



ADMINISTRATION & FINANCE COMMITTEE

October 21, 2013

7:30 p.m.

Meeting Minutes

Call to Order: Chairperson Marlowe called the meeting to order at 7:30 p.m.

Attendance:

- **Committee members present:** Chairperson Marlowe, Councilor Bunker, Councilor Danilak, Councilor L. Durkin, Councilor Golden, and Councilor Pancoe.
- **Committee members absent:** None.
- **Others present:** Councilor Farrell, Mayor Foley, Manager Locke, and Assistant Manager Bashore.

Public Comment: There was no public comment.

Reports

- **JCA:** There was no report given at this time.
- **Library:** A written report was provided with the monthly meeting materials.
- **Rec. Board:** Mayor Foley presented the annual report of the Rec Board to the Committee. Mayor Foley highlighted the success of the summer music series.
- **Borough / School District Cooperative Initiatives:** There was no report given at this time.
- **Farmers Market:** Manager Locke reported that the school district will be putting on a scene from the play "Pippin" during the Farmers Market. Manager Locke reported that the Farmers Market will end in November.

Items of Discussion

- **Jim Hunt - Berkheimer Associates:** Jim Hunt from Berkheimer Associates appeared before the Committee in order to discuss the recent refund issue with Fitness International. Mr. Hunt stated that the refund is based on the fact that the business was registered in the Borough erroneously and is actually located in Abington Township. Mr. Hunt noted issues with the 19046 zip code and correlation with properties in Abington Township; it was recommended that Berkheimer provide a month-end report by the 10th of each month and allow the Borough to review the list and make recommendations for businesses. Mr. Hunt noted that the Borough has recently provided him with a list of businesses that are being checked.

Councilor Golden asked if there was a database that is used to check the municipality in which the business is located. Mr. Hunt stated that businesses will register with a corporate address, but they are requested to provide a local address when they register. Councilor Golden asked if it was possible that

businesses in the Borough are registered with Abington Township. Mr. Hunt stated that he would contact Abington Township's tax collector and request information on their business registrations. Councilor Golden asked how Berkheimer learns of new businesses. Mr. Hunt stated that Berkheimer learns of new businesses from the municipalities they collect for and/or from the businesses themselves. Councilor Golden noted that a major selling point was that Berkheimer could find more businesses and boost the Borough's collections. Mr. Hunt stated that several businesses were captured through a foot-survey of the municipality and offered to conduct another survey. Councilor Pancoe asked how often a survey would be done. Mr. Hunt stated that it could be done once a year.

Councilor Bunker asked if there was a way to smooth the impact of the requested refund. Mr. Hunt stated that Berkheimer could make the payment and then establish a payment plan with the Borough over a period of time. Councilor Bunker asked if it could be over the course of a year. Mr. Hunt stated that it could be.

The Committee thanked Mr. Hunt for appearing before them.

- **September Financial Report:** The September Financial Report was presented to the Committee for review and comment. Councilor Golden requested clarification on the cash projection in the General Fund and if the projected expenditures included repayment of both the 2012 and 2013 TRANS received by the Borough.
- **2014 Budget**
 - ◆ **Next budget workshop - November 4, 2013 at 7:00 p.m.:** Chairperson Marlowe stated that the next budget workshop will be held on November 4, 2013 at 7:00 p.m.
 - ◆ **Budget Requests from EAC, Rec Board, Shade Tree Commission, Playground Project, and Library**
 - **Environmental Action Committee:** Adrienne Redd, Chair of the Environmental Action Committee (EAC), appeared before the Committee in order to discuss her 2014 budget request. Ms. Redd reviewed the EAC's 2013 functions and activities for the Committee, highlighting the success of the Green Apple Day of Service. The total 2014 budget request is \$3,840.00. Chairperson Marlowe asked about the proposed vertical garden. Ms. Redd stated that the purpose is to educate the community about the in-door gardening and matching funds will be sought for location in a public building. Councilor L. Durkin asked about the rain barrel consulting. Ms. Redd stated that she intends to have an educational workshop on the benefits and functions of rain barrels. Councilor Pancoe recommended seeking contributions to complete some of the requested projects and asked about the use of Basecamp. Ms. Redd stated that Basecamp serves as a way to share information amongst the Committee and she is also looking to setup a website for the EAC. Mayor Foley recommended setting up an individual page for the EAC with its own password through the existing Borough website.

The Committee thanked Ms. Redd for the information and stated that the request will be reviewed through the budget process.

- **Jenkintown Playground Project:** Councilor Farrell appeared before the Committee in order to discuss her budget request for 2014. The amount requested is \$1,500.00. Councilor Farrell noted that a significant portion of the recent repairs have been paid out of the funds originally contributed towards the playground and there will be certain maintenance items needed in 2014. Councilor Farrell stated that she will be approaching the School District about a contribution towards the maintenance and upkeep of the playground. Mayor Foley asked if there were any issues with vandalism. Councilor Farrell stated that there have been

no recent issues. The Committee discussed having the budget allocation contingent on a matching allocation from the School District. The Committee thanked Councilor Farrell for her presentation.

