

# BOROUGH OF LEMOYNE

"The little town that has it all!"

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## Administration Committee

### Minutes for the Meeting Held on August 20, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, August 20, 2015 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Suzanne Yenchko called the meeting to order at 6:03 pm.

2. Roll Call

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

3. Public Comments

There were no public comments.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the July 16, 2015 meeting minutes as submitted. Motion was seconded and unanimously approved.

5. Unfinished Business

A. Front Office Customer Service Team Vision

1. Office Manager/Borough Treasurer

The Office Manager/Borough Treasurer job description needs to be revised per discussion of job requirements. The description needs to then be submitted at the next Borough Council meeting. The job description for an Assistant Treasurer will be worked on next.

2. Codes Positions

BCO – Building Code Official; CEO – Code Enforcement Official; ZO – Zoning Officer; HO – Health Officer

The Codes Enforcement Officer job description will incorporate some of the East Pennsboro Township requirements and will be submitted to Borough Council for review at the next Council meeting.

B. Resolution for Tax Collector - \$10 tax certificate per year and \$20 returned check fee – two-step process: Ordinance must be approved by council – update

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There was no progress on this item.

- C. 2016 Budget - Dates for workshops in September

See schedule.

6. New Business

- A. Draft Policy Re: Advertising all new job postings

This item was tabled.

- B. AIP V.3 Safety Manual

This item was tabled.

- C. Confidentiality Policy

This item was tabled.

- D. Reimbursement policy for staff required licences

This item was tabled.

- E. MMO for 2016

This will be on the Council agenda for the September meeting.

- F. Refuse and Recycling

This item will be tabled until September.

7. Announcements

The next meeting will be held on September 17, 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.

Meeting minutes taken by Mr. Ihlein, transcribed by Karen Unger, Executive Assistant.