

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

## Administration Committee

### Minutes for the Meeting Held on April 16, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, April 16, 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

Committee members present were Zachary Border and Stacy Gromlich. Staff present were Robert Ihlein, Borough Manager and Karen Unger, Executive Assistant.

3. Public Comments

Faith Nicola, Tax Collector for Lemoyne Borough was present and announced that she may not be re-running for office at the end of the current term. New requirements for the office would include testing for the new candidate, background checks and six continuing education credits to be completed yearly. There was a request for a resolution for a \$10 tax certificate per year and a \$20 returned check fee. Mr. Ihlein will draft a resolution for future review.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

A. Website Updates

Mr. Ihlein reported that there were no glitches reported and there has been mostly positive feedback so far.

B. Capital Investment Fund/Inventory Spreadsheet

Mr. Ihlein reported that this is in progress and Ms. Unger will be maintaining the spreadsheet going forward.

C. Code of Ethics Training for Staff

Mr. Ihlein will be checking with PSATS and PSAB for available training going forward.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

D. Continuing Education Tuition Assistance and Reimbursement Draft Policy

Mr. Ihlein provided a draft in February. There was discussion on how long a staff member would have to remain a borough employee in order to qualify for this benefit.

E. New Revenue Opportunities/Energy Savings Possibilities

- 1) Options and Ideas – Strategic Plan – 2 Years – Energy Project (Wind, Solar, Power, Purchasing Agreements, PennSEF)

Mr. Ihlein had nothing to report at this time.

F. Code Red Statistics

This item is now part of Mr. Ihlein's task list. He is checking into having code red delivered as a text message to cell phone users. The system also removed 400 invalid phone numbers from the call list.

G. Document Retention Policy Update

Ms Unger will draft and submit resolution for the next Council meeting. Ms. Gromlich made a motion to forward this to Council. Motion was seconded and approved.

H. Borough Street Lights Ownership

This item has been tabled for the rest of the year. It is not feasible at this time.

I. Union Meetings relating to disability, return to work and limit benefits and interpretation of overtime and sick clauses

Mr. Ihlein has given a deadline for this to the Borough Solicitor for matter. There is nothing to report at this time.

J. PA Office of the Budget Notification on PCTI Funding Audit

Mr. Ihlein reported this is in progress.

K. Tabled until later in 2015

- 1) RFP for Pension Plan Consulting Services
- 2) Personnel Policy Manual - including employee drug testing, language about part time employees, switching Veteran's Day holiday – first draft due May 2015.

# BOROUGH OF LEMOYNE

"The little town that has it all!"

---

## New Business

- A. Coordination of public information – Facebook, Code Red, Electronic Messages, Website

This item was tabled.

- B. Shredding Day for Lemoyne Residents

Mr. Ihlein is getting a bid from shredding companies for residents to shred personal documents.

- C. Borough Audit – Review management letter

Mr. Ihlein suggested this should be reviewed at the next Council meeting.

- D. Study of railroad train movements through Lemoyne

Mr. Ihlein will check with Norfolk/Southern, Fire Company and Charlie Gipe on this matter.

- E. Task List

Mr. Ihlein provided an example copy of his task list for project current and going forward.

## 7. Announcements

The next meeting will be held on May 21, 2015 at 6:00PM.

## 8. Adjournment

Seeing there was no further business, the meeting was adjourned at 7:45PM.

Meeting minutes submitted by Karen Unger, Executive Assistant.