

# BOROUGH OF LEMOYNE

"The little town that has it all!"

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## Administration Committee

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

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, July 21, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:03 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 June 16, 2016 meeting minutes as written. The motion was seconded and unanimously approved.

5. Unfinished Business

A. Update on Website

The website is up to date.

B. Banking Authorizations

Mr. Ihlein reported that after interviewing several potential financial institutions, he recommended that the Borough move the accounts to Mid-Penn Bank.

C. New vendor for codifying ordinances

Mr. Ihlein and Ms. Unger had a meeting with Michael Peter from General Code to discuss business opportunities with them. Mr. Peter will provide a proposal to Mr. Ihlein for review at the August Committee meeting.

D. Solicitor positions

Steve Miner from Daley, Zucker, Meilton & Miner, LLC gave a presentation for the post of Borough Solicitor. The Committee asked questions on types of services they could provide the Borough. There was also discussion on the rates for their services.

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E. Employee Personnel Manual

This item was tabled.

F. Paper shredding event

A date, time and location is to be determined.

G. FY2015 audit and RFP for auditors

This item was tabled.

H. LED street lights from PPL

Mr. Ihlein provided a report. The report showed savings of \$250.00 per month and brighter lighting. This would be a 15 year contract. A final recommendation will be given at the August Committee meeting.

I. RFP for Pension Plan Consultant

Mr. Ihlein and Mrs. Spilewski had a meeting with a representative with PSAB to review possible plans. Mr. Ihlein would like to review other potential plans before making a recommendation to change companies.

6. New Business

A. Mid-year budget review

Mrs. Spilewski provided a written and verbal report by account for items requested by Mr. Border.

B. Consolidating internet, phone and TV services with Comcast

Mr. Ihlein is working with Comcast to consolidate the account to include all four Borough locations.

C. Authorization to engage Byer Barber Actuaries to evaluate possible changes to the pension plan

Mr. Ihlein reported this action needs authorization and will have associated costs for a change. Council action will be needed on this matter.

D. Shared driveway agreement with West Shore Bureau of Fire

Mr. Ihlein will provide a description for review by the Committee after it is prepared by the engineer working on this project.

E. Review of Borough Manager Job Description

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Mr. Ihlein handed out a written description for review by the Committee.

7. Announcements

The next meeting will be held on August 18, 2016 at 6:00PM

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:29PM.

Minutes submitted by Karen Unger, Executive Assistant.