

# BOROUGH OF LEMOYNE

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## Administrative Committee Meeting

July 17, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, July 17, 2014 at 6:00 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Sue Yenchko presiding.
2. **Roll Call** – Committee Members present were Sue Yenchko, Chairperson, Stacy Gromlich and Zachary Border, members. Borough Staff present were Robert Ihlein and Kathryn Morrow.
3. **Public Comment** –  
Audra Spilewski, 508 Walton Street, Lemoyne  
Mrs. Spilewski asked about how the recent misconduct committed by two employees was discovered. Ms. Gromlich explained the police investigation. She also asked why there is no longer a finance committee, and Ms. Gromlich explained that its duties had been rolled into the Administrative Committee. The seating arrangement during the Council Meetings and the use of the sound system were discussed.  
Ms. Gromlich discussed House Bill 2408 regarding meeting agendas and preparations for the meetings.
4. Motion to approve the June 19, 2014 minutes as amended by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
5. **Unfinished Business**
  - A. Website Update –Development of the new website was discussed. The contractor, Mr. Kushner, will develop it and PSAB with house it. A meeting with Mr. Kushner, Ms. Yenchko, Ms. Gromlich, Mrs. Morrow, and Mr. Ihlein will be scheduled.
  - B. eCivis Software – The committee tabled this until the fall so that it will be added to the 2015 budget discussion and for now it will be removed from the agenda.
  - C. Crossing Guards – With no update from the solicitor, Mr. Ihlein will contact the Director of Elementary Education for the West Shore School District.
  - D. Funds not spent in 2013 –Mr. Ihlein will work with the departments to come up with a list of requests for the strategic plan. The website will be priority.
  - E. Union Meeting relating to disability, return to work and limit on benefits and interpretation of overtime and sick time clause – There is a meeting scheduled on Tuesday, July 22<sup>nd</sup>, to discuss these subjects.
  - F. Code Red – Mr. Ihlein is meeting tomorrow with COG managers. The process and timeline are requested. We are looking to have an agreement for approval at the August Council meeting.

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- G. Norfolk Southern easement for access to Riverfront Park – Ms. Gromlich was in contact with Norfolk Southern. She noted that the borough needs to provide times, number of times, and reasons that we would be in their right of way.
- H. Possible use of Payroll Services – Mrs. Morrow received proposals from ADP, Paychex, Paytime, and Paysmart. These were reviewed and discussed. Motion to approve the use of Paychex, Inc. for the Borough's payroll service by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- I. Create a document retention policy and shred old documents – This item has been tabled until the fall.
- J. Renewal of Employment Agreement with Robert Ihlein as Borough Manager – Mr. Ihlein had distributed the draft to the committee and will send an updated draft to all council members. This will be discussed at the executive session prior to the Council Meeting. Mrs. Spilewski asked for clarification of executive sessions.
- K. Borough street lights and possible ownership – This item has been tabled until the fall.
- L. New software package for general operations – Mrs. Morrow has contacted 5 or 6 different companies for proposals which will be reviewed at the August committee meeting.
- M. Create an IT Update Plan, a current inventory, and acquire a color copier for the office (strategic plan). Mr. Ihlein said that he has begun an inventory and recording items to be discarded, noting that 2 inkjet printers were recycled. We will need to get a new server before the new financial software is implemented.
- N. Review staff levels and begin succession planning – This has been on the strategic plan for one year. Ms. Gromlich and Ms. Yenchko volunteered to be on a sub-committee to review these types of issues (Human Resources). Mr. Ihlein will schedule an initial meeting.
- O. Codify Ordinances and offer web access – This is on the strategic plan for two years. The link from Keystate Publishers is on our website under the permits and applications page. Mr. Ihlein is working on codification one piece at a time.
- P. Look at new revenue options and ideas – Item P and Q will be discussed in August.
- Q. Increase revenue by leasing borough lands – Item P and Q will be discussed in August.
- R. RFP's for pension plan consulting services – This item was tabled until October.
- S. RFP for Solicitor – This has been tabled until September and is also a one year strategic plan item. Committee members were asked to send Mr. Ihlein firm names to contact for proposals. Solicitor duties will include monthly meetings, review of agendas, hourly price, service fee, etc. This does not have to be an official RFP.
- T. Office Procedure Manual – No more procedures have been documented at this time.

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- U. Personnel Policy Manual – No more policies have been documented at this time.

The committee moved ahead to item 6E.

## 6. New Business

- A. Review of Budget – There is no unexpected spending.
- B. Employee Drug Testing – This item was not discussed.
- C. Ethics Training for Employees, Council Members, and all Borough appointees to Boards and Commissions – This item was not discussed.
- D. Creating a Mileage Reimbursement Policy – This item was not discussed.
- E. Mr. Ihlein's requested expenses were reviewed. Motion to send expense requests to Borough Council by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- F. Job Description for Administrative Assistant and schedule for hiring – This job description was distributed to committee members and discussed. The description will be sent to all of council.
- G. Joining BJ's Warehouse – This item was not discussed.
- H. Community Development Block Grant (CDBG) for 2015 – Ideas for this grant should be forwarded to Mr. Ihlein.
- I. Land owned by First Christian Church at the end of South 5<sup>th</sup> Street (.14 acres) – The committee saw no need to purchase this land. Mr. Ihlein will ask the police department if they are interested. This parcel was assessed at \$22,000.00.
- J. Pensions for fired employees – Mr. Border will find out what the Commonwealth of Pa's policy is on this.

- 7. Announcements – The next Administrative Committee Meeting is on August 21, 2014 at 6:00pm.

- 8. The meeting was adjourned at 7:38pm.

Prepared by,  
Kathryn Morrow  
Borough Secretary