

# BOROUGH OF LEMOYNE

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## Administration Committee

### Minutes for the Meeting Held on November 17, 2016 at 6:00PM

1. Call to Order

A meeting of the Administration Committee of Borough Council was held on Thursday, November 17, 2016 at Lemoyne Borough Hall, 510 Herman Avenue, Lemoyne, PA. Chairperson Zachary Border called the meeting to order at 6:05 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. Employee Personnel Manual

Mr. Ihlein reviewed all the parts that have been worked on to date and made sure the Committee had all of them. The review process will continue next month.

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

Mr. Joe Scott from the Pennsylvania Association of Boroughs made a presentation about the Municipal Retirement Trust (PSAB-MRT). Mr. Scott works for PSAB and he is in charge of coordinating and promoting the program. The program was started in 1972 and any municipal entity can participate. It is mostly boroughs at this time. He explained how the trust was set up, who the investment advisors are, and who the other consultants are that work on the pension program. Mr. Ihlein and Mrs. Spilewski met with Mr. Scott a few months ago, and Mr. Scott has provided a comparison of the current Borough defined

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benefit plan to one with PSAB-MRT that will be reviewed by the Committee next month.

C. Participating in the Early Intervention Plan with DCED

There was discussion by the Committee about the possible benefits of entering the program. If approved by DCED, the Borough would then hire a consultant to help write a plan. The total cost could be \$40-50,000, and DCED would pay half. The Committee was reluctant to recommend spending that money and tabled the idea.

D. Review of the Borough Manager job description

This was tabled until next month.

E. Review of the Assistant Borough Secretary job description

A draft had been provided by Mr. Ihlein last month, which Mrs. Hope had made some written comments on. Mr. Border had sent out a job description for a "city communications manager" that provided some good ideas. Mr. Ihlein will incorporate the ideas and provide a new draft for next month.

F. Review of the Maintenance Mechanic job description

A revised draft for a part time position had been provided for review. During recent budget hearings Council has decided not to fund the position in 2017. The matter was then tabled by the Committee.

G. Increase in compensation for the Tax Collector

Mrs. Nicola had informed Mr. Ihlein that she wanted to request an increase in the amount paid to the next Tax Collector and have Council approve it now so that it would take effect after the next election cycle. Mr. Ihlein had asked her to submit this request in writing. Nothing has been submitted as of this date.

H. IT plan and strategy, including software to track constituent issues

Mrs. Spilewski reported she has been talking with a couple of local firms who would be able to supply professional information technology services on a regular basis. Alliance Computers and their affiliate Premier IT Solutions were considered, as well as 2K Networking. This firm appears to have the most comprehensive services and would come on site every month and work on projects as needed. The Committee recommended moving ahead with 2K and confirming a fee that can be used in the 2017 budget.

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## 6. New Business

### A. Resolution No. 2016-17 and moving cash from First National Bank to Mid Penn Bank

Mrs. Spilewski and Mr. Ihlein reported to the Committee that they were ready to move some of the Borough cash assets into a new account at Mid Penn Bank as authorized by the resolution. This money would be deposited into an "insured cash sweep" account that would earn more interest than a regular checking account. After a discussion, the Committee instructed staff to take \$1 million from the General Fund, Sewer Fund, and Sewer Capital Reserve Fund and deposit \$3 million into the new account.

### B. Closing the "Payroll" bank account and the "Payroll Fund"

This item was tabled.

### C. One more hearing for the 2017 Budget?

Mr. Ihlein reported there were still a few unknowns left to complete the 2017 budget, and recommended another special meeting be held. The Committee agreed to hold one on November 30<sup>th</sup> at 6:00 pm. The Committee also recommended a Cost Of Living Adjustment of 2.0% for employees as the result of recent union contract negotiations. Mr. Ihlein will advertise this special meeting.

### D. Resolution for the guarantee of the loan to the West Shore Bureau of Fire Commission

Mr. Ihlein reported that Borough Council must decide to back the loan for the construction of the new firehouse. A resolution may be prepared for the December 8 meeting.

### E. Appointments to Boards and Committees for 2017

Mr. Border noted there were certain volunteer positions on the authority, boards and commissions expiring at the end of the year. These include the municipal authority, Zoning Hearing Board, Planning Commission and Shade Tree Commission. Mr. Ihlein will notify the incumbents and see if they want to continue their service. If not, then the positions will be advertised to the public. New appointments will be made at the January meeting of Council.

### F. Need to prepare a Tax Ordinance for adoption in January

Mr. Ihlein reported that Council will need to adopt an ordinance at their January meeting to enact the increase in the Fire Services real estate tax. There will be a motion on the December 8 meeting agenda to have the Solicitor prepare the ordinance.

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## G. Audit of Employee Pension Fund

Mr. Ihlein reported that he was notified the Office of the Auditor General will perform a limited engagement audit of the pension fund. The auditor will be coming on December 5<sup>th</sup>. The audit will cover 2012 through 2015.

## 7. Announcements

The next meeting will be held on December 15, 2016 at 6:00 pm.

## 8. Adjournment

Seeing no further business, Mr. Border made a motion to adjourn the meeting at 7:45 PM.

Minutes submitted by Robert Ihlein, Borough Manager/Treasurer

Approved with corrections by the Committee on December 15, 2016