

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee Meeting September 18, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, September 18, 2014 at 6:01 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** –
Ms. Gromlich spoke about information that she received from the Cohen Group concerning cell phone tower attacks. She feels that we should have the Ordinance Committee look at this issue.
4. Motion to approve the August 21, 2014 minutes as amended by Mr. Border, seconded by Ms. Gromlich. Motion carried unanimously.
5. **Unfinished Business**
 - A. Website Update –Mr. Ihlein noted that we will be receiving a refund from PSAB since they are not able to host the site that we are asking for. We will move forward with Tim Kushner at KCG.
 - B. Capital Investment Fund/IT Update Plan – Mr. Ihlein has a CD with all of the appraisal information on it. The lifespan of all inventory will need to be determined. He will begin a list for 2015.
 - C. Code Red – Mr. Ihlein has signed and sent the contract to them. We need more telephone information from the county shape file and we will also schedule training. An announcement about Code Red will be made at each Council meeting, so the public is aware.
 - D. Union Meeting relating to disability, return to work and limit on benefits and interpretation of Overtime and Sick Time Clause – There was a meeting held on August 27, 2014 and we are waiting on the union's reply to council.
 - E. RFP for Solicitor – Mr. Ihlein will work on contacting a list of firms by the end of September.
 - F. RFP for Pension Plan Consulting Services –This has been tabled until October.

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- G. NS easement for access to Riverfront Park – Ms. Gromlich discussed her meeting with Norfolk Southern on September 4th. There is a one-time fee of \$1,250.00 for this non-environmental right of entry which includes 10 days per year. We owe Norfolk Southern a map marked with storm drains. Repairs are needed at 12th Street which will benefit them and is free to them. A flag person costs at \$750 per day. Need a lease agreement to have access to Riverfront Park. Specifics will be needed (place of access and time frame). This may take 4-6 weeks for their approval.
 - H. Create a document retention policy and shred old documents – This has been tabled until later this fall.
 - I. Borough Street Lights and possible ownership – This item has been tabled until 2015. A letter from PPL (1/15/14) gives base price of \$323,952.99.
 - J. Review Staff Levels and Begin Succession Planning – Ms. Yenchko referred to item 6-E (job description for executive assistant). The job description was reviewed. Motion to approve the Executive Assistant Job Description as amended by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously. Ms. Yenchko and Mr. Border will be attending the Senior Staff Meeting on September 23rd at 8:00am.
 - K. Codify Ordinances and offer web access – A link to the Ordinances at Keystone Publishers has been added to the Website under the Permits and Applications tab. This will be removed from the agenda.
 - L. New Revenue – We are looking for different ideas on how to increase the Borough's revenue. This will be kept on the agenda.
 - M. Office Procedures Update on Payroll Transition, Software Package Contract - Mrs. Morrow said that the payroll transition is going well. The new software package contract has been signed. We will get started on the rollover as soon as possible.
 - N. Personnel Policy Manual – Include Employee Drug Testing – Mr. Ihlein said that he is working on a manual. This has been tabled until 2015.
6. New Business
- A. Budget Prep Schedule – The following budget schedule has been advertised.
 - September 25th – Sewer Fund
 - September 29th – General Fund

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- October 2nd – Other Funds
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- B. Review of budget – There have been no unexpected revenues or expenses in the past month.
 - C. Ethics training for employees, Council Members, and all Borough appointees to boards - Different groups that offer training were discussed. Ms. Yenchko will contact the Dering Group.
 - D. Policy regarding removing employees' pension – Mr. Border discussed the Pension Forfeiture Act. Mr. Ihlein will have a draft policy for the October meeting.
 - E. Job Description for Executive Assistant and schedule for hiring – This was discussed under unfinished business, 5-J.
 - F. Mileage Reimbursement Policy – This has been tabled until the October meeting.
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- 7. Announcements – The next Administrative Committee Meeting is on October 16, 2014 at 6:00pm.
 - 8. Motion to adjourn the meeting at 7:29pm by Ms. Gromlich, seconded by Mr. Border.

Prepared by,
Kathryn Morrow
Borough Secretary