

# BOROUGH OF LEMOYNE

"The little town that has it all!"

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## Administration Committee

### Minutes for the Meeting Held on June 16, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, June 16, 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 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 May 19, 2016 meeting minutes as written. The motion was seconded and unanimously approved.

5. Unfinished Business

A. Update on Website

The top priority is to upload biographies and pictures of Mrs. Hope and Mr. Border. The staff will keep a running list of improvements for the website.

B. Recruiting and Hiring Policy

This matter is tabled for now.

C. New bank and investing reserve funds

Mr. Ihlein and Mrs. Spilewski met with Mid Penn Bank. They will also look into opportunities with Members 1<sup>st</sup> Federal Credit Union. PLGIT is also being considered for investments. The Committee was in agreement to change banks if FNB will start charging fees. There will be Council action on this matter at the July 7, 2016 meeting.

D. New vendor for codifying ordinances

Mr. Ihlein will report back at the July Committee meeting with information on General Code.

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E. Solicitor positions

Mrs. Spilewski provided a comparison of costs/invoices from Johnson Duffie vs. Salzman Hughes. Mr. Ihlein will call Salzman Hughes to clarify their proposal. Mr. Ihlein will update the Committee by e-mail.

F. Employee Personnel Manual

The Committee reviewed some of the items on the outline. They will review the draft outline of the Camp Hill Borough manual next month. It will be sent out ahead of the next meeting.

G. Paper shredding event – July

Mr. Ihlein sent a letter asking FNB to be a sponsor. It is hoped that this event can be announced at the Harrisburg Symphony Orchestra concert on July 2, 2016.

H. FY2015 audit and RFP for auditors

This is on target for the Fall. The Committee would like to interview several candidates.

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

Alterations include one door into new Codes Office and build a new breakroom in the old Codes Office space. Mrs. Hope made a motion to send the proposal to Council for approval. The motion was seconded and unanimously approved.

6. New Business

A. Update on Property & Liability Insurance

The insurance premiums are going up by \$10,000 due to value of the treatment plant increasing to \$22,000,000.00.

B. LED street lights from PPL

Mr. Ihlein will investigate the new offer to save money.

C. RFP for pension plan consultant

Mr. Ihlein is working on this for the Fall.

D. Other

Mr. Border asked to have a review of budget overage items for the next meeting.

7. Announcements

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

## 8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:25PM.

Minutes submitted by Robert Ihlein, Borough Manager, transcribed by Karen Unger, Executive Assistant.