

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on September 17, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, September 17, 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 members present were Robert Ihlein, Borough Manager and Karen Unger, Executive Assistant.

3. Public Comments

Ms. Gromlich requested an update on the status of the meeting minutes on the Borough website. She also wanted to know what the cutoff point was before minutes are sent out to the Committees for review. It was also asked what the policy is on paying some bills prior to Council approval. Ms. Gromlich asked about the status of articles due for the fall newsletter. The Borough Manager evaluation is coming due, Ms. Gromlich will send out the blank forms for this to be completed in October.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the August 20, 2015 meeting minutes as submitted. Motion was seconded and unanimously approved.

5. Special presentations:

A. SMARTWATT Energy Inc.

A presentation was given by Alyssa Wingfield on services they could provide to the Borough. Mr. Border made a motion for SMARTWATT Energy to do a preliminary Feasibility Assessment. Motion was seconded and unanimously approved.

B. Barton & Loguidace PC – Assessment Management

Tim Williams and Chelsea Larson gave a presentation on possible management practices software for Borough assets. An estimate for this service for budgeting purposes is possibly around \$5000.

BOROUGH OF LEMOYNE

"The little town that has it all!"

6. Unfinished Business

A. Description for Assistant Treasurer in the front office

This item was tabled.

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

Mr. Ihlein reported on how this process is done in the Camp Hill and New Cumberland Boroughs. Ms. Gromlich wants to check with solicitor on the legality of collecting fees. Mr. Ihlein needs to verify with Faith Nicola to see if she is currently collecting any fees.

C. 2016 Budget - Dates for workshops in September

Ms. Yenchko stated that each Committee needs to provide estimates for 2016. Budget workshops will be held on September 24, 28 and October 6.

7. New Business

A. Penn Waste contract extension (due to Council by December)

Ms. Yenchko stated she would like to have Ed White attend the next Committee meeting to discuss waste services provided.

B. Draft policy regarding advertising all new job postings

Employment openings will be advertised in Patriot News/Pennlive, Borough website, Craig's List.

C. Accident and Illness Preparedness Plan (AIPP) Safety Manual

This item was tabled.

D. Confidentiality Policy

This item was tabled.

E. Discussion of Reimbursement Policy for staff required Licenses and Continuing Education efforts

This item was tabled.

F. Appointments to Authorities, Boards and Commissions

This item was tabled.

8. Announcements

BOROUGH OF LEMOYNE

"The little town that has it all!"

Due to time constraints, Ms. Gromlich made a motion to continue this meeting on Thursday, September 24, 2015 at 7:30PM. Motion was seconded and unanimously approved.

Continuance on September 24, 2015 at 8:05PM

Meeting attended by Committee Members Sue Yenchko, Zachary Border, Stacy Gromlich. Staff present were Robert Ihlein, Borough Manager.

6.A Description for Assistant Treasurer position

Ms. Gromlich made a motion to send the revised job description to Council for approval. Motion was seconded and unanimously approved.

7.C Accident and Illness Preparedness Plan (AIPP)

The first 15 pages out of 60 were reviewed. Going forward, 15 pages will be reviewed per month for a total of four months.

7.D Confidentiality Policy Draft

This item was tabled.

7.E Discussion of Reimbursement Policy for Staff Required Licenses and Continuing Education efforts.

There was some discussion on what types of training and licenses are necessary and how much the Borough would be willing to reimburse. This is subject to approval by the Borough Manager. A reimbursement of 50% was suggested. Mr. Ihlein will bring back a previously written draft for additional review.

7.F Appointments to Authorities, Boards and Commissions

It was suggested that the Borough invite those who wish to renew their appointments in November, then have them attend the appropriate Committee meeting in December of 2015.

8. Announcements

The next meeting will be held on October 15, 2015 at 6:00PM

9. Adjournment

Seeing no further business, meeting was adjourned by Ms. Gromlich at 9:32 PM.

Meeting minutes taken by Mr. Ihlein and Ms. Unger and all transcribed by Ms. Unger.