

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

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

1. Call to order

A meeting of the Administration Committee of Borough Council was held on Thursday, March 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.

Staff present were Robert Ihlein, Borough Manager, Kathy Morrow, Borough Secretary and Karen Unger, Executive Assistant.

3. Public Comments

Shirley Stark requested an update on the hiring of the summer intern for the rain garden project. Audra Spilewski asked a question about committee meeting minutes policy.

Audra also asked about a magazine publication mailed to residents in New Cumberland and Lemoyne.

4. Review of minutes from last meeting

Zachary Border motioned to approve meeting minutes from February 19, 2015 as amended. The motion was seconded and unanimously approved.

5. Unfinished Business

a. Website – Go live status update

Ms. Morrow reported website is live and will also go on Facebook on 03/20/2015

b. Capital Investment Fund/Spreadsheet on inventory update

Ms. Unger provided a list of equipment and building assets compiled by James Fair. Ms. Yencho suggested that a spreadsheet be kept for budgeting and planning purposes.

c. Code Red

Mr. Ihlein reported first official use was on 03/15/2015. Dashboard (ECN) reported a 60% contact rate. Robert will be calling Code Red to see how to improve these connection rates and if text messaging is also available for cell phone users.

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- d. Union Meetings relating to disability, return to work, and limit on benefits and interpretation of overtime and sick time clause – (Stacy Gromlich and Robert Ihlein)

Solicitor will be contacted for further updates.

- e. New revenue opportunities – Discussion – Energy Savings Possibilities

Options and Ideas (Strategic Plan 2 Years) – Energy Projects, Wind, Solar follow up on March 11 Solar Seminar (Power Purchasing Agreements).

Mr. Ihlein gave a report on the March 11 Solar Panel webinar from PSATS. Ms. Unger gave report from the seminar she attended given by PennSef. This seminar was geared more for energy savings and loans for building improvements by schools, hospitals and other large nonprofit organizations.

- f. Ethics training for employee, council members, and borough appointees

This item was tabled.

- g. Document retention policy - Karen Unger provided a list of document types that can be shredded after a period of six (6) years.

- h. Borough Street Lights and possible ownership – This matter was tabled until next month.

- i. Continuing Education Tuition Assistance and Reimbursement DRAFT Policy

This matter was tabled until next month. Committee members were asked to give thought to the question on how long would the employee need to stay with the borough after completing the course/training?

- j. Items tabled until later in 2015

- 1. RFP for Pension Plan Consulting Services – Summer
- 2. Personnel Policy Manual – Include Employee Drug Testing, Language about part time employees, switching the Veteran's Day Holiday - Spring

6. New business

- a. Gateway Sign Agreement – Members 1st FCU – Ms Yenchko reported an agreement was ready to be sent for approval by council. Ms Gromlich made a motion to send the agreement to council. Motion was seconded and approved.
- b. Financial disclosure forms – Due in office by May – Ms. Yenchko asked about current list of submissions, council members Mr. McGee and Mr. Border still need

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to submit. Ms. Unger will call Ethics Commission to check if appointed positions need to fill out this form.

- c. PA Office of the Budget Notification – Single Audit notification for Phase 2 (PCTI) PennDot

Mr. Ihlein reported there is no deadline for this and we are waiting to hear from RKL, borough auditors.

- d. Engagement of Paul Lundeen, Esq. of Rhodes and Sinon as bond counsel for the loan with the bank for the flusher truck –Mr. Ihlein did not get a response from Paul Lundeen. He hopes to have an answer for the next borough council meeting. Flusher truck will be ready in 1-2 months. There was also the suggestion to pay for the entire truck amount (\$250,000.00) from the sewer capital reserve fund. Mr. Ihlein will provide council a more detailed report on borrowing money versus using the reserve fund for payment of the truck.
- e. Resolution to recognize the retirement of Scott Travitz

Mr. Ihlein would like council to recognize Scott for early retirement. Ms. Gromlich made a motion to send to council to recognize. Motion to recognize was seconded and approved.

7. Announcements/Next Meeting

The next meeting of the Committee will be on April 16, 2015 at 6:00PM.

8. Adjournment

Seeing there was no additional business, meeting was adjourned at 7:32 PM

Minutes submitted by Karen Unger, Executive Assistant