

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the meeting held February 19, 2015 at 6:00PM

1. Call to order

A meeting of the Administration Committee of Borough Council was held on Thursday, February 19, 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. Council Member David Beasley was also present. Staff present were Robert Ihlein, Borough Manager, Kathy Morrow, Borough Secretary, and Karen Unger, Executive Assistant.

3. Public Comments

Resident Audra Spilewski asked about the status of Jack O'Neill and John Paden. Ms. Gromlich reported that the district attorney is working on this case. Mr. Beasley asked if the borough was going to participate on the pollution reduction program proposed by Council of Government. The Borough would need to provide an answer by 03/16/15.

4. Review of minutes from last meeting

Ms. Gromlich motioned to approve minutes as amended. The motion was seconded and unanimously approved.

5. Unfinished Business

a. Website

Ms. Morrow reported that she has a training session scheduled with Tim Kushner on 02/20/2015. New website is supposed to go live as of 03/02/2015.

b. Capital Investment Fund/Spreadsheet on inventory update

There is nothing to report on this date, information is still being compiled.

c. IT Plan

Mr. Ihlein reported a new multi-function machine has been installed. He also explained the new system of filing property documents online for the use by staff. Files will include by address, official borough and utility documents, property deeds, renter information and photographs.

d. Code Red

Mr. Ihlein stated there is a sign-up available on the website to receive text messages with Code Red information. Chief Hope will work with him to broadcast messages from the Police Department.

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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 met with the solicitor to formulate a letter for side agreement with the union. The document is with the solicitor for further review and action.

- f. New revenue opportunities – Energy Savings Possibilities

- 1. Options and Ideas (Strategic Plan 2 Years) – Energy Projects, Wind, Solar follow up. Mr. Ihlein is checking on PEDDA (PA Energy Development Authority) grants. Possibilities include a small windmill at the sewer plant or borough office. "Demand/Response load shedding" was also explained by him.

- 2. Leasing Borough Land (Strategic Plan 5 years)

This item is being taken off the agenda.

- g. Pension benefits forfeiture policy

The solicitor responded and determined that state law covers pension forfeiture and is applicable if party is found guilty.

- h. Ethics training for employee, council members, and borough appointees to boards PSAB is offered training on February 10, 2015. Karen Unger and Suzanne Yenchko attended. A handout containing a list of subjects covered in the training session was provided.

- i. Document retention policy

Mr. Ihlein reported Ms. Unger will report in March on this matter.

- j. Borough Street Lights and possible ownership

Robert Ihlein is working on this project.

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

- 1. RFP for pension plan consulting services – summer
- 2. Personnel policy manual – Include employee drug testing, language about part time employees, switching veteran's holiday to spring.

6. New Business

- a. A presentation was given by Matt Koslowski from Dallas Systems/Caselle Software This new system combines Cash Fund, General Funds, Payroll and Liquid Fuel funds. It is a time saver and eliminates human error.

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b. Financial disclosure forms

Mrs. Morrow reported that elected officials and certain appointed officials must submit the forms for 2014 which are due by May 1 2015 and are kept on file in the borough office. The forms can be done online. Candidates for office forms are due by March 10th.

c. Liquid fuels audit

Mr. Ihlein turned in information about council in order to avoid a finding on the audit.

d. PA Office of the budget notification – PCTI Audit

Mr. Ihlein is working on finding an auditor. There is no known deadline at this time.

e. Continuing Education, Tuition Assistance, and Reimbursement Policy

Only management staff would be eligible for this benefit. The Committee will review this matter for another month.

f. Draft Job Description – Horticultural Worker

Ms. Gromlich moved to send it to council, motion was seconded and approved.

g. Penn Waste – Delinquent Account Status Summary

Mr. Ihlein received an email on 01/21/2015 from Penn Waste about delinquent accounts. There are 52 past due accounts in the borough at this time. It was also reported there is a possible extension of the contract with Penn Waste.

7. Announcements/Next Meeting

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

8. Adjournment

Motion to adjourn this meeting at 7:40PM was made by Suzanne Yenchko. The motion was seconded and approved.

Minutes submitted by Karen Unger, Executive Assistant