



## ADMINISTRATION & FINANCE COMMITTEE

May 13, 2013

7:30 p.m.

### Minutes of Meeting

**Call to Order:** Chairwoman Marlowe called the meeting order at 8:40 p.m.

**Public Comment:** There was no public comment at this time.

#### Attendance:

- **Committee members present:** Chairwoman Marlowe, Councilman Bunker, Councilman Danilak, Councilwoman Durkin, Councilman Golden, and Councilwoman Pancoe
- **Committee members absent:** None.
- **Others present:** President Dobbs, Councilman Boutcher, Councilwoman Soltysiak, Interim Manager Locke, and Assistant Manager Bashore

#### Reports

- **Hiway Theater:** President Dobbs reported that the Hiway Theater will be closed from Monday, May 20, 2013 through Friday, May 31, 2013 for renovations. President Dobbs reported that the Hiway Theater is under new management through Renew Theaters, who also manage the Ambler and County Theaters.
- **JCA:** There was no report given
- **Library:** There was no report given.
- **Rec. Board:** There was no report given.
- **Borough / School District Cooperative Initiatives:** Interim Manager Locke reported that he is working with Dr. Wade regarding ideas for shared services, including integrated phone and IT services. Chairwoman Marlowe reported that representatives from the School District attended a meeting at Beaver Hill and it was very well received.

#### Items of Discussion

- **Proposed Ordinance - Amendments to Chapter 31 of Borough Code (Borough Manager):** Chairwoman Marlowe stated that the proposed ordinance was prepared by the Borough Solicitor in order to address items in Chapter 31 of the Borough Code.

**ACTION:** On motion of Councilman Golden, seconded by Councilwoman Pancoe, the motion recommending that the proposed ordinance amending Chapter 31 of the Borough Code be adopted passed unanimously.

- **704 Summit Ave.** - Interim Manager Locke stated that the property has been rented and the new tenant will officially move in on May 15, 2013. It is rented under a two (2) year lease. Councilman Boutcher asked if the opt-out provision was amended. Interim Manager Locke stated that it was. Councilwoman Durkin asked about the rent rate for the property. Interim Manager Locke stated that the rent is \$1,300 per month. President Dobbs asked about the taxes on the property. Interim Manager Locke stated that the property was only rented for the month of January in 2012, but a full year's worth of taxes were paid. The Borough Solicitor is filing for an exemption of taxes for the months of January through May of 2013, but nothing was budgeted on the expenditure side for the taxes.
- **Personnel Policy Manual & Performance Evaluation Form** - Assistant Manager Bashore reported that a draft of the Personnel Policy Manual has been placed in Dropbox, as well as a Word document for Council to provide comments. The Committee will review the draft and hopefully move the document to full Council in July. Assistant Manager Bashore requested permission to have the Borough's Labor Counsel review the draft manual. The Committee directed Assistant Manager Bashore to submit the document to the Borough's Labor Counsel for review and comment.

Discussion turned to the draft Performance Evaluation Form. Assistant Manager Bashore stated that he and Interim Manager Locke would like to conduct employee evaluations in order to provide a baseline for an incoming Borough Manager. The Committee directed the administration to conduct performance evaluations contingent on a review of the proposed form by the Committee.

- **Finance Sub-Committee update** - Chairwoman Marlowe stated that minutes from the April 30 meeting of the Finance Sub-Committee were with the monthly meeting materials. Chairwoman Marlowe stated that she has begun to receive the monthly bank statements at her home per the previous policy. The statements are then brought to the Borough and opened in front of an employee. Interim Manager Locke stated that he has spoken with Linda Major about coming in earlier in the month in order to provide a report to the Administration and Finance Committee. It was discussed if she were to come during the second week of the month, a report could be provided electronically to the Administration and Finance Committee. Chairwoman Marlowe stated that bank statements may be able to be sent electronically in order to facilitate an earlier report to Council.

Discussion turned to the draft financial reports. Councilman Golden stated that the goal was to make the reports easy to understand and note any items that should be called out to Council. The Committee reviewed the proposed reports and noted changes that should be made to the draft reports. The Committee directed Assistant Manager Bashore to adjust the reports based

on the comments received and prepare the reports for the May Council meeting. President Dobbs requested that the finalized forms be memorialized.

Discussion to the debt liabilities of the Borough. Councilman Golden stated that he has spoken to TD Bank about refinancing the Borough's General Obligation Note at a lower rate. Assistant Manager Bashore stated that if the Borough refinanced the note, the same process would have to followed as is required when the note was originally issued. The Committee requested that a third report outlining the Borough's debt liabilities be prepared for the June meeting.

