

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administration Committee

Minutes for the Meeting Held on September 15, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, September 15, 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

Resident Audra Spilewski had concerns about Council members having sidebar conversations during meetings. She also wanted to know if the police officers wore body cameras. This was announced in the press. She also requested that the West Shore Regional Police website be linked to the Borough website. She pointed out at the last Council meeting that there was not a complete motion for the hiring of Charles Moll. She also asked about why the Solicitor announced the Docket number for ongoing litigation.

Resident Bob Huggler had questions and concerns about the construction of the new codes office.

Resident Sue Yencko gave an update on the mural fund raising progress. Donations have now exceeded the \$81,000.00 needed for the project.

4. Minutes from the previous meeting.

A motion was made by Mrs. Hope to approve the August 18, 2016 meeting minutes as written. The motion was seconded and unanimously approved.

5. Unfinished Business

A. Banking Authorizations for FNB and Mid Penn Bank

Mr. Ihlein gave a report on checking account procedures and who can sign checks. He also went over a responsibility list. Mr. Ihlein will prepare a Resolution for the next Borough Council business meeting.

B. Solicitor positions

This matter will be discussed as part of the budget hearings.

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C. Employee Personnel Manual

Mr. Ihlein brought the second set of pages for review by the Committee for discussion at the next meeting.

D. FY2015 audit and RFP for auditors

Mr. Ihlein prepared a draft and is ready to send out RFP's for going forward on this matter.

E. RFP for Pension Plan Consultant/moving pension to PSAB-MRT

Mr. Ihlein addressed this matter with Council by email. He will request that Joe Scott attend the next meeting for further discussion on this matter.

F. Review of the Borough Manager job description

This item was tabled.

G. Participating in the Early Intervention Plan with PADCED

There was discussion on what/how this plan could be used. Mr. Ihlein will put out a RFP for consultants.

H. Shred Event on October 22, 2016

Mr. Green and Mayor Gallo will solicit donations from businesses at the West Shore Plaza to help offset the \$650.00 cost. Smithland has donated the use of parking lot space for the event. Mr. Ihlein will also check in the Borough Special Events Funds to see if monies are also available.

6. New Business

A. Employee Disciplinary Policy

A policy draft was provided and reviewed. Changes were given to Mr. Ihlein to put into the draft. He will also share the draft with Dennis McGee for use in union negotiations.

7. Announcements

The next meeting will be held on October 20, 2016 at 6:00PM

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:20PM.

Minutes submitted by Karen Unger, Executive Assistant.