

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on March 17, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, March 17, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:06 PM.

2. Roll Call

Committee member present was Dan Green. Donna Hope was absent. Staff members present were Robert Ihlein, Borough Manager, Karen Unger, Executive Assistant, Audra Spilewski, Office Manager/Borough Treasurer and James Fair, Maintenance Department Supervisor.

3. Public Comments

There were no public comments.

4. Minutes from the previous meeting.

A motion was made by Mr. Green to approve the February 18, 2016 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 3rd set of 15 pages)

Suzanne Yenchko provided updates and corrections for these pages. The last 15 pages will be reviewed for the meeting next month.

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

This item was tabled.

C. Proposal for asset management (presentation on Casselle by Matt and Jim from Dallas Data)

A presentation was given by representatives from Dallas Data on the asset management module available on Casselle. Upper Allen Township was used as the example. Mrs. Spilewski, will contact the Finance Officer at Upper Allen to get their impressions of the product. Mr. Green made a motion to recommend purchasing the module for \$2970.00 with an additional \$400.00 for staff training

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and send to Council for approval. The motion was seconded and unanimously approved.

D. Revising task list and progress updates

This is ongoing and will be removed from the list.

E. Police Lease (Commission Comments)

David Beasley is working with the Commission on this issue.

F. Website

Proposals were provided from Matt Allen for review and selection. Option #2 was the Committee's first choice and will be presented at the next Council meeting for approval.

Proposed Website Solutions for the Borough of Lemoyne from Matt Allen:

Option #1 – Time and Materials

Website maintenance and enhancements are completed on a time and materials basis. My current rate is \$50 / hour billed to the nearest quarter hour.

Option #2 – Maintenance Contract – 4 hours monthly / Hosting and Domain Registration included

Website maintenance and enhancements are completed as part of an annual contract. The contract includes up to 4 hours of labor each month. Any additional hours beyond the contracted amount are billed at my hourly rate of \$50 / hour billed to the nearest quarter hour. Cost would be \$1,200 / year paid prior to the start of the contract.

Option #3 – Maintenance Contract – 2 hours monthly

Website maintenance and enhancements are completed as part of an annual contract. The contract includes up to 2 hours of labor each month. Any additional hours beyond the contracted amount are billed at my hourly rate of \$50 / hour billed to the nearest quarter hour. Cost would be \$600 / year paid prior to the start of the contract.

G. Recruiting and hiring policy

This item was tabled.

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6. New Business

A. P Card policy

Mr. Ihlein reported is a cash back card. A list of unapproved purchases needs to be generated. Purchase policy guidelines are also needed. Mr. Border thought it might be beneficial to have a policy that outlines what cannot be purchased with P Cards.

B. New bank

Mr. Ihlein and Mrs. Spilewski are researching other financial institutions for a possible change to another bank. They will also research possible investment accounts.

C. Resolution for the destruction of certain documents

A completed list is needed. Boxes have already been identified and marked for shredding.

D. Cumberland County Resolution 2016-06 (Amend the Covered Device Recycling Act)

This was read and acknowledged by the Committee.

E. Resolution opposing HB-340 which amends the PA Sunshine Act

This item was tabled.

F. Full time Assistant Borough Secretary

This item was tabled, but Mr. Ihlein is working on a job description.

G. New vendor for codifying ordinances

Mr. Ihlein is searching for a new vendor and will report back next month. The current Code of Ordinances will be uploaded to the website soon.

H. Discussions on how to move forward with the Solicitor

This item was tabled.

I. Yard Waste

Mr. Ihlein reported that there are fewer volunteers available and sometimes they are also a no-show on scheduled dates of operation. He will check with Fairview Township to see if they are interested in a partnership. The Borough will also look into having a shredding event.

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J. Electricity purchases

Mr. Ihlein reported that the broker called and stated the rates are at an all time low. This will be revisited at the end of the year.

K. Rental Properties

Mr. Huggler provided a diagram of possible rental properties. He has also offered to take calls from renters will tenant/landlord complaints.

7. Announcements

The next meeting will be held on April 21, 2016 at 6:00PM.

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:50 PM. Motion was seconded and unanimously approved.

Minutes submitted by Karen Unger, Executive Assistant.