

BOROUGH OF LEMOYNE

ADMINISTRATION COMMITTEE

Minutes for April, 20 2017

1. Call to Order and Roll Call

The meeting was called to order at 6:04. Councilmen Green, Border, and Councilwoman Hope were in attendance.

2. Public Comments

There was no public comment.

3. Minutes from the Previous Meeting

The minutes for the March meeting were approved as amended.

4. Unfinished Business

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

Mr. Border met with Gary Myers from CAPCOG last week. Mr. Myers suggested that the council reaches out to H.R. Solutions for help with the Employee Personnel Manual. Karen Young from H.R. Solutions will be present for the May meeting.

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

The committee is inviting Joe Scott to attend the June meeting to discuss the RFP final scoring for the borough's pension plan.

C. P Card Policy

As of now only the supervisors in the borough have access to P Cards.

D. Website

At the last Zoning and Ordinance meeting there were public complaints about the inaccessibility of the minutes on the website. The council is attempting to rectify this matter and is updating the website more frequently.

E. Workman's Comp Policy

The council will ask Karen Young from H.R. Solutions for help with this issue too.

BOROUGH OF LEMOYNE

F. White Oaks Development traffic island

There has not been a response from the owner of the traffic circle.

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

The committee directed Mrs. Spilewski to work directly with the customer and solicitor to come up with an agreement. The committee asked Mrs. Spilewski to ensure that any agreement requires the customer to stay current with the payment plan.

H. IT Discussion

Mrs. Spilewski noted that the borough's server overheated on Saturday April 18. There was a discussion as to whether the council should move the server to a more secured area of the Borough office and into a cooler room. 2K Networking will provide options to the borough for this service. There was additional discussion about clearly labeling and relocating the computer wires. 2K Networking will look into licensing for the borough email.

5. New Business

A. Audit

The borough's auditor has offered the borough a chance to respond to the auditor's findings. Mr. Memmi will draft a response to each finding and send that document to all council members for their approval. On a separate note Mrs. Spilewski advertised the condensed financial statement from the audit on April 13.

B. Act 172 – Firefighting Tax Credit

Mr. Memmi will reach out to Chief Shadle to get his thoughts on enacting this tax credit.

C. Sides on the Carport for the Police Department

West Shore Regional Police Department Chief Hope would like the borough to install walls in their car port area. The borough is offering the assistance of borough staff in installing the walls.

D. Act 152 Mortgage Fee

Mr. Memmi will see if other municipalities are interested in supporting the county's adoption of the ordinance.

BOROUGH OF LEMOYNE

6. Announcements/Next Meeting –May 18, 2017 @ 6:00 PM

7. Adjournment - The meeting adjourned at 7:10.