

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

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

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, December 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

There were no public comments.

4. Minutes from the previous meeting.

A motion was made by Ms. Gromlich to approve the November 18, 2015 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

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

Faith Nicola was present and stated the request for fees originated with Cumberland County Tax. She is trying to keep consistent with other Cumberland County Townships and Boroughs. Mrs. Nicola also stated that the New Cumberland Borough tax collector acts as a deputy collector for Lemoyne in case of emergency. Ms. Gromlich made a motion to make a Resolution for these fees to send to Borough Council for approval. The motion was seconded and was passed with a vote of 2 to 1 in favor of the motion.

- B. Accident and Illness Preparedness Plan (AIPP) – review of 2nd set of 15 pages

There was a review of all pages and corrections and changes were made. The next 15 pages will be reviewed at the next Committee meeting. The Safety Committee should also review them.

- C. Appointments to Authorities, Boards and Commissions – any outstanding?

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George Young has responded that he wishes to serve for another term on Zoning Hearing Board. Carolyn Green of the Planning Commission has sent her response in regular mail. Will Hesse gave a verbal response he wished to serve another term, written response is pending. With the passing of Robert Farver, there is an opening on the Shade Tree Commission.

- D. Discussion of reimbursement policy for staff required licenses and continuing education efforts

This item was tabled until the next Committee meeting in January.

- E. SMARTWATT Energy – follow up (Feasibility Assessment)

Ms. Yenchko and Mr. Ihlein had follow up discussion with them. SMARTWATT did do a walk-around of the building for a preliminary assessment. Item will be tabled until next meeting in January.

- F. Barton & Loguidice PC – Proposal for Asset Management

The company recommended (Facility Dude) is not suitable to the Borough needs.

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

A final draft will be available for review at the next meeting.

- H. Pre-approval of purchases policy – Mr. Ihlein

A final draft will be available for review at the next meeting.

6. New Business

- A. What should be the cut-off date for distribution of materials before a meeting?

Ms. Gromlich recommended that cut off should be a minimum of three business days.

- B. Confidentiality/Non-disclosure discussion

Mrs. Spilewski suggested that staff should sign appropriate confidentiality forms. This is being sent to the Borough solicitor for draft language.

- C. Job Description – Assistant Maintenance Department Supervisor

This item was tabled.

- D. Revising task list and progress updates.

This item was tabled.

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7. Announcements

The next meeting will determined at the Council Reorganization meeting on January 4, 2016.

8. Adjournment

Seeing no further business, Ms. Yenchko made a motion to adjourn the meeting at 7:52 PM. Motion was seconded and unanimously approved.