

# BOROUGH OF LEMOYNE

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## Administration Committee

### Minutes for the Meeting Held on January 21, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, January 21, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:08 pm.

2. Roll Call

Committee members present were Donna Hope and Dan Green. Staff members present were Robert Ihlein, Borough Manager, Karen Unger, Executive Assistant and Audra Spilewski, Office Manager/Borough Treasurer.

3. Public Comments

Resident Suzanne Yenchko stated that the Borough website needs to be kept more up to date.

4. Minutes from the previous meeting.

A motion was made by Mr. Green to approve the December 17, 2015 meeting minutes as written. Motion was seconded and unanimously approved.

5. Unfinished Business

A. Accident and Illness Preparedness Plan (AIPP) Safety Manual (review of the 3<sup>rd</sup> set of 15 pages)

Mr. Ihlein will provide pages 31 through 45 to the Committee for review by the next meeting.

B. Discussion of Reimbursement Policy for Staff Required Licenses and Continuing Education Efforts

This item was tabled.

C. SMARTWATT Energy – follow up (Feasibility Assessment)

Initial assessment was completed. The Borough is not going forward with this item and it is being removed from the agenda.

D. Barton & Loguidice PC – Proposal for Asset Management

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This company wanted the Borough to commit to the program without providing any costs. The service has been budgeted, but the Borough will look into other providers (Dallas Data) for similar services.

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

Mr. Ihlein provided updates and copies of current posting drafts. The Committee will review and return next month and report any additional input.

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

Mrs. Spilewski gave an overview explanation of current procedures. Borough Council needs to decide on which bills to prioritize. The Committee will review and return next month with new ideas.

G. Confidentially /Non-Disclosure discussion

A policy from the Solicitor was provided. Mr. Green made a motion to send this to Council for the February meeting. Motion was seconded and unanimously approved.

H. Job Description – Assistant Maintenance Department Supervisor

Two positions are currently open, Assistant Maintenance Department Supervisor and Assistant Sewer Department Supervisor. The descriptions provided will be reviewed by the Committee and discussed at the meeting next month.

I. Revising Task List and Progress Updates

Mr. Ihlein is still working on this and it is an ongoing project.

6. New Business

A. Robert Ihlein's Professional Conference

Mr. Ihlein would like to attend a professional conference February 17, 18 & 19. Mr. Green made a motion to approve this trip. Motion was seconded and unanimously approved.

B. Check Signers

The check signature cards need to be updated. It was determined to remove Robert Ihlein, Dennis McGee and Stacy Gromlich and replace with David Beasley, Donna Hope and Audra Spilewski as authorized check signers.

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C. Council Retreat

A date was set for March 12, 2016 from 9AM to Noon; breakfast will be provided.

D. Police Lease

The current lease expired December 31, 2015. Lease needs to be reviewed. Rent will remain the same for 2016. The Borough would like to raise the rent for 2017.

E. Employee Pension Plan Ordinance

The plan was restated in 2013. This is not an urgent matter and the matter will be revisited next month. Mr. Green made a motion to adopt the Ordinance restated pension plan. The motion was seconded and unanimously approved.

F. Splitting Streets and Stormwater Committees

Mr. Border suggested that the Committees be split, but be held on the same date, at back to back times. Mrs. Hope made a motion to split the Committee. The motion was seconded and unanimously approved.

G. Website

Mr. Ihlein has spoken with three companies and is continuing to do more research with other providers. He will make a recommendation at the meeting next month. Mr. Green volunteered to assist on this matter.

H. Clerk Job Position

This position was posted on the Council of Government website and in the Patriot News.

I. Bond for Treasurer

It was determined that the Treasurers bond should be greater than or equal to the Liquid Fuels state grant amounts (Approx. \$150K). Mr. Ihlein requested a response from the Committee on this amount increase. Mr. Green will check with PennDOT contracts for confirmation on this requirement. Mrs. Spilewski also stated that the Assistant Treasurer should be bonded.

7. Announcements

The next meeting will be held on February 18, 2016 at 6:00PM.

8. Adjournment

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Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:40 PM.  
Motion was seconded and unanimously approved.

Minutes submitted by Karen Unger, Executive Assistant.