

BOROUGH OF LEMOYNE

ADMINISTRATION COMMITTEE

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

1. Call to Order and Roll Call Called to Order by Zach Border at 6:03 Donna Hope and Dan Green were present

2. Public Comments Audra Spilweski suggested to cancel all Dec Council meetings in the Future Noted that the Humane society contract was not in the budget

3. Minutes from the Previous Meeting

Donna Hope Made a motion to approve Dan Green Seconded motion passed.

4. Unfinished Business

A. Employee Personnel Manual – review of sections distributed to date; adding a policy addressing taking breaks and lunch time

Reviewed

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

Continue into January begin RFP process with Joe Scott of PSAB.

D. Review of Borough Manager Job Description Tabled

E. Review of the Assistant Borough Secretary Job Description

Reviews and was to be placed on council agenda for approval.

F. Appointments to Boards and Committees for 2017 – LMA, Planning Commission, Shade Tree Commission, Zoning Hearing Board Candidates were discussed will be voted on in January

G. Payroll Bank Account it was discussed that this account should remain open

5. New Business

A. Holding a Council business meeting at New Hope Ministries

This will be done in February or March

B. Closing the Borough office once a month for 1.5 hours to hold staff meetings

The Committee was ok as long as someone remained in the office

C. Revising the Fee Schedule to include: fee for Storm Water Permit; fee for Transient Merchant License; fee for stop payments, insufficient funds for ACH & other blocked bill payments

There will be a resolution in February to amend the fee schedule

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D. Making journal entries to show transfers from General Fund to Pool Fund and Storm Water Fund; also from Sewer Fund to Sewer Capital Reserve

Audra will clean up entries in the accounting system

E. Format for presentation of the monthly financial reports to Council

The Green sheet will add Month to Date

F. Employee Compensatory Time Policy

Revise and resend form so that it is the same for everyone.

G. Opening an Escrow Account Artist Senior line needed for public improvement

6. Announcements/Next Meeting – January 19, 2017 @ 6:00 PM

7. Adjournment – 7:40