ADMINISTRATION & FINANCE COMMITTEE
November 18, 2013
7:30 p.m.

Meeting Minutes

Call to Order: Chairperson Marlowe called the meeting to order.

Attendance:

- **Committee members present**: Chairperson Marlowe, Councilor Bunker, Councilor Danilak, Councilor L. Durkin, and Councilor Pancoe.

- **Committee absent**: Councilor Golden

- **Others present**: Councilor Soltysiak, Manager Locke, Assistant Manager Bashore, and Public Works Director Frank.

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

Reports

- **JCA**: Councilor L. Durkin reported that JCA raised $1,500.00 in funds for holiday decorations and will be contributing towards the development of a banner across York Road for the holiday events. Councilor L. Durkin stated that JCA is working on a "Shop Local" initiative for the holiday season.

- **Library**: A written report was provided with the monthly meeting materials.

- **Rec. Board**: Assistant Manager Bashore reported that the Menorah lighting will be held on December 1 and the tree lighting will be held on December 6.

- **Borough / School District Cooperative Initiatives**: Manager Locke reported that the accessible ramp repair work near the school should be completed by the end of the week.

- **Farmers Market**: Manager Locke stated that the Farmers Market will end on Sunday, November 24 and this information will be placed on the Borough website.

Items of Discussion

- **October Financial Report**: Chairperson Marlowe stated that a copy of the October Financial Report was provided with the monthly meeting materials. The Committee reviewed the report. There were no comments on the report.

- **2014 Budget**

    - **2014 Preliminary Budget**: Manager Locke presented a draft of the 2014 Preliminary Budget to the Committee for review. Manager Locke noted that the draft includes the items discussed during the November 4, 2013 budget workshop, including reallocation of millage from the General Fund to the new Debt Service Fund and then a 0.300 mill increase to the General Fund. The Committee thanked Manager Locke for his 2014 Preliminary Budget.

      ACTION: On motion of Councilor Bunker, seconded by Councilor L. Durkin, the motion recommending advertisement of the 2014 Preliminary Budget passed unanimously.

    - **Next budget workshop**: Chairperson Marlowe announced that the next budget workshop will be held on December 2, 2013 at 7:00 p.m.

    - **Proposed EAC revenue / expense budgeting**: Manager Locke stated that the Borough established a separate checking account for the Environmental Advisory Committee (EAC). Manager Locke noted that there is approximately $1,400.00 in this account and recommended transferring the appropriation in the General Fund for the EAC transferred into this account. Manager Locke stated that the EAC would need to submit information for expenses and the administration would write checks for payment. Councilor Pancoe recommended have this formalized in a policy.

    - **Proposed REC Board revenue / expense budgeting**: Manager Locke stated that he is looking to establish a separate checking account for the Rec Board expenditures, noting difficulty in tracking funds received for fundraisers and events.

- **Proposed Resolution #2013-26: Budget Transfers for Code Enforcement and Building Inspections**: On motion of Councilor Pancoe, seconded by Councilor Bunker, the motion recommending adoption of Resolution #2013-26 for budget transfers for code enforcement and building inspection services passed unanimously.

Old Business: There were no old business items to discuss.

New Business

- **Keystone Alliance Sewer Study**: Manager Locke stated that he, the Borough Engineer, Borough Solicitor, and Assistant Manager Bashore met with David Busch from Keystone Alliance in order to discuss a study of the Borough's sewer rates. Manager Locke stated that the study would project needed sewer rates out over a five (5) year period and the proposed cost is $15,000.00.

The Committee recommended issuing a Request for Proposal in order to compare prices for this type of study.

- **Greater Valley Forge**: Assistant Manager Bashore reported that he and Manager Locke met with a representative from the Greater Valley Forge Transportation Management Association to discuss a possible Borough membership. Assistant Manager Bashore reported that the membership fee is $1,000.00 and the organization assists municipalities in securing transportation funding. Manager Locke stated that possible projects were discussed. A copy of the proposal was provided to the Committee. Assistant Manager Bashore stated that they provide GIS services, but detailed GIS work requires an additional $50.00/hour fee above the membership fee. The Committee requested further information regarding their services.

- **Circuit funding support**: Councilor Soltysiak stated that the Tookany/Tacony-Frankford Watershed Partnership has written a letter to the Montgomery County Board of Commissioners requesting approval of funding allocation for the Regional Trail Program. A draft letter was presented to the Committee review. Chairperson Marlowe recommended that a resolution of support be adopted. Councilor Pancoe asked that the letter be circulated to Council for review.

  ACTION: On motion of Councilor Pancoe, seconded by Councilor Danilak, the motion recommending adoption of a resolution of support passed unanimously.

- **Waste System Authority**: Assistant Manager Bashore stated that the Borough was contacted by the Waste System Authority of Eastern Montgomery County requesting a resolution affirming the Borough's continued participation in the program. Councilor L. Durkin asked the repercussions of not participating. Assistant Manager Bashore stated that if the Authority is dissolved, the Borough would need to arrange privately for all the services currently administered by the Authority.

  ACTION: On motion of Councilor Danilak, seconded by Councilor Pancoe, the motion recommending adoption of Resolution 2013-27, affirming participation in the Waste System Authority of Eastern Montgomery County passed unanimously.

Executive Session: On motion of Chairperson Marlowe, seconded by Councilor Pancoe, the motion to move into Executive Session for discussion on matters related to personnel passed unanimously.

At the conclusion of the Executive Session, the Committee reconvened.

Adjournment: On motion of Councilor Bunker, seconded by Councilor L. Durkin, the motion adjourning the meeting passed unanimously.