

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on June 18, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, June 18, 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

Audra Spilewski of Walton Court asked about the reports from appointed officials listed in the agenda. She also thanked the committee for responding to this request.

Ms. Gromlich commented that in the April PSAB (Pennsylvania State Association of Boroughs) magazine that she had read that charging different fees for resident(s) and non-resident(s) is prohibited. Ms. Gromlich also stated that the Mechanicsburg Borough is a model according to the magazine article.

Upon discussion it was determined that this only relates section 29.05 of the Borough code.

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 – including employee drug testing, language about part time employees, nepotism, switching Veteran's Day holiday – Code of ethics and training for staff – Continuing education tuition assistance and reimbursement.

Ms. Yenchko asked if there were any new ideas on the items. Mr. Ihlein made a reminder that there is no smoking on any Borough properties, including the public parks. Mr. Border asked whether the Borough had policy of limits to cell phone usage while in Borough vehicles. He also wanted to know if there was any policy on internet usage and firearms on Borough properties or job sites.

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B. Capital Investment Fund/Inventory Spreadsheet

Ms. Unger reported that this is ongoing, but not a high priority during the office staffing shortage at this time. Ms. Gromlich recommended requesting a presentation from Barton & Loguidice and that the Borough should invite them to demonstrate their asset management product at the August committee meeting.

C. New Revenue Opportunities – Energy Savings Possibilities

There is nothing to report on this item.

D. Document retention policy – Ms. Unger

Ms. Unger reported that the general inventory of documents in the basement has been done. More detailed inventory and marking boxes to be shredded needs to be done. Another resolution will be needed to move forward on the second step of the shredding process.

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

Mr. Ihlein stated the meeting with the Union will take place in mid-July.

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

Mr. Ihlein reports this is completed, but needs to be sent to the Committee first, then to the state for review.

G. Resolution for tax collector fee and returned checks

Ms. Gromlich said to check on compensation issues. Ms. Yenchko requested that Mr. Ihlein contact Anne Shambaugh from Camp Hill Borough on how this could be done.

6. New Business

A. Borough Audit – Review management letter – Mr. Ihlein

Mr. Ihlein agreed to work on “material weakness” issues, but the Borough does not have available personnel at this time. He will also prepare the annual audits including a new job description.

B. Review of all office personnel job description, coordination of public information – Facebook, Code Red, Electronic Messages, Website

Ms. Yenchko suggested that the Utility Clerk/Accounts Receivable Clerk position should be merged as Sewer Account Specialist. The Office Manager/Finance

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Secretary position also needs a description update. Mr. Ihlein was asked to design an updated office staff proposal for the next meeting.

C. Code Enforcement Officer position – Consider full time

This is in the budget for the third and fourth quarter. Mr. Ihlein will check with Dave Rudy to see if he is interested in this full time position.

D. Procedures of expenditures of municipal funds – draft resolution – Mr. Ihlein

This item has been tabled until July 2015.

E. Should Borough Council issue LemoynePA e-mail addressed for members of the Planning Commission?

Ms. Yenchko stated there should be a discussion on the cost which is \$6 per month per e-mail address. This is tabled until July 2015.

F. Tabled until Fall – paper shredding day for Lemoyne residents.

Ms. Unger suggested that the Borough do a trial run this Fall to see how the project works. Then if successful, do this in the Spring for Borough residents as well.

7. Announcements

The next meeting will be held on July 16, 2015 at 6:00PM.

8. Adjournment

Seeing there was no further business, Ms. Gromlich made a motion to adjourn the meeting at 7:35PM. This was seconded and unanimously approved.

Meeting minutes submitted by Karen Unger, Executive Assistant.