

BOROUGH OF LEMOYNE

"The little town that has it all!"

Administrative Committee Meeting December 18, 2014

1. **Call to Order** – The Administrative Committee meeting of the Lemoyne Borough Council was called to order on Thursday, December 18, 2014 at 6:06 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** –
Stacy Gromlich- Ms. Gromlich discussed a publication that she received from PSAB called "Order in the Meeting Room: Accusations, Profanity and Threats during a Council Meeting".

Audra Spilewski- Mrs. Spilewski questioned health care costs in the 2015 Budget. The committee noted that this budget had been approved by Council in December. She also discussed correcting approved minutes.
4. Motion to approve the November 20, 2014 minutes as amended by Ms. Yenchko by Ms. Gromlich, seconded by Mr. Border.
5. **Unfinished Business**
 - A. 2015 Budget- Clarification – Mr. Ihlein noted a change on the 2015 budget document in the comment section for 01-301-101. It should read "need to raise tax by .01 mills to .27 mills to match the increase in expenditures of \$134,002".
 - B. Website Update –Tim Kushner at KCG presented the new website design. If everything goes as planned, we hope to have the website live in the beginning of January.
 - C. Capital Investment Fund/Spreadsheet on inventory – This will be discussed in January.
 - D. IT Update Plan and quotes for copiers – Ms. Gromlich made a motion to recommend WPS' proposal for our new copier, seconded by Mr. Border. Motion carried unanimously.

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- E. CODE RED – Lemoyne’s test call for code red was sent out today. Completed call reports will be reviewed. There will be a second test call to see if the completed calls have improved.
- F. Union Meeting relating to disability, return to work and limit on benefits and interpretation of Overtime and Sick Time Clause – Motion to recommend the Union Agreement amendments regarding disability, return to work and limit on benefits and interpretation of overtime and sick time clause by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- G. RFP for Solicitor – Interviews were held on Tuesday night. Ms. Yenchko would like all of council to have the opportunity to interview 3 of the candidates. There was discussion about having more interviews on January 5th and continuing this meeting until January 7th at 6:00 pm.

Motion to Table:

H - New Revenue Opportunities

J – Pension Benefits Forfeiture Policy

K – Ethics Training

by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.

- I. Mileage Reimbursement Policy – The draft policy had been distributed to committee members. Motion to recommend approval by council by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- L. These items have previously been tabled until 2015
 - 1). RFP for Pension Plan Consulting Services
 - 2). Document Retention policy – shred old documents – (Strategic Plan 1 year)
 - 3). Borough Street Lights and Possible ownership.
 - 4). Personnel Policy Manual – Include Employee Drug Testing, Language about P/T employees, Switching the Veteran’s Day Holiday - January
 - 5). Codify ordinances and put on Website

6. New Business

- A. 2014 Audit Engagement Letter – RKL (\$15,800) – Motion to accept the 2014 Audit Engagement Letter by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously. Mr. Ihlein recommended that we do an RFP for auditors next year.

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- B. Resolution on retention of recorded tapes of meetings – Motion to recommend to council the Resolution on retention of recorded tapes of meetings by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.
- C. Gateway Message Center Agreement for Gateway (to Lemoyne) Signs – This item was tabled until February 2015.

These items were added to the agenda:

- D. Volunteers to Boards – Ms. Yenchko discussed the contributions of those individuals who will not be reappointed to Boards and Commissions in 2015. They will be honored by Resolutions at the council meeting. This type of resolution does not have to be recommended by the Administrative Committee, it can just be added to the Council Agenda.
 - E. Flusher Truck Loan – Ms. Yenchko reviewed the loan agreement for the Flusher Truck Loan with Metro Bank. Motion to approve the agreement by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously. The solicitor and the state must review the documents before the loan can be finalized.
- 7. Announcements – The next Administrative Committee Meeting is on January 15, 2015 at 6:00pm.
 - 8. Motion to adjourn at 7:38pm by Ms. Gromlich, seconded by Mr. Border. Motion carried unanimously.

Prepared by,
Kathryn Morrow
Borough Secretary