

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

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

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, April 21, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:00 PM.

2. Roll Call

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

3. Public Comments

Bonnie Gobel and Cynthia Knight from the Frederickson Library gave a short presentation for "The Wall". This is a place in the lower level lobby to put Borough related flyers, pamphlets and other information. The buy in price/donation was \$1000 for set up of the display. This will be put on the next Council meeting for review and approval to participate.

4. Minutes from the previous meeting.

A motion was made by Mrs. Hope to approve the March 17, 2016 meeting minutes as amended. The motion was seconded and unanimously approved.

5. Unfinished Business

A. Accident and Illness Preparedness Plan (AIPP) Safety Manual (review of the 4th set of 15 pages)

The Committee went over the last 15 pages and made corrections and changes. Page 48 will be reviewed at a later date. There also needs to be additional review on the items of blood borne pathogens and information on Employee Assistance Programs.

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

There was some discussion on this item. The Borough Manager has some discretion. The budget will need to be increased for this in 2017. This will be taken off the agenda.

C. Police Commission Lease of Borough Property

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Mr. Ihlein was given information by David Beasley. The next lease should be for a five year term with a five year renewal option. The lease should include language about use of garage space. Specifically how many spaces are to be included as part of the lease.

D. Website

Matt Allen has been paid and is starting to work on the site as contracted. Ms. Unger is sending items as needed for programming updates and for uploads to the site.

E. Recruiting and hiring policy

This item was tabled; low priority.

F. P-Card Policy

The current policy was approved in 2011. A list of unapproved uses needs to be compiled and updated. This will be brought back to the table at the next meeting.

G. New bank

Chief Hope recommended Members First as a possible new bank. Mr. Ihlein suggested that some monies be transferred to investment funds.

H. Resolution for the destruction of certain documents

Mr. Ihlein will have a list prepared for the next Council meeting.

I. Full time Assistant Borough Secretary

Mr. Ihlein is working on a draft job description.

J. New vendor for codifying ordinances

Mr. Ihlein sent a message through CAPCOG asking other Boroughs for list of companies they use. General Code was the majority response with good reviews received. He will contact them to see what they offer.

K. Solicitor positions

The Committee had a discussion on the possibility of changing solicitors. Mr. Ihlein will speak with Scott Wyland on this matter to get a proposal from Saltzman Hughes.

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L. Yard Waste

This item was sent to the Streets Committee. Yard waste used to be sent to the maintenance yard for shredding. The Borough can't find a vendor to do the shredding and removal at a reasonable cost. Treatment plant security is also a concern. Therefore this program is being discontinued.

M. Electricity purchases

Mr. Ihlein reported that the broker called and stated the rates are at an all-time low. Mr. Ihlein and Mrs. Spilewski had a meeting with Patriot Energy. Direct Energy has also contacted Mr. Ihlein with information. Bid proposals will be submitted at the next Council meeting for review and possible selection/approval of a bid.

N. Employee Personnel Manual

This item was tabled.

O. Paper shredding event

This event will be combined with the Borough document disposal and members of the community. Carolyn Green will assist in coordinating this event.

6. New Business

A. FY 2015 Audit and Financial Statements

This will arrive in May and a presentation will be given by the auditors.

B. FY 2014 and 2015 Audit of Liquid Fuels

See section A under new business.

C. Participating with CAPCOG on engaging Cohen Law Group to negotiate a franchise renewal with Verizon

Mr. Ihlein is working on this issue with CAPCOG to keep the fees low. The Committee approved moving this item to the Council agenda.

D. Additional donation to Fredrickson Library

A presentation was given under public comments. The Committee approved moving this item to the Council agenda.

E. Interviews for the Assistant Maintenance Department Supervisor

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The position was posted and candidate interviews are being conducted with Mr. Ihlein, Mr. Huggler and Mr. Border.

F. Interior alterations of the Administration offices and other spaces in Borough Hall

Mr. Ihlein provided a drawing of a proposed floor plan. Cost estimates will be obtained.

G. Recognition of police officers involved in rescue at house fire on Bosler Avenue

A formal presentation will be given at the next Borough Council meeting.

7. Announcements

The next meeting will be held on May 19, 2016 at 6:00PM.

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:36PM. Motion was seconded and unanimously approved.

Minutes submitted by Karen Unger, Executive Assistant.