

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

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

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, July 16, 2015 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA.

Chairperson Suzanne Yenchko called the meeting to order at 6:01 pm.

2. Roll Call

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

3. Public Comments

Ms. Gromlich expressed concerns about the code official's office hours and response time to a request for an inspection at 215 Bosler Avenue. It was determined the Mr. Rudy should be using and providing his Borough issued cell phone number to residents.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the June 18, 2015 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

A. Review of all office personnel job descriptions

1. Office Manager/Borough Secretary

There was a review of the job description definitions. There was also discussion pertaining to staff services and demeanor towards customers/residents. Mr. Ihlein provided copies of a task sheet that outlined job responsibilities within the office. Mr. Ihlein will provide the committee a detailed report on what his vision is for an optimal office staffing situation.

2. Executive Assistant

This item was tabled.

3. Communications Manager (Coordinator of public information – Facebook, Code Red, Electronic Messages, Website) Sewer File Clerk

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This item was tabled.

4. Code Enforcement Officer – Consider full time

This item was tabled.

- B. Resolution for Tax Collector - \$10 tax certificate p/yr and \$20 returned check fee – 2 step process: ordinance approved by Council

Mr. Ihlein will be in touch with Camp Hill Borough and would like to also check with the New Cumberland Borough tax collector. He will have a report on his findings for the next meeting. Mr. Ihlein will also be checking with the Borough Solicitor to see if fees can be charged.

- C. Question – Should Borough issue Lemoynepa.com email addresses for members of the Planning Commission

Ms. Gromlich said this should be offered to any appointed official. Addresses will cost \$6 per month per account. Ms. Gromlich made a motion to approve providing email addresses to applicable officials. Motion was seconded and unanimously approved. This will be sent to the next Council meeting for review and action.

6. New Business

- A. Renewal of the Borough Property and Liability Insurance policy

Mr. Ihlein provided a copy of the current policy for review. Ms. Gromlich made a motion to accept the increase to \$45,900 a year and keep the current vendor. Motion was seconded and unanimously approved.

- B. Schedule for the Fall Newsletter

Newsletter will be scheduled for later in November. Articles will be solicited by from each Committee Chairperson and Borough staff.

7. Announcements

Ms. Gromlich suggested that the new budget draft be ready for review for the October 2015 Administrative Committee meeting. The next meeting will be held on August 20, 2015 at 6:00PM.

8. Adjournment

Seeing no further business, Ms. Gromlich made a motion to adjourn the meeting at 7:33PM. Motion was seconded and unanimously approved.

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Meeting minutes submitted by Karen Unger, Executive Assistant.