

# BOROUGH OF LEMOYNE

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## ADMINISTRATION COMMITTEE

Minutes for July 20, 2017 at 6:00 PM

### 1. Call to Order and Roll Call

Meeting was called to order at 6:04 P.M. Councilman Green, Councilwoman Hope, and Chairman Border were in attendance.

### 2. Public Comments

None

### 3. Minutes from the Previous Meeting

Councilman Green made a motion to approve the minutes as amended. Councilwoman Hope seconded the motion. The motion passed unanimously.

### 4. Unfinished Business

#### A. Employee Personnel Manual (Karen Young HR Solutions)

Borough Manager Foster hopes to have all of the policies compiled by the August Administration Committee meeting.

#### B. Cleaning the Borough Building proposals

The Committee would like to consider the possibility of hiring a single person contractor as opposed to a cleaning company with multiple employees.

#### C. Code Red/Swift 911

Swift 911 came in \$1000 cheaper. The Committee will confer with Borough Manager Foster to ensure that she is comfortable with Swift 911.

#### D. Updates on p card, pension and largest sewer bill customer bank accounts.

##### P-Cards

Plant Manager Travitz requested an increase in his P-card limit so he can purchase chemicals. His limit was increased.

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## Pension

All time frame requirements for the move to MRT have been met. Council will need to appoint Borough Manager Foster as the Chief Administrative Officer of the pension plan. That will be done at the August Regular Business meeting.

## Humane Society

Residents have been dropping off stray animals at the Humane Society and the Borough has received invoices for these drop-offs. This is not how the agreement reads.

## 5. New Business

### A. Plant Supervisor

This will be moved to the Sewer Agenda.

## 6. Announcements/Next Meeting –August 17, 2017 @ 6:00 PM

## 7. Adjournment

The meeting adjourned at 6:50 P.M.