

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on May 19, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, May 19, 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

There were no comments.

4. Minutes from the previous meeting.

A motion was made by Mrs. Hope to approve the April 21, 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 reviewed the draft copy provided. A motion to send the draft to Council for approval was made by Mr. Green. The motion was seconded and unanimously approved.

B. Police Commission Lease of Borough Property

The Committee reviewed a copy of the lease. The new lease will be for a five year term with an option for five more years. Garage space will be included as part of the rental space. A motion to accept the terms of the new lease was made by Mr. Green. The motion was seconded and unanimously approved. The lease will be sent to the Borough Solicitor for additional review, then to Council for approval.

C. Website

There were some problems in moving the website to the new server. This is being worked on by Matt Allen.

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D. Recruiting and hiring policy

This item was tabled.

E. P-Card Policy – draft review.

The Committee reviewed the draft. Mr. Ihlein will check on the bank names and correct as needed. A motion to send the policy for approval by Council was made by Mrs. Hope. The motion was seconded and unanimously approved.

F. New bank

Mr. Ihlein and Mrs. Spilewski are still reviewing other financial institutions. First National Bank has other options available for consideration and additional meetings will be scheduled with them.

G. New vendor for codifying ordinances

Mr. Ihlein met with General Codes. A report will be given at the next meeting.

H. Solicitor Positions

Kurt Williams and Isaac Wakefield from Salzman/Hughes were present and gave a presentation outlining services they can provide for the Borough. This firm handles about 35 other Boroughs and Townships.

Mr. Ihlein asked if the firm could handle issues with debt collection, union issues and the possible sale of the Waste Water Treatment Plant. They responded they could handle these types of legal issues.

Mr. Border also expressed concerns about a possible conflict of interest as Wormleysburg also uses this firm.

I. Employee Personnel Manual

Mr. Ihlein presented a possible outline for a manual. The Committee will review and come back next month with recommendations.

J. Paper shredding event – to be scheduled in the fall

Dan & Carolyn Green will organize this event. The service will be provided for residents only and not for commercial use.

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K. Fiscal Year 2015 Audit and Financial Statements

Auditor Mark Zettlemoyer from Reinsel, Kuntz & Leshner provided a written report and gave a presentation of the 2015 financial statements.

L. Interior alterations to Administration offices and other spaces in Borough Hall

Mr. Ihlein will have plans and estimates for the meeting next month.

6. New Business

There was no new business.

7. Announcements

The next meeting will be held on June 16, 2016 at 6:00PM.

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:34PM.

There was an executive session held from 6:45PM to 7:00PM.

Minutes submitted by Karen Unger, Executive Assistant.