

# MINUTES

## ADMINISTRATION COMMITTEE MEETING

August 17, 2017

**1. Call to Order and Roll Call**

The meeting was called to order at 6:00 p.m. Councilmembers present were Zach Border, Dan Green, and Donna Hope. Also present were Cindy Foster, Borough Manager; and resident Sue Yenchko.

**2. Public Comment**—Mrs. Yenchko asked that the plaque for the mural be mounted soon.

**3. Minutes from the Previous Meeting**

Minutes from the July 20, 2017 meeting were unanimously approved upon a motion by Mrs. Hope, second by Mr. Green.

**4. Special Presentation**

Dave Schaeffer of Nationwide Retirement Solutions presented a proposal to offer a deferred compensation (457K) plan for Borough employees. Council will be asked to authorize this benefit at its September 7<sup>th</sup> meeting.

**5. Unfinished Business**

a. Personnel Policies Update

Ms. Foster reported on existing personnel policies and an employee handbook dating back many years. She will contact Karen Young, HR Resolutions, to start the process of developing an updated employee handbook.

b. Borough Office Cleaning Proposals

After a review of the proposals received to date, Ms. Foster was directed to reach out to Vanguard to begin the process of transitioning to a private contractor for these services. Council will be asked to consider approval of the contract at its September 7<sup>th</sup> meeting.

c. Bonding Levels

Bonding levels were discussed for the Borough Manager, Assistant Borough Treasurer, and Clerk as all three employees handle money. Ms. Foster will contact the auditors for guidance on levels required and will also touch base with the insurance company for a quote on a blanket policy which may be more cost-effective.

**5. New Business**

a. Mid-Year Budget Review

The status of revenues and expenditures to date was discussed. It was noted that 99% of property taxes have been collected as of July 17<sup>th</sup>, and earned income tax is at 63.3%. Expenditures in the General Fund are currently at 51.8%.

b. Borough Council/Committee Meeting Schedule Revisions

The Committee recommends that, beginning in October, Council move away from individual committee meetings and instead conducts two Council meetings per month, one a work session on the first Thursday of the month beginning at 6:00 p.m., and the second the

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regular business meeting on the third Thursday each month beginning at 7:00 p.m. Council will be asked to consider this change at its September 7<sup>th</sup> meeting.

c. Budget Workshop Dates

The Committee recommends setting the 2018 budget workshop meetings as follows:

- September 21—Pool Fund/Capital Reserve Fund
- September 26—Sewer Fund/Sewer Capital Reserve (Joint meeting with LMA)
- October 11—Stormwater Fund/Liquid Fuels Fund
- October 17—General Fund

All budget workshop meetings will begin at 6:00 p.m.

d. Commuter Services of PA

The Committee recommends partnering with Commuter Services of PA, a non-profit organization offering free services and information to commuters, including Rideshare and Emergency Ride Home programs, designed to provide commuters with tools to successfully switch from driving alone to a “green” commuting option such as carpooling, vanpooling, biking, walking, or mass transit in order to save money while helping reduce traffic congestion and improving air quality. There is no cost to the Borough to participate. Council will be asked to consider this proposal at its September 7<sup>th</sup> meeting

e. Borough Office HVAC Contract Proposal

Ms. Foster reported that she and Mr. Fair met with Steve Tritle, Sales Manager with Controls Service and Engineering, to consider a proposal for a preventive maintenance program for the Borough Office HVAC system. The proposal includes a survey of the existing system as well as recommendations for capital improvements over the coming years. This proposal will be considered as part of the 2018 budget process.

f. Administrative Offices Staffing Changes

Changes in the administrative offices of the Borough have occurred which resulted in necessary updates to the Borough’s banking procedures. Council will be asked to consider an updated resolution outlining these changes at its September 7<sup>th</sup> meeting.

**6. Announcements/Next Meeting**—None in light of the proposed meeting schedule changes.

**7. Adjournment**

The meeting adjourned at 7:12 p.m.