

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee Meeting

May 15, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, May 15, 2014 at 6:00 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Sue Yenchko presiding.
2. **Roll Call** – Committee Members present were Sue Yenchko, Chairperson, Stacy Gromlich and Zachary Border, members. Borough Staff present were Robert Ihlein and Kathryn Morrow.
3. **Public Comment** –
Audra Spilewski, 508 Walton Court, Lemoyne, Pa. 17043
Mrs. Spilewski brought up the following concerns:
 - Council members need to speak louder and possibly rearrange the seating at the Council Meetings. Stacy agreed to follow up with Council.
 - The delay in the approval and posting of meeting minutes.
 - Following up on public comments.
 - Policy on residents plowing portions of Borough streets. This was referred to the Zoning and Ordinance Committee.
David Beasley, 409 Herman Avenue, Lemoyne, Pa. 17043
Mr. Beasley asked about the cost of removing the Borough's street trees. This may be something that the Zoning and Ordinance Committee will have to review.
4. Motion to approve the April 17, 2014 minutes as amended by Ms. Gromlich, seconded by Mr. Border. Motion carried with all members in favor.
5. **Unfinished Business**
 - A. Website Update – Mr. Ihlein noted that the design process has begun. He has been in touch with PSAB and KCG to review the steps that need to take place.
 - B. eCivis Software – Mr. Ihlein noted that there is nothing new concerning this item on the agenda.
 - C. Crossing Guards – The Borough Solicitor has been contacted and hopefully we can make a decision by August.
 - D. Funds not spent in 2013 – Motion to move \$455,000.00 from the General Fund to the Capital Investment Fund by Ms. Gromlich, seconded by Mr. Border. Motion carried with all present in favor.
 - E. Union Meeting relating to disability, return to work and limit on benefits and interpretation of overtime and sick time clause – The first meeting was held with Ms. Gromlich, Mr. McGee and Mr. Ihlein attending.

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- F. Code Red – The committee discussed the Code Red program, its cost and how beneficial it would be to purchase.
- G. Norfolk Southern easement for access to Riverfront Park – Ms. Gromlich will call her contact with Norfolk Southern.
- H. Possible use of Payroll Services – Proposals from three companies should be presented at the July 2014 meeting.
- I. Create a document retention policy and shred old documents – Mr. Ihlein noted that this is unfortunately a low priority item at this time.
- J. Renewal of Employment Agreement with Robert Ihlein as Borough Manager – Mr. Ihlein sent his expired agreement to the committee members to review. This will be discussed in an executive session in June.
- K. Borough street lights and possible ownership – John Paden has been delegated to get information. Ms. Yenchko will speak to Mr. Paden about the details and costs.
- L. New software package for general operations – Borough staff has been researching different companies.

Motion to table items M-T on the agenda until August 2014 by Ms. Gromlich, seconded by Mr. Border. Motion carried with all present in favor.

- M. Create an IT Update Plan
- N. Review staff levels and begin succession planning
- O. Codify Laws and offer web access
- P. Look at new revenue options and ideas
- Q. Acquire color copier for the office
- R. Increase revenue by leasing borough lands
- S. RFP's for pension plan consulting services
- T. RFP's for Solicitor

Mr. Ihlein noted that items U-V on the agenda are a work in progress. Staff is working on items to be included.

- U. Office procedure manual
- V. Personnel policy manual

6. New Business

- A. Review of budget and unexpected spending – Mr. Ihlein stated that there was no unexpected costs this month.
- B. Resolution to amend the Fee Schedule to set a fee of \$6.00 per year for a tenant to receive a duplicate sewer bill when they want a tenant to pay the bill. Ms. Gromlich moved to work on a resolution to amend a fee schedule per dwelling unit. Mt. Border seconded. Motion carried unanimously.

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7. Announcements – The next Administrative Committee Meeting is on June 19, 2014 at 6:00pm.
8. The meeting was adjourned at 7:40pm.

Prepared by,
Kathryn Morrow, Borough Secretary