

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee Meeting November 20, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, November 20, 2014 at 6:04 pm at the Lemoyne Municipal Building, 510 Herman Avenue, Lemoyne, Pa. with Stacy Gromlich and Sue Yenchko presiding.
2. **Roll Call** – Committee Members present were Sue Yenchko, Chairperson (arrived at 6:13pm), Stacy Gromlich and Zachary Border, members. Borough Staff present were Robert Ihlein and Kathryn Morrow.
3. **Public Comment** –
Rick Stark- Mr. Stark asked about assessment of properties in the Borough. The committee explained that the County Assessment Office does the assessments in the borough. The Borough receives reports from the County. The assessments are on the county's website. He also asked about Lemoyne's tax collector's hours and supervisor.

Ms. Yenchko arrived and presided over the meeting.

Audra Spilewski- Mrs. Spilewski asked about committee meeting times and how they are set. She also asked about funding for the West Shore Regional Police Department and West Shore Bureau of Fire.
4. Motion to approve the October 16, 2014 minutes as amended by Ms. Yenchko by Mr. Border, seconded by Ms. Gromlich. There was discussion about item 6E and whether the part time employees are entitled to Longevity Bonuses. Motion carried unanimously.
5. **Unfinished Business**

An item under unfinished business was added to the agenda under 5A, Longevity Bonuses.

- A. Longevity Bonuses – The committee will revisit the resolution regarding non union employee benefits and full time and part time employee longevity bonus payments for clarification purposes.
- B. 2015 Budget Schedule – Mr. Ihlein and the committee reviewed amendments to the 2015 proposed Budget. Mr. Ihlein noted that property values in the borough declined by \$3 million. Expected revenues would be \$87,500 less for 2015.

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- C. Website Update –Mr. Ihlein reported that we have been working with Tim Kushner at KCG for a new design. Mrs. Morrow noted that the design is complete and we just need to work on content. The new website link was given to committee members so they can check on the progress. There was not time for a demonstration.
- D. Capital Investment Fund/Spreadsheet on inventory – Mr. Ihlein has the list from the insurance company which includes all equipment and buildings. This is going to be a big project that his new assistant will help him with. Replacement value and timeframes are needed.
- E. IT Update Plan – Mr. Ihlein reviewed costs of a new server and quotes from companies for copiers. More quotes are expected.
- F. CODE RED – Mr. Ihlein noted that he is working on setting up the first call.
- G. Union Meeting relating to disability, return to work and limit on benefits and interpretation of Overtime and Sick Time Clause – Ms. Gromlich said that the last meeting went well and the issue should be finalized by the end of the year.
- H. RFP for Solicitor – Mr. Ihlein said that he received 4 responses last week. The committee requested that he set up a special meeting in December for interviews.
- I. RFP for Pension Plan Consulting Services –Mr. Ihlein noted that we will need to have a decision on this prior to February 2015.
- J. NS easement for access to Riverfront Park – This item has been tabled.
- K. Succession planning – This item has been tabled.
- L. New Revenue – We are looking for ideas on how to increase the Borough's revenue. This item has been tabled.
- M. Mileage Reimbursement Policy – This item has been tabled.
- N. Tabled until 2015
 - 1). RFP for Pension Plan Consulting Services
 - 2). Document Retention policy
 - 3). Borough Street Lights and Possible ownership (Ms. Gromlich noted that the September Borough Magazine has an article about this issue).
 - 4). Personnel Policy Manual

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- 5). Codify ordinances and offer them on borough Website
6. New Business
 - A. Part time Executive Assistant responses and schedule for hiring – Mr. Ihlein received about 8 resumes and is in the process of reviewing and setting up interviews.
 - B. Policy regarding removing employees' pension for cause – This has been tabled until December.
 - C. Office open/closed on December 26th – The committee felt that if the office is closed that there should be a note on the door with a contact number in case someone would have an emergency. Mr. Ihlein stated that he will see if someone will work on that day.
 - D. Ethics Training for Employees, Council Members, Members of Boards, etc. – This item has been tabled.
 - E. Gateway Message Center Agreement for Gateway (to Lemoyne) Signs – This item has been tabled.
 - F. Policy on retention of recorded tapes of meetings – Ms. Gromlich noted that PSAB suggests a policy about deletion of recorded meetings. The committee would like to work on a policy stating that the recording should be erased as soon as the minutes have been approved by Council.
 - G. Annual Agreement – Municipal Domestic Animal Protective Service Agreement
The committee discussed the agreement and fees. Base contract fee is \$250.
Motion to recommend the agreement to council by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
7. Announcements – The next Administrative Committee Meeting is on December 18, 2014 at 6:00pm.
8. The meeting was adjourned at 7:40pm by Ms. Yenchko.

Prepared by,
Kathryn Morrow
Borough Secretary