- **Shade Tree Commission:** John McGrath appeared before the Committee in order to discuss the proposed budget allocation for the Shade Tree Commission. The requested allocation is \$2,835.00. Mr. McGrath noted that the Commission has been vacant and he is looking to resume its functions. Chairperson Marlowe asked if the number of trees to be planted could be reduced. Mr. McGrath stated that the trees could be reduced by 10, which would result in a \$500 savings. Mr. McGrath noted that the Commission could cut the request to \$1,500.00 and be able to achieve its goals for 2014. Chairperson Marlowe requested that Mr. McGrath revise the proposed budget and resubmit the document.
- **Library:** Karen Cheyney, President of the Library Board of Directors, appeared before the Committee in order to discuss the proposed budget for the Jenkintown Library. Councilor Pancoe asked about the increase in the maintenance expenses. Ms. Cheyney stated that the library has been experiencing issues with its lighting that are resulting in increased expenses.

The Committee stated that the request will be reviewed during the budget preparation.

- **Rec. Board:** Mayor Foley presented the requested budget allocation for the Rec. Board. The requested allocation is \$2,300.00. Mayor Foley stated that the budget request assumes there will be no sponsorship for the summer music series in 2014. Councilor Pancoe asked about rollover funds from Rec Board events. Manager Locke stated that he would speak to Linda Major regarding setting up a revenue fund for events. Councilor Danilak asked about the PA system and if it would be repaired or replaced. Mayor Foley stated that the PA system will be repaired.

The Committee stated that the request will be reviewed during the budget preparation.

- **Business Privilege Tax - Request for Refund - Action for Council Approval:** Councilor Pancoe made a motion to recommend having Berkheimer issue the request for a Business Privilege Tax refund and then have the Borough repay Berkheimer over a 12-month period. Councilor Danilak seconded the motion. There was no further discussion and the motion passed unanimously.
- **Meeting at State Rep. McCarter's office (EDU / Act 537 associated costs) PADEP, Cheltenham, and PennVest** - Manager Locke stated that the meeting with PA Rep. Steve McCarter, the PA Dept. of Environmental Protection, Cheltenham Township, and PennVest will be held on Tuesday, October 29 at 1:30 p.m. Manager Locke noted that Cheltenham Township Manager Bryan Havir has indicated that he will not attend the October 29 meeting.

Manager Locke stated that he met with Cheltenham Township Manager Bryan Havir on October 18 in order to discuss the sewer rehabilitation project. Manager Locke noted that phase 1A and 1B of Interceptor A have been completed and the proportional share for the Borough is approximately \$137,000 for the construction and \$34,000 for engineering and design work. Manager Locke noted that there was discussion on upcoming expenses related to the sewer work. The anticipated cost for 2014 remains uncertain, but the expected cost for 2015 is approximately \$500,000. Manager Locke stated that the intermunicipal agreement is on hold as the Philadelphia Water Department will not sign the agreement until Cheltenham agrees to construct a line to its plant through Philadelphia.

Councilors Danilak and Bunker stated that they will attend the October 29 meeting. Councilor Danilak requested a meeting with Manager Locke on October 29 at 11:30 a.m. in order to review material in

advance of the meeting. Councilor Pancoe recommended inviting representatives from the Cheltenham Township Board of Commissioners and having them make Mr. Havar attend the meeting. The Committee recommended contacting PA Sen. LeAnna Washington regarding attendance at the October 29 meeting.

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

New Business

- **Jenkintown Library - Proposal for roof repair:** Karen Cheyney, President of the Library Board, stated that the roof of the Jenkintown Library needs to be replaced. Ms. Cheyney stated that there are two (2) roofs on the building, one installed in 1912 and one installed in 1983. Proposals for the repairs were presented to the Committee. Ms. Cheyney stated that the anticipated cost for the repairs is \$100,000 and the Library has been able to raise \$25,000 towards the repair, as well as applying for grants. Ms. Cheyney requested that the Borough consider an increased allocation for the Library towards this repair. Councilor Danilak asked about the material that will be used for the roof. Ms. Cheyney stated that it will be aluminum and painted to resemble aged copper in order to maintain the look of the existing structure. Councilor Bunker asked if the Library would be able to borrow the money to complete the project. Ms. Cheyney stated that this avenue is being researched. Councilor Golden stated that the Borough may be able to assist in securing the funding and noted a similar instance where the Borough assisted the Hiway Theater in securing financing.

The Committee thanked Ms. Cheyney for the information and this matter will be reviewed during the budget process.

- **Sewer billing:** The Committee directed Manager Locke to research issues with sewer billing, including why they are not being sent to the right properties and a timeline for reasonableness of filing liens.

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