

# BOROUGH OF LEMOYNE

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## ADMINISTRATION COMMITTEE

Minutes for June 15, 2017

### 1. Call to Order and Roll Call

The meeting was called to order at 6:01p.m. Councilmembers Zach Border and Dan Green were in attendance.

### 2. Public Comments

Sue Yenchko, 13 Cumberland Road asked if the mural poster can be hung in the Borough Office. Councilman Border and Councilman Green agreed that would be nice.

### 3. Minutes from the Previous Meeting

The minutes were approved as amended.

### 4. Unfinished Business

#### A. Employee Personnel Manual

Ms. Karen Young of HR Resolutions presented an overview to the Committee. HR Resolutions manages human resources and could help the Borough design human resources policies and procedures. Mrs. Young offered to perform an "HR Audit" for \$2,190 to examine things such as incomplete I-9's, personnel files, disciplinary action, and training procedures. Mrs. Young also recommended that Council consider offering Unlawful Harassment Training to staff. Borough Manager Foster will examine existing policies and return to the Committee with an outline of what the Borough currently has in place.

#### B. RFP for Pension Plan Consultant/moving pension to PSAB – MRT

On Monday, June 12<sup>th</sup>, Joe Scott from PSAB met with Councilmembers Dan Green and Zach Border to review the Borough's RFP seeking bids to accept our pension business. Councilman Green made a motion to recommend that Council set up an interview with PSAB-Municipal Retirement Trust in order to service the Borough's pension program. Zach Border seconded the motion. The motion passed unanimously.

#### C. P Card Policy

Borough Manager Foster will sit down with Borough staff to discuss the P-Card policy.

#### D. Inventory of equipment

Borough Manager Foster will also discuss with the staff that they should consider the inventory before they make P-Card purchases.

#### E. Website

Borough Manager Foster would like access to the Borough's Facebook Page. Since we cannot find the log-in, Borough Manager Foster will create a new page.

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## F. Proposals for Cleaning the Borough Building

Former Interim-Manager Skip Memmi reached out to a number of janitorial service companies to provide basic maintenance to the Borough building. Borough Manager Foster will check the union contract to ensure that there is no conflict in performing these services. Concurrently, Borough Manager Foster will examine the five company's proposals for compliance and make a recommendation.

## G. Borough Manager Priorities

Councilman Border will put the priorities he collected from Council into an email to Borough Manager Foster.

## H. Code Red

Borough Manager Foster will look into new alert services.

## I. Delinquent Sewer Customer

A large delinquent account was discussed. Mrs. Spilewski will work directly with the customer to satisfy the account.

## 5. New Business

### A. Borough Manager's Cell/Phone Laptop

Council will discuss this matter in an executive session as it is a personnel policy.

### B. Retention Schedule, including emails

The Borough is complying with the Municipal Records Manual.

## 6. Announcements/Next Meeting

The next meeting will be held Thursday, July 20<sup>th</sup>, at 6:00 p.m. The semi-annual budget review as been moved to the August Administration Committee meeting.

## 7. Adjournment

The meeting adjourned at 7:52 p.m.