

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee

Minutes of the Meeting Held on June 19, 2014

1. Call to Order

The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, June 19, 2014 at 6:02 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Sue Yenchko presiding.

2. Roll Call

Committee Members present were Stacy Gromlich and Zachary Border. Borough Staff present were Robert Ihlein and Kathryn Morrow.

3. Public Comment

There was no public comment.

4. Review of Minutes from the Previous Meeting

Motion to approve the May 15, 2014 minutes as amended by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.

5. Unfinished Business

A. Website Update

Mr. Ihlein noted that there is no update at this time. We may possibly have a beta site by the end of July.

B. eCivis Software

The committee tabled this until the fall so that it will be added to the 2015 budget discussion.

C. Crossing Guards

The Borough Solicitor contacted the school district. We will hopefully have more information for the July Administrative Committee Meeting. A decision will need to be made at the August council meeting.

D. Funds not spent in 2013

\$455,000 was transferred from the General Fund to the Capital Investment Fund. Mr. Ihlein will work with the departments to come up with a list of requests for the strategic plan.

E. Union Meeting relating to disability, return to work and limit on benefits and interpretation of overtime and sick time clause

The first meeting was held with Ms. Gromlich, Mr. McGee and Mr. Ihlein attending. Mr. Ihlein will check with other municipalities' policies for the July meeting. Next meeting date was set for July.

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- F. Code Red
Motion to purchase Code RED through COG by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- G. Norfolk Southern easement for access to Riverfront Park
Ms. Gromlich has contacted them and is waiting for a response.
- H. Possible use of Payroll Services
Proposals from three companies should be presented at the July 2014 meeting.
- I. Create a document retention policy and shred old documents
This item has been tabled until the fall.
- J. Renewal of Employment Agreement with Robert Ihlein as Borough Manager
Mr. Ihlein asked to table this item until August.
- K. Borough street lights and possible ownership – Mr. Ihlein will speak with Mr. Fair about researching this by September.
- L. New software package for general operations
Proposals from three companies will be presented at the August 2014 meeting.
- M. Create an IT Update Plan
Staff will include a current inventory, assess need for new server, telephone system, borough laptop and acquiring a color copier for the office.
- N. Review staff levels and begin succession planning
This has been on the strategic plan for one year, we can discuss during the budget preparation.
- O. Codify Ordinances and offer web access
This is on the strategic plan for two years. Mrs. Morrow will contact Keystate Publishers about adding a link on the new website, possibly the current website if possible.
- P. Look at new revenue options and ideas
This is on the strategic plan for 2 years. In July we should set the Budget Preparation Meeting Schedule.
- Q. Increase revenue by leasing borough lands
Mr. Ihlein will ask for an update from the solicitor about Allied Fiber.
- R. RFP's for pension plan consulting services
This will be included in 2015 Budget discussion. It is a one year strategic plan item.
- S. RFP for Solicitor
This has been tabled until October and is also a one year strategic plan item.
- T. Office Procedure Manual
The payroll procedure will be documented soon. The other departments will be asked to record procedures.
- U. Personnel Policy Manual
Mr. Ihlein has this item on his personal goal list for the summer.
- V. Negotiate a new Collective Bargaining Agreement
This will be removed from the agenda because it is two years away.

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6. New Business

A. Review of Budget

There has been no unexpected expenses other than the salt expense at the beginning of the year.

B. A Resolution to amend the fee schedule to set a fee of \$6.00 per year for a property owner to get a duplicate sewer bill when they want a tenant to pay the bill will be added to the July Council Meeting agenda.

C. Appointment of the Chair of Vacancy Board

Ms. Yenchko has resigned from the board in her letter of interest to replace Mr. Baptiste on council. She will send another official letter. Motion to recommend Mary Webber Weston to be appointed as the Chair of the Vacancy Board by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.

D. Bonding for those who handle cash

Motion to get office employees bonded at \$100,000 each by Ms. Gromlich, seconded by Mr. Border. Motion carried with unanimously.

E. Ethics Training for employees, council members, and board members

Mr. Ihlein will look for samples and look into PSAB training opportunities for ethics training. We will need to increase training in the budget for 2015.

F. Code enforcement officer job description

Mr. Ihlein will distribute the job description to committee members for review. He also discussed the current procedure for code enforcement. The committee agreed to add an item onto the Council Meeting agenda to approve posting the position in the newspaper.

G. Request from Mr. Kostecky of 73 Cumberland Road

Mr. Ihlein discussed a letter from John Kostecky requesting that he be given permission to cut down some trees on Borough Property in Negley Park adjacent to his property in Negley Park. Motion to allow Mr. Kostecky to cut down the trees by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.

H. Alliance for Chesapeake Bay Grant Application

Motion to approve a resolution supporting the grant application and set aside \$35,000 as a match by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously. This is for improvements to the rain gardens.

I. Random employee drug testing

This item has been tabled until July.

7. Announcements

The next Administrative Committee Meeting is on July 17, 2014 at 6:00pm.

8. Adjournment

There being no further business the meeting was adjourned at 7:32pm.

Prepared by, Kathryn Morrow, Borough Secretary

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