

BOROUGH OF LEMOYNE

ADMINISTRATION COMMITTEE

Minutes for March 16, 2017 at 6:00 PM

1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM. Council members Donna Hope, Dan Green, and Chairman Zach Border were present.

2. Public Comments

Resident Rick Stark asked if we alerted the public to the meeting cancellation. Ms. Spilewski said that the cancellation was posted in the running blog post on the website. Mr. Stark also stated that he thanked Mr. Huggler for his service as a councilmember.

3. Minutes from the Previous Meeting

The minutes were unanimously approved.

4. Unfinished Business

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

Tabled until a fulltime manager comes aboard.

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

A meeting with Joe Scott from PSAB to give council an overview of the RFP process took place on February 22. Mr. Scott will be working with Audra Spilewski.

C. P Card Policy

Skip Memmi will talk with the rest of the staff regarding the new P Card policy.

D. Website

The website has been regularly updated.

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E. Workman's Comp Policy

Skip Memmi will work with Audra Spilewski to develop a workers' comp policy going forward.

F. E White Oaks Development traffic island

The borough will accept the property.

5. New Business

A. Matt Allen contract

The borough would like to keep Mr. Allen through the 2017 calendar year. Ms. Spilewski will approach Mr. Allen to see if he would be willing to pro-rate his time through the rest of the year.

B. Largest past due sewer customer proposal to alter monthly payment amount

Donna Hope made a motion to accept a reduced payment for \$1,900.80 for March as well as to stop the accrual of penalties. Dan Green seconded the motion. The motion passed unanimously.

C. Auditor presentation

The new auditor gave their presentation on the week of February 27, 2017. The auditor will present their report at the May Administration committee meeting.

D. Former BM's email

The former borough manager's email can be suspended now. The new emails will be forwarded to Skip Memmi.

E 2k Networking proposal

The borough received a proposal from 2K for a new backup. The cost would be \$598 for the equipment. The installation charge would be \$650.

F Bob Huggler Resignation

Mr. Huggler submitted his resignation from Council. The council will accept his resignation at the April meeting.

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G. Act 172 – Firefighting Tax Credit

This was tabled until next month.

6. Announcements/Next Meeting –April 20, 2017 @ 6:00 PM

7. Adjournment – The meeting adjourned at 7:15.