- **Issued 2<sup>nd</sup> quarter funding to Independent and Pioneer Fire Companies** - Interim Manager Locke stated that the second quarter funding was issued to Independent and Pioneer Fire Companies.
- **Issued 2<sup>nd</sup> quarter funding to the Library** - Interim Manager Locke stated that the second quarter funding was issued to the Jenkintown Library.
- **Issued allocated funding to the HiWay Theatre** - Interim Manager Locke reported that the funding budgeted to the Hiway Theatre was issued.
- **Road rating proposal from Remington, Vernick, and Beach** - Interim Manager Locke stated that the Borough Engineer prepared a proposal for rating the Borough's streets. Councilman Boutcher noted that this was discussed at the Public Works Committee and it was determined that this could not be done in 2013 as it was not budgeted. The Public Works Committee also did not believe that every item in the proposal needed to be completed. President Dobbs requested that the items that should be completed should be noted and discussed during preparation of 2014 budget. The Committee directed Interim Manager Locke to contact Pennoni Engineers regarding the previously completed report.

**Old Business** - There were no Old Business items to discuss.

#### **New Business**

- **Jenkintown Rotary - "Ride for a Reason" sponsorship** - The Committee recommended providing services to the Rotary that they may need during the event.
- **Second York Road Banner Project** - This matter was discussed during the Building, Zoning, and Revitalization Committee meeting.
- **Municipal Parking Lot Signage** - This matter was discussed during the Building, Zoning, and Revitalization Committee meeting.
- **Changes to Fire Department Disbursement** - Chief Lynch was present to discuss a change in the disbursement to the Fire Department. It was note that funds are currently distributed quarterly. Chief Lynch noted this disbursement schedule makes it difficult to pay bills and complete any necessary repairs in the beginning of the year. A disbursement schedule of 25% in January, 50% in May, and 25% in October was recommended by Councilman Durkin, Public Safety Committee Chairman. The Committee agreed with the disbursement schedule as recommended by the Public Safety Committee.

- **Fire Tax** - Chief Lynch was present to discuss a proposed increase in the Fire Tax. It was noted that the Fire Protection Tax has not been increased 1996, with the exception of the implementation of the Fire Apparatus Tax. Chief Lynch noted that additional funds from an increase would be used towards building a contingency fund for the Fire Department. President Dobbs requested that any increase be earmarked for use in a contingency fund. Councilman Boutcher noted that the current millage rate for the Fire Protection Tax is 0.440 mills. Councilman Bunker noted that a survey was done and, with the exception of Rockledge Borough, Jenkintown has the lowest fire tax among Boroughs. President Dobbs asked if this could be discussed in the Fire Commission. Chief Lynch stated that it could. This matter will continue to be discussed in Committee prior to discussion of the 2014 budget.
- **Rec. Board Storage Shed** - Interim Manager Locke stated that he spoke with Dr. Wade about providing storage at Jenkintown High School. It was noted that the equipment must be removed since 704 Summit Ave. has been rented. Councilwoman Pancoe stated that Council must require that the equipment must be moved to the school for the time being. Interim Manager Locke stated that Mike Micciolo believes a shed could be placed in the grass area between 704 Summit Ave. and the Public Works garage. The Committee directed the Public Works Department to move the equipment with the assistance of the Mayor. The Committee directed Interim Manager Locke to obtain a written agreement with Dr. Wade for use of storage space at the school and to review the budget to see if funds would be available for the purchase of a shed.
- **Part-time Building Inspection Assistance** - Interim Manager Locke stated that he would like to contract out building inspections until a new Borough Manager is appointed. Three (3) quotes were received: Building Inspection Underwriters (BIU), Keystone Inspections, and Remington Vernick and Beach. Interim Manager Locke recommended using Keystone Inspections for two (2) days a week. The Committee directed Interim Manager Locke to contact Keystone Inspection regarding providing part-time building inspection assistance.

**Adjournment** - On motion of Chairwoman Marlowe, seconded by Councilwoman Pancoe, the motion adjourning the meeting passed unanimously.

**Please see "Action Items" list on next page.**

## Action Items

May 13, 2013

---

<b>George Locke, Interim Manager</b>	<b>Proposed Ordinance</b> - Move to full Council  <b>Employee evaluations</b> - Conduct employee evaluations  <b>Rec. Board Storage Shed</b> - Have equipment moved and review budget for funding for a shed  <b>Building Inspections</b> - Notify Keystone Inspections required part-time inspection assistance
<b>Chris Bashore, Assistant Manager</b>	<b>Personnel Manual &amp; Evaluations</b> - Provide draft manual to Labor Counsel for review and conduct employee evaluations  <b>"Ride-for-a-Reason"</b> - Notify Rotary that the Borough will provide needed services in lieu of sponsorship  <b>Financial Reports</b> - Adjust financial reports for Council meeting