

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on November 18, 2015 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, November 18, 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 member present was Robert Ihlein, Borough Manager, Karen Unger, Executive Assistant and Audra Spilewski, Office Manager/Borough Treasurer.

3. Public Comments

Mrs. Spilewski asked if there was a procedure for providing additional paper copies for attendees at Committee and Council meetings and if Council members would encourage members of the public to speak at meetings.

There was a motion by Ms. Gromlich that the Streets and Storm Water Committee be split into two Committees following a discussion and the Community Development and Parks and Recreation Committee be merged to one. Motion was seconded and unanimously approved.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the October 15, 2015 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

A. 2016 Budget – Preliminary Budget – Mr. Ihlein

Mr. Ihlein provided a copy of the written budget spreadsheet. It was noted that tax millage rates will be left unchanged. No changes were needed as presented. Ms. Gromlich made a motion to approve the final budget. The motion was seconded and unanimously approved.

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

Other Boroughs do allow for fees to be collected Ms. Gromlich made a motion to not approve the fees, it was seconded by Mr. Border. The vote was 2-1 in favor of not approving these fees. After discussion, it was decided that Mr. Ihlein will

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request that Faith Nicola attend the next Committee meeting to clarify her request for these fees.

C. Job description for Clerk in the front office

Wednesday, November 25, 2015 is Cathy Blair's last day. This position has not been advertised as of this time but will be posted immediately. There were 23 responses to the Assistant Treasurer position. There have been 4 responses to the Codes Officer position.

Items D through L have been tabled except for letter K

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

E. SMARTWATT Energy – follow up (Feasibility Assessment)

F. Barton & Loguidice PC – Proposal for Asset Management

G. Accident and Illness preparedness plan (AIPP) Safety Manual (review of the 2nd 15 pages)

H. Draft policy for advertising all new job postings – Mr. Ihlein

I. Appointments to Authorities, Boards and Commissions – were letters sent to those up for reappointment?

Letters were sent.

J. What should the cutoff be date for distribution of materials before a meeting?

K. Policy for certain bills to be paid before Council meeting

This will be discussed at the December meeting. A list of bills will be provided that can be paid before Council specific approval. A list will be provided for all reoccurring monthly bills. All discretionary payments are non-reoccurring and need Council's approval.

L. Additions to Borough Manager's task list – Asset Management Plan, Energy Feasibility Assessment

6. New Business

A. Amendment to September meeting minutes – Ordinance number corrections.

Ms. Gromlich made a motion to make the numerical corrections (931 and 932 to 731 and 732) to the ordinances and send it to Council. The motion was seconded and unanimously approved

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- B. Treasurer's and Borough Manager's bond – what are the amounts?

It was decided that the Borough Manager's bond would be \$10,000.00 and the Borough Treasurer's bond would be \$100,000.00. Ms. Gromlich made a motion to accept these amounts and send to Council. The motion was seconded and unanimously approved.

- C. Audit needed for changing Treasurers

This will be done in conjunction with the year-end audit on a separate page. No motion was needed.

- D. Agreement with the Humane Society of Harrisburg for 2016

Following discussion, this was taken out of the budget. The West Shore Police Department will be notified that the Borough is not renewing the contract. Ms. Gromlich made a motion to reject the contract. The motion was seconded and unanimously approved.

- E. Resolutions for those Council members who are leaving

Mr. Ihlein will put this on the next Council agenda for exiting members.

7. Announcements

The next meeting will be held on December 17, 2015 at 6:00PM

9. Adjournment

Seeing no further business, Ms. Yenchko made a motion to adjourn the meeting at 7:37 PM. Motion was seconded and approved.