

# BOROUGH OF LEMOYNE

"The little town that has it all!"

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## Administration Committee

### Minutes for the Meeting Held on May 21, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, May 21, 2015 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA.

Chairperson Suzanne Yenchko called the meeting to order at 6:05 pm.

2. Roll Call

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

3. Public Comments

Audra Spilewski of Walton Court asked about council members speaking on their reports during the monthly Council meetings. Ms. Yenchko suggested having an independent discussion with each member and/or chair. They should have something to report at each Council meeting.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the May 21, 2015 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

A. Personnel Ethics and Policy Manual

Ms. Yenchko suggested including employee drug testing, language about part time employees, nepotism, switching Veteran's Day holiday, Code of ethics and ethics training for staff, continuing education tuition assistance and reimbursement draft policy all into the new manual.

Mr. Ihlein inquired about having a review by employees. The Committee recommended Mr. Ihlein should come up with an outline first while the Committee is working on a draft.

B. Capital Investment Fund/Inventory Spreadsheet

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

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C. New Revenue Opportunities – Energy Savings Possibilities

1. Options and ideas – strategic plan – 2 years – energy projects (wind, solar, power purchasing agreements, PennSEF, Borough streets lights and possible ownership – Mr. Ihlein

Mr. Ihlein stated that there are companies out there that will negotiate with utilities and do work based on energy savings. Also discussed were solar projects sponsored by a utility.

D. Document retention policy – Ms. Unger

A resolution stating compliance with the state guidelines will be submitted to the Borough Council at the next meeting.

E. Union meetings relating to disability, return to work and limit on benefits and interpretation of overtime and sick time

Ms. Gromlich, Ms. Yenchko and Mr. Ihlien met to discuss the details the Committee recommended for health insurance for six months if injured off job and 12 months if injured on the job. A new draft is needed.

F. PA Office of the Budget Notification on PCTI Funding Audit – Mr. Ihlein

RKL has finished it. The Committee requested to review it before send to the state.

G. Tabled until later in 2015 – RFP for pension plan consulting services - Fall

H. Resolution for tax collector fee and returned checks

Tax collector Faith Nicola has asked Council to be able to charge for certain services. Mr. Ihlein will prepare this information for the June meeting.

## New Business

A. Kathy Morrow resignation – replacement time table

Ms. Morrow's last day in office was May 29, 2015. After a brief discussion the Committee determined this to be a staffing crisis and authorized Mr. Ihlein to hire temporary help as soon as possible. The Committee also wants to look at other positions in the office and consider a second full time person.

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B. Borough audit – Review management letter

Mr. Ihlein reported the letter mentions a "Material Weakness" in not having staff to prepare the annual financial statements. Hiring a new person in the office should be considered.

C. Coordination of public information – Facebook, Code Red, Electronic Messages and Website.

Mr. Ihlein handed out a sheet with a basic outline for review. Comments should be returned to him.

D. Shredding day for Lemoyne residents

This was suggested as something to offer residents when the Borough has someone come in to shred official documents.

E. Resolution for document retention policy

This will be presented to Council for adoption at the June meeting.

F. Procedures for Expenditures of Municipal Funds

A policy is needed on checks that can be sent out and those that should be held until after Council approval. Mr. Ihlein will have a draft next month.

G. Cumberland County hazard mitigation plan – Rail hazards

Mrs. Yenchko would like to emphasize this matter and she will draft part of the resolution for adoption at the June Council meeting.

7. Announcements

The next meeting will be held on June 18, 2015 at 6:00PM.

8. Adjournment

Seeing there was no further business, Ms. Gromlich made a motion to adjourn the meeting at 7:40PM. This was seconded and unanimously approved.

Meeting minutes submitted by Karen Unger, Executive Assistant.