

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the meeting held on January 15, 2015 at 6:00PM

1. Call to order

A meeting of the Administration Committee of Borough Council was held on Thursday, January 15, 2015 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Suzanne Yenchko called the meeting to order at 6:00 PM.

2. Roll call

Present at Roll Call were Committee Members Stacy Gromlich and Zachary Border. Staff present were Robert Ihlein, Borough Manager, Kathy Morrow, Borough Secretary and Karen Unger, Executive Assistant.

3. Public Comments

There were no comments.

4. Review of minutes from last meeting

Ms. Yenchko suggested minor revisions to the December 18, 2014 minutes. Zachary Border motioned to approve the minutes with changes. The motion was seconded and then unanimously approved.

5. Unfinished Business

a. Website

Mrs. Morrow reported that she is continuing to infill all categories on the website pages. Tim Kushner, the consultant continues to assist. There is a February target completion date with a short demo scheduled for borough council meeting on 02/05/2015.

b. Capital Investment Fund/Spreadsheet on inventory update

Mr. Ihlein reported that Karen Unger is to work with Jim Fair on developing a list with building improvements/replacements, benches and flower pots on Market Street, roofs on park pavilions, etc. A preliminary report should be ready for the Committee next month.

c. IT Plan

Mr. Ihlein reported a new multi-function machine is due in main office by end of January. A new telephone system on hold for the time being.

d. Code Red

Mr. Ihlein reported he had preliminary results from the test call, but no stats available at this time. He will report them to the Committee when they become available.

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- e. Union Meetings relating to disability, return to work, and limit on benefits and interpretation of overtime and sick time clause

Mr. Ihlein reported he was reviewing comments made by the Solicitor and will report back to the Committee.

- f. RFP for solicitor

Ms. Yenchko would like other members of Council to meet the candidates and will contact the members personally to try to set up a meeting date and time second round of interviews week of 01/26/2015

- g. New revenue opportunities – energy saving possibilities

Ms. Yenchko suggested the Borough can apply for funds in conjunction with feasibility studies. Options/ideas include solar and wind energy possibilities. Ms. Unger will gather further information on opportunities and deadlines for applications. Leasing borough land for fiber optic project is on hold.

- h. Pension benefits forfeiture policy

The Committee reviewed a draft and was ready to proceed. Ms. Gromlich moved to forward it to the Solicitor for review. The motion was seconded and unanimously approved.

- i. Ethics training for employee, council members, and borough appointees to boards
PSAB is offering training on February 10, 2015. Ms. Unger and Ms. Yenchko will be registered to attend.

- j. Document retention policy

Mr. Ihlein reported that the Ms. Unger will become the new expert on this subject. She is studying the State guidance and will have policy draft in by the March meeting.

- k. Code of ordinances and upload to website update

Mr. Ihlein reported there is a link now on the website to Keystate Publishers where someone can view the entire Code of Ordinances. Sections of the Code are being codified when Council enacts new Ordinances in that section.

- l. Tabled items until later in 2015 - These items are tabled for completion during the year:

1. RFP for pension plan consulting services – summer
2. Borough street lights and possible ownership – February
3. Personnel policy manual – It should include employee drug testing, language about part time employees, switching veterans holiday to a spring date, etc.

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6. New Business

a. Gateway Signs

The Borough Planning Commission has been working on an amendment to the Zoning Ordinance to allow a new type of sign (Gateway Signs). Borough Council will hold a hearing on February 5th at 7PM. Council will also be considering a related agreement with Members 1st Federal Credit Union should the new ordinance be enacted.

b. Financial disclosure forms

Mrs. Morrow reported that elected officials and certain appointed officials submit the forms for 2014 which are due by May 2015 and are kept on file in the borough office. The forms can be done online.

c. Liquid fuels audit

Mr. Ihlein reported an auditor from the Auditor Generals' Office just completed an audit for 2013. There were no findings. However, Mr. Ihlein was not comfortable giving out certain personal information about members of Council, such as their job titles and where they are employed. The auditors may require that information or add a finding to the audit if not submitted.

d. PA Office of the budget notification

Mr. Ihlein reported that the Borough has been notified that single audit will be required for Phase 2 of the PennDOT funded streetscape project. He will begin working on an RFP to engage an auditor.

e. Amendment to employee pension plan

Mr. Ihlein reported he signed a document related to a change in the Employee Pension Plan required by the IRS. He will put this item on council agenda for review and acknowledgement.

7. Announcements/Next Meeting

The next meeting of the Committee will be on February 19, 2015 at 6:00PM.

Mrs. Morrow announced that Dallas Data Systems is bringing Caselle Clarity, a new cashiering system and installing it on office computers. Additional security cameras on order for installation in community room and building will be helpful as some community room renters have left a mess after using it.

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8. Adjournment

Motion for a continuance for this meeting on 01/26/15 at 8PM made by Suzanne Yenchko. The motion was seconded and approved.

Minutes submitted by Karen Unger, Executive Assistant

Minutes of the Reconvened Meeting Held on January 26, 2015

Ms. Yenchko reconvened the meeting on January 26, 2015 at 8:05 pm.

Present at Roll Call were Committee members Stacy Gromlich and Zachary Border.

The Committee discussed the interviews they have had for the position of Borough Solicitor. Michael Cassidy and the firm of Johnson Duffie have been serving the Borough for a number of years and are working on a number of issues. However, the Committee also felt that Scott Wyland of Salzman Hughes could represent the Borough in a number of different areas. Ms. Gromlich moved to recommend to Council to have the firms share the Solicitorship. The motion was seconded, and then approved unanimously.

At 8:25 Ms. Gromlich moved to adjourn the meeting. The motion was seconded, and then approved unanimously.

This portion of the Minutes submitted by Robert Ihlein, Borough Manager.