

TOWNSHIP OF LOWER MERION

ADMINISTRATIVE AND HUMAN RESOURCES COMMITTEE

**Wednesday, May 21, 2025
7:20 PM (Approximately)**

Chairperson: Jeremiah Woodring
Vice Chairperson: Andrew Gavrin, Anthony Stevenson

AGENDA

- 1. APPROVAL OF 2025 SALARY INCREASE FOR THE TOWNSHIP SECRETARY**

- 2. APPROVAL OF 2025 SALARY INCREASE FOR THE TOWNSHIP MANAGER**



AGENDA ITEM INFORMATION

ITEM: APPROVAL OF 2025 SALARY INCREASE FOR THE TOWNSHIP SECRETARY

Consider for recommendation to the Board of Commissioners approval of a 3.5% salary increase plus a \$1,500 performance incentive payment for 2025 for the Township Secretary effective January 1, 2025.

PUBLIC COMMENT

ATTACHMENTS:

Description	Type
 Issue Briefing - Twp Sec 2025 Salary Increase	Issue Briefing

TOWNSHIP OF LOWER MERION
Administrative and Human Resources Committee

Issue Briefing

Topic: Township Secretary 2025 Salary

Prepared By: Todd M. Sinai, Board President

Date: May 16, 2025

I. Action To Be Considered By The Board:

Approve a 3.5% salary increase plus a \$1,500 performance incentive payment for 2025 for the Township Secretary.

II. Why This Issue Requires Board Consideration:

Approval of employment terms for the Township Secretary requires the Board of Commissioners approval.

III. Current Policy Or Practice (If Applicable): N/A

IV. Other Relevant Background Information:

The Township Secretary is one of two Township positions that report directly to the Board of Commissioners. A 2025 salary adjustment has not yet been approved by the Board of Commissioners. All other full-time Township employees including the non-union workforce, the FOP and the Workers Association, were granted 3.5% wage increases for 2025.

The Township Secretary has served Lower Merion since June 1988. The Board of Commissioners in Executive Session discussed employment terms and performance metrics for the Township Secretary. A salary increase of 3.5% is recommended for the position for 2025. Additionally, a \$1,500 performance incentive payment is recommended by the Board of Commissioners.

V. Impact On Township Finances:

The proposed wage increase plus performance incentive payment will have a cost of \$5,612 and is accommodated in the 2025 Budget for personnel and salary expense.

VI. Recommendation:

Recommend the Board of Commissioners approve a 3.5% salary increase plus a \$1,500 performance incentive payment for 2025 for the Township Secretary.



AGENDA ITEM INFORMATION

ITEM: APPROVAL OF 2025 SALARY INCREASE FOR THE TOWNSHIP MANAGER

Consider for recommendation to the Board of Commissioners approval of a 3.5% salary increase plus a \$3,000 performance incentive payment for 2025 for the Township Manager effective January 1, 2025.

PUBLIC COMMENT

ATTACHMENTS:

Description	Type
 Issue Briefing - Twp Mgr 2025 Salary Increase	Issue Briefing

TOWNSHIP OF LOWER MERION
Administrative and Human Resources Committee

Issue Briefing

Topic: Township Manager 2025 Salary

Prepared By: Todd M. Sinai, Board President

Date: May 16, 2025

I. Action To Be Considered By The Board:

Approve a 3.5% salary increase plus a \$3,000 performance incentive payment for 2025 for the Township Manager.

II. Why This Issue Requires Board Consideration:

Approval of employment terms for the Township Manager requires the Board of Commissioners' approval.

III. Current Policy Or Practice (If Applicable): N/A

IV. Other Relevant Background Information:

The Township Manager is one of two Township positions that report directly to the Board of Commissioners. A 2025 salary adjustment has not yet been approved by the Board of Commissioners. All other full-time Township employees, including the non-union workforce, the FOP and the Workers Association were granted 3.5% wage increases for 2025.

The Township Manager has served Lower Merion since May 2014. The Board of Commissioners in Executive Session discussed employment terms and performance metrics for the Township Manager. A salary increase of 3.5% is recommended for the position for 2025. Additionally, a \$3,000 performance incentive payment is recommended by the Board of Commissioners.

V. Impact On Township Finances:

The proposed salary increase plus performance incentive payment will have a cost of \$11,095 and is accommodated in the 2025 Budget for personnel and salary expense.

VI. Recommendation:

Recommend the Board of Commissioners approve a 3.5% salary increase plus a \$3,000 performance incentive payment for 2025 for the Township Manager.