

# BOROUGH OF LEMOYNE

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## **Administrative Committee Meeting October 16, 2014**

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, October 16, 2014 at 6:02 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, Kathryn Morrow, and James Fair.
3. **Public Comment** –  
There was no public comment.
4. Motion to approve the September 18, 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 have been working with Tim Kushner at KCG. We hope to have the new website completed by January.
  - B. Capital Investment Fund/IT Update Plan – We hope to have the spreadsheet on inventory by February.
  - C. Code Red –Mr. Ihlein, Mrs. Morrow, Chief Shadle, and Chief Hope are now registered users of Code Red. Code Red has received the geographical information from Cumberland County that they need and we will set up training. When possible we will set up the link for residents to register on our Website. We hope to launch by January.
  - D. Union Meeting relating to disability, return to work and limit on benefits and interpretation of Overtime and Sick Time Clause – The next meeting will be held after November 4<sup>th</sup>. Mr. Ihlein will contact Mr. Rivera.
  - E. RFP for Solicitor – Mr. Ihlein is working on this RFP and will get it out to firms next week. Ms. Yenchko will look for solicitor information at the PSAB conference next week.
  - F. RFP for Pension Plan Consulting Services –Mr. Ihlein noted that we will need to have a decision on this prior to February 2015.
  - G. NS easement for access to Riverfront Park – This item has been tabled.

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- 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.
  - J. Review Staff Levels and Begin Succession Planning – This item was discussed under 6E.
  - K. New Revenue – We are looking for ideas on how to increase the Borough's revenue. This will be kept on the agenda.
  - L. Office Procedures Update on Payroll Transition, Software Package Contract - Mrs. Morrow said that the payroll transition is going well. She has met with the representative from Dallas Data to discussed the transition and give him documentation that they need.
  - M. Personnel Policy Manual – Include Employee Drug Testing – Mr. Ihlein is working on a manual. This has been tabled until 2015.
6. New Business
- A. 2015 Budget – The 2015 Budget Goals and Objectives were updated. The preliminary 2015 Budget was reviewed and changes were discussed. Ms. Gromlich noted that we will need to add the West Shore Recreation Budget to the Council Meeting Agenda.
  - B. Proposal for Borough Building Security System – Motion to approve the purchase of a Borough Building Security System for \$3,500.00 by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
  - C. Executive Assistant – Mr. Ihlein will advertise this position in the Patriot News and possibly COG.
  - D. Policy regarding removing employees' pension – Mr. Ihlein stated that we will be following the state's Pension Forfeiture Act. He is working on a policy.
  - E. Question on Longevity Payments for part time employees – The committee's decision was that it is only available to full time employees.
  - F. Switch Holidays? – The committee agreed that the Maintenance Department and Borough Office can change the Veteran's Day holiday from Tuesday, November

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11<sup>th</sup> to Friday, November 14<sup>th</sup> due to the Street Cleaning Schedule. This has been a past practice.

G. Ms. Yenchko discussed the prices that she received for Ethics Training. She will look into other training firms for prices.

H. Mr. Ihlein noted that Mr. Ward from Penn Waste stopped by to discuss our contract with them. It expires in December of 2015.

Mr. Fair discussed changing Mr. Mills to full time status. This will be added to the next Council Meeting Agenda.

7. Announcements – The next Administrative Committee Meeting is on November 20, 2014 at 6:00pm.

8. The meeting was adjourned at 7:48pm by Ms. Yenchko.

Prepared by,  
Kathryn Morrow  
Borough Secretary