list.
4. Motion to approve the January 16, 2014 minutes as amended by Mr. Border, seconded by Mr. Baptiste. Motion carried with unanimous vote.
5. **Unfinished Business**
  - A. Mrs. Morrow stated that the Spring 2014 Newsletter proof is approved and they are to be distributed by March 22, 2014.
  - B. Ms. Gromlich reviewed the results of the survey that was mailed to residents.
  - C. The 2015 Budget policy was discussed. The groups that we help to fund were reviewed and we will post their minutes or links to them on our new website. The committee agreed to send letters to these groups requesting that their budgets and/or minutes be submitted to us.
  - D. The purchase of excess brick pavers from Rogele was discussed. The committee decided that it would not be interested in purchasing them.
  - E. After discussing the proposals received for website design, Motion to recommend for Council's approval a contract with KCG Support for Website Design services with cost not to exceed \$2,500 by Mr. Baptiste, seconded by Mr. Border. Motion carried with unanimous vote.  
Motion to recommend Council's approval a contract with PSAB's Website Design and Hosting Program not to exceed a cost of \$400.00 per year by Mr. Border, seconded by Mr. Baptiste. Motion carried with unanimous vote.  
The committee discussed the features that they would like in a new website.  
  
Ms. Gromlich asked about the possibility of changing the time of the Parks and Rec Committee meeting on March 10<sup>th</sup> because of the Congressman Perry Town Hall Meeting on the same night. It would be the decision of Mrs. Hope to cancel the committee meeting.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

- F. The draft borough minutes policy was reviewed and a motion to update to Borough Minutes Policy and send to Council for approval was made by Mr. Baptiste, seconded by Mr. Border. Motion carried unanimously. Ms. Gromlich will give everyone a draft agenda and minutes to keep for reference. Mr. Baptiste asked that we have a limit on tabling items on an agenda.
- G. Rules of Procedure for Committee Meetings was tabled until March.
- H. Office Staff Review and possible restructure was tabled until March.
- I. eCivis software use was tabled until March.
- J. Code RED use was tabled until March.
- K. Brick crosswalk replacement was tabled until March.
- L. Crossing guards was tabled until March.
- M. Capital Reserve Funds not spent in 2013 was tabled until March.
- N. Borough Executive Committee was tabled until March.
- O. Norfolk Southern easement for access to riverfront Park was tabled until March.
- P. The Borough's Energy Provider was tabled until March.
- Q. Purchase of new software package for general operations was tabled until March.
- R. Borough Street Lights and possible ownership was tabled until March.
- S. Office Procedure Manual was tabled until March.
- T. Personnel Policy Manual was tabled until March.

## 6. New Business

- A. Ms. Gromlich asked if there were any questions about the new or unexpended spending. There were only comments about the road salt expenses.
- B. Tax Collector availability has been a concern of some residents. Possible solutions were discussed.
- C. Cumberland County is working with the Red Cross in looking for Emergency Animal Shelters. The use of the Borough Garage for Emergency Animal Shelter use was discussed.
- D. Ms. Gromlich noted that the 2013 Audit will begin soon.
- E. New Municipal Pension Accounting rules was tabled until March.
- F. RFP's for Pension Plan Consulting Services was tabled until March.
- G. The Committee agreed to begin a procedure on appointments by Council.
- H. Mr. Ihlein noted that the Borough is sending the Fredricksen Library a 2014 family season pool pass for one of their event prizes.

7. Announcements – The next Administrative Committee Meeting is on March 20, 2014 at 6:00pm.

8. The meeting was adjourned at 7:33pm.

Prepared by,  
Kathryn Morrow