

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on February 18, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, February 18, 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 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 Mr. Green to approve the January 21, 2016 meeting minutes as amended. Motion was seconded and unanimously approved.

5. Unfinished Business

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

This item was tabled.

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

This item was tabled.

C. Proposal for asset management

Mrs. Spilewski provided a handout from Casselle explaining the additional module available to the system already being used by the Borough. Cost for the module and license is \$2970.00. Training and set up is an additional \$400.00. They will be asked to attend the next meeting for a demonstration.

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D. Draft policy for advertising all new job postings

Mrs. Hope made a motion to send the policy to Council for approval. The motion was seconded and unanimously approved.

E. Pre-approval of purchases policy

Mrs. Hope made a motion to send the policy to Council for approval. The motion was seconded and unanimously approved.

There will be a review of P-Card policies at the next monthly Committee meeting.

F. Job Description – Assistant Maintenance Department Supervisor

Mrs. Hope made a motion to accept the description for the Assistant Maintenance Department Supervisor. The motion was seconded and unanimously approved.

The Assistant Supervisor for the Sewer Department needs further clarification on the CDL requirement for the job. This is tabled until next meeting.

G. Revising Task List and Progress Updates

This item was tabled.

H. Police Department Lease

The Committee will check with the Commission and revisit this item at the next meeting.

I. Website

Mr. Green will have Matt Allen fix the mobile user issues on the website. Mr. Allen is also putting together a maintenance agreement proposal for review at the next meeting.

J. Clerk Position

Mrs. Spilewski reported that 27 resumes were received for the position. Last day for submission of resumes is 02-19-2016. Interviews will start the week of 02-22-2016. Members of the Committee will also participate in the interview process.

6. New Business

A. Updating Code Enforcement Job Description

It was decided that the Code Enforcement position would directly report to the Borough Manager. The description will be amended accordingly.

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B. Newsletter Dates

A list of schedule dates was provided. Mr. Green made a motion to approve the newsletter schedule. The motion was seconded and unanimously approved.

C. Sample of Recruiting and Hiring Policy

This item was tabled.

7. Announcements

The next meeting will be held on March 17, 2016 at 6:00PM.

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:20 PM. Motion was seconded and unanimously approved.

Minutes submitted by Karen Unger, Executive Assistant.