

# BOROUGH OF LEMOYNE

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## Administration Committee

### Minutes for the Meeting Held on October 20, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, October 20, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:02 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 none.

4. Minutes from the previous meeting.

Mr. Green made a motion to approve the minutes of the previous meeting as written. The motion was seconded by Mrs. Hope and unanimously approved.

5. Unfinished Business

A. Banking Authorizations for FNB and Mid Penn Bank

Ms. Spilewski reported that FNB needed new signatures for the bank accounts to update their records. She is working to set up the new accounts at Mid Penn and needs to get them the resolution adopted by Council. Members of Council also need to sign documents for Mid Penn.

B. Solicitor positions

This matter was tabled.

C. Employee Personnel Manual

The Committee is still in the process of reviewing the section handed out last month.

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D. RFP for auditors

The committee directed Ms. Spilewski and Mr. Ihlein to review the responses and then make a recommendation to Council at their next meeting.

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

Mr. Joe Scott is now scheduled to attend the next meeting for further discussion on this matter.

F. Review of the Borough Manager job description

Mrs. Hope reviewed the old description and is suggesting a number of changes. Mr. Ihlein will take those changes and prepare a new draft for the Committee to review.

G. Participating in the Early Intervention Plan with PADCED

Mr. Ihlein asked if preparing and sending out a RFP for consultants could wait until after the 2017 is prepared. The Committee agreed.

H. Shred Event on October 22, 2016

Mr. Green reported that everything is set up and that the event will start at 10 am.

6. New Business

A. Increase in compensation for the Tax Collector

Mr. Ihlein reported that he received an email from Faith Nicola in which she said she wants to ask Council for additional compensation for the services of the tax collector. This would have to be approved before the end of 2017 and would not take effect until the beginning of 2019. She did not state how much of increase would be appropriate. The Committee wants to discuss this in person with her before they will recommend an increase to Council.

B. Set date for the employee holiday luncheon

The Committee decided to hold the luncheon on Friday, December 16 at 11:30.

C. Goals and Objectives for the 2017 Budget

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The Committee reviewed the goals and objectives passed with the 2016 budget and made some additions. Mr. Ihlein will incorporate those changes and email it to the Committee for their review.

D. Cost of Living Adjustment (COLA) for employees for 2017

The Committee recommended a COLA of 1.50% for the employees.

E. Filling the Executive Assistant position

Mr. Ihlein asked the Committee for direction on filling the position vacated by Karen Unger. A full-time position of Assistant Borough Secretary had been discussed last year but was not approved in the budget. The Committee directed Mr. Ihlein email them the draft job description that he had prepared previously.

F. Information Technology Plan and Strategy

The Committee had asked Mrs. Spilewski to look into this. She presented options from several different companies she has been in contact with. Prices range from \$600 to \$1250 per month for a full service high tech firm. The Committee recommended checking with a local company called 2K Technologies. In preparing the budget a number of line items should be pulled together into a single line item for IT.

7. Announcements

The next meeting will be held on November 17, 2016 at 6:00PM

8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:30 PM.

Minutes submitted by Robert Ihlein, Borough Manager/Treasurer