

# BOROUGH OF LEMOYNE

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## Administration Committee

### Minutes for the Meeting Held on October 15, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, October 15, 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 member present was Robert Ihlein, Borough Manager.

3. Public Comments

There was an executive session held by the members of the Committee from 5:45PM to 6:00PM to discuss personnel matters.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the September 17, 2015 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

A. 2016 Budget – Preliminary Budget – Mr. Ihlein

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 will ask Faith Nicola to provide six months of information on the financial transactions as allowed by Council's 2005 Resolution.

C. Job description for Clerk in the front office

A motion was made by Mr. Border to send the amended job description to Council. Motion was seconded and unanimously approved.

D. Discussion of reimbursement policy for staff required licenses and continuing education efforts – see first draft policy

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This item was tabled. (See page 2 of attached memo from Mr. Ihlein dated 10-14-2015).

- E. Penn Waste contract extension (due to Council by December) –  
Mr. Ed Ward was present to discuss the proposal. Current charges are \$13.75 per month as included in original bid. There is an administrative fee of \$2.25 per unit per quarter. The current proposal is \$14.20 per unit for 2016 and \$14.60 per unit for 2017. A motion was made by Ms. Gromlich to recommend extending the contract for another two years. The motion was seconded and unanimously approved with revising of yard waste dates to one in April, May, October, and November on the 2<sup>nd</sup> or 3<sup>rd</sup> Saturday of the month.
  - F. SMARTWATT Energy – follow up (Feasibility Assessment)  
No report at this time. (See page 1 of attached memo from Mr. Ihlein dated 10-14-2015)
  - G. Barton & Loguidice PC – Proposal for Asset Management  
No additional report at this time.
  - H. Accident and Illness preparedness plan (AIPP) Safety Manual (review of the 2<sup>nd</sup> 15 pages)  
Tabled until next month.
  - I. Are all minutes now on the website?  
Mr. Ihlein reported that staff is catching up with this.
  - J. Draft policy for advertising all new job postings – Mr. Ihlein  
This item was tabled.
  - K. Appointments to authorities, boards and commissions – were letters sent to those up for reappointment?  
Mr. Ihlein is following up on this.
6. New Business
- A. What should the cut-off date be for distribution of materials be prior to a meeting?  
This item was tabled.
  - B. Policy for certain bills to be paid before Council meetings?  
Reimbursement requests are being held for Council approval.
  - C. Additions to Borough Manager's task list – asset management plan and energy feasibility assessment  
These items are being researched.

## 7. Announcements

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The next meeting will be held on November 19, 2015 at 6:00PM

## 9. Adjournment

A motion to continue this meeting on Wednesday, October 21 was made by Ms. Gromlich. The motion was seconded and unanimously approved.

### Minutes of the Meeting Continued on October 21, 2015

Chairperson Suzanne Yenchko reconvened the meeting at 6:10 pm. Committee member Stacy Gromlich was present. Councilman Dennis McGee was in attendance. Staff present were Robert Ihlein, Borough Manager, James Fair, Maintenance Department Supervisor.

#### 1. Old Business

Various aspects of the 2016 budget were discussed.

##### a) Highway Aid/Liquid Fuels Fund

The Committee was comfortable with the paving and the resurfacing projects that have been identified.

##### b) Swimming Pool Fund

An increase of \$5.00 per season pass had been recommended by the Parks and Recreation Committee, and the Administration Committee accepted this into the proposed budget.

##### c) Sewer Fund

The Committee decided to reduce two of the large capital maintenance and repair line items because the many of the items at the treatment plant are new and will still be under warranty for a time. These adjustments made \$80,000 available to transfer to the Sewer Capital Reserve Fund. The Committee also thought it would be prudent to develop a budget for the Tapping Fee Fund even though the funds belong to the Municipal Authority.

##### d) Capital Investment Fund

The Committee discussed the 3 larger purchases of the dump truck, leaf vacuum and truck box and playground equipment requested by staff. The total amount is \$126,000. The Committee decided to recommend approval of the items if this amount can be paid back to the fund over a 5-year period. A transfer of about \$25,000 from the General Fund was added to the budget.

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e) Storm Water Fund

Mr. Ihlein discussed his ideas about creating this fund. The Committee agreed that there is a need to be able to identify the revenues and expenses that are growing each year. However, the Committee decided to reduce a payment to a reserve account so that approximately \$105,000 would be needed as a transfer from the General Fund.

f) General Fund

The Committee proposed to eliminate the Plumber Permits because it generates very little revenue. No one could identify the source of original ordinance that created it. Mr. Ihlein will research that and also prepare an amendment to the Fee Schedule. The budget for the fund is now close to being balanced.

2. Meeting Continuation

At 10:15 pm Ms. Gromlich made a motion to continue the meeting on Monday, November 2 at 6:00 pm. The motion was seconded and unanimously approved.

Minutes of the Meeting Continued on November 2, 2015

Chairperson Suzanne Yenchko reconvened the meeting at 6:10 pm. Committee members present were Zachary Border and Stacy Gromlich.

Staff present were Robert Ihlein, Borough Manager and James Fair, Maintenance Department Supervisor.

1. New Business

Mr. Ihlein asked to set a date for the annual Employee Holiday Luncheon. It was decided to hold it on Friday, December 18 at 11:30 am in the Community Room.

2. Old Business

a) Proposal from Smart Watt Energy

Mr. Ihlein presented a report received from the company that contained an overview of 3 potential energy saving or alternative energy projects. The next step would be to conduct a Request for Qualifications to find a consultant who would work under a Guaranteed Energy Savings Agreement. This would require a long-term commitment by the Borough, and it was decided to table this concept until the new Council takes office in 2016.

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b) Sewer Fund Budget

A few minor changes were made to make the proposed budget balance.

c) General Fund Budget

Ms. Yenchko asked that the \$3,000 match for a Mural Grant recommended by the Committee during the last meeting was in the budget. Some adjustments were made to balance the proposed budget. At this point the Committee felt that the budget was ready to recommend to Council to approve as the Preliminary 2016 Budget.

3. Adjournment

At 8:45 pm Ms. Gromlich made a motion to adjourn the meeting. The motion was seconded and unanimously approved.

Minutes prepared by Karen Unger and Robert Ihlein