

BOROUGH OF LEMOYNE

ADMINISTRATION COMMITTEE

Agenda for January 19, 2016 at 6:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 6:00PM. Councilmen Zach Border and Dan Green were in attendance.

2. Public Comments

Angela Sheaffer of 742 Hummel Avenue stopped by to thank us for the new street lights. She also was upset with taxes. She does not have her taxes in escrow. Ms. Sheaffer sent a check that went out after January 15. Faith Nicola won't accept personal checks after January 15. She only accepts cashier's checks. Ms. Sheaffer was sent to collections after her check was not cashed.

Sue Yenchko of 13 Cumberland Road also mentioned that she has had issues with Ms. Nicola not cashing her checks either.

3. Minutes from the Previous Meeting

No minutes were available for approval.

4. Unfinished Business

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

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

Audra will reach out to Joe Scott of PSAB to discuss moving forward with the RFP.

C. Review of Borough Manager Job Description

Edits were made to the Borough Manager job description. Councilman Border will circulate a final draft for the special meeting.

D. 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

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Mr. Rapak mentioned that the Transient Merchant license will remain at \$25 for 30 days. Fees for nonsufficient funds for checks, Automated Clearing House payment, Stop payments, and blocked bill payments will be added to the fee schedule. The schedule will be revised to reflect the 2017 contracted rate with PENNWASTE for solid waste services.

E. Holding a Council business meeting at New Hope Ministries

The committee will recommend to council that this meeting not be held at New Hope Ministries in February.

F Format for monthly financial reports to Council

Ms. Spilewski provided a new version of the balance sheets.

G Compensatory Time Policy

5. New Business

A. Adverting the assistant position

Dan Green will write up a job description and then have it ready for the meeting next week.

B. Posting for an Interim Borough Manger

Dan Green will do this.

C. Naming a Right to Know Officer

Cliff Karlesn will be considered for the Right to Know Office at Thursday's special meeting.

D. Naming a borough Secretary

The council will ask the solicitor what to do for this situation.

E Advertisement for Full Time Manger

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It is suggested that we advertise in the Patriot News for this position. Additionally,

F. Website

Matt Allen will remove old staff and update website.

G. Call Out Policy

Tabled

F. P Card Policy

1) Cliff

Cliff Karlsen requested a P-CARD. It has come to the council's attention that nearly all Borough employees have their own P-Card.

2) Charlie

Further discussion will need to be had on this.

H. Benecon

Benecon is the Employee Benefit Administrator. Audra will have to handle this. There is a transitional reinsurance fee that is late.

I Signing Contacts and Invoices

Audra Spilewski will determine what she feels she can sign.

J Humane Society

Mike Hope will be the primary contact and we will need to make a secondary contact. Jim Fair will be the back-up contact.

K Council Special Meeting

Zach Border will reach out to the Patriot News to advertise.

L Polling Place

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The old firehouse polling location will be moved to Grace United Methodist first.

6. Announcements/Next Meeting –February 16, 2017 @ 6:00 PM

7. Adjournment – 8:09