



ADMINISTRATION & FINANCE COMMITTEE

April 17th, 2017

7:30 p.m.

MEETING MINUTES

Call to Order: Vice President R. Bunker called the meeting to order.

Attendance:

- **Committee members present:** Vice President R. Bunker, Councilor J. Lugar, Councilor M. Golden and Councilor A. MacHaffie.
- **Committee member absent:** Councilor T. Danilak.
- **Others present:** Councilor K. Farrell, President D. Pancoe, Solicitor N. Taylor-Smith, Borough Manager G. Locke and Finance Director R. Ware

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **March Financial Report:** A written report was provided in Dropbox. Director of Finance R. Ware highlighted that the Borough received the documents for the Borough's Audit and they can be found in Dropbox. The Borough's Liquid Fuel Audit is scheduled for next week.
- **JCA:** Councilor K. Farrell highlighted JCA has established a chair for this years Arts Fest. This year JCA is looking to downscale the Arts Fest, and are looking to hire someone to handle the Arts Fest in the years to come.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell highlighted that Councilor K. McGlenn is the liaison for the Borough / School District Cooperative Initiatives, however, there has been much discussion regarding \$800,000 deficit in the budget.
- **Rec Board:** No Report.

New Business

- **PA Small Water Grant:** Vice President R. Bunker highlighted that the Borough had applied for and received \$150,000 for the PA Small Water Grant to assist the Borough in repairing their sanitary sewer system specifically in the West Avenue and Runnymede Avenue drainage basins. The Borough intends to use the full budgeted match towards the repairs. The match budgeted was 15% of the original grant cost, which the Borough applied for approximately \$400,000.
- **Act 511 Collection Contract:** Borough Manager G. Locke highlighted that the bid specification has been placed in Dropbox for review. Vice President R. Bunker wanted the committee to review

the specifications as they will be voting to advertise during the May Administration & Finance meeting.

Vice President R. Bunker wanted to discuss the possibility of changing the meeting night for Administration & Finance Committee as well as Building, Zoning & Revitalization Committee. Vice President R. Bunker highlighted that these Committee meetings match up with the Work Sessions that the School District holds and the Borough's full Council meeting matches up with the School Board's meeting. The objective is to have some Council members attend the work session meeting. Vice President R. Bunker asked if Tuesday and Wednesday were available for committee members and the Borough Solicitor.

Councilor M. Golden made a motion, seconded by Vice President R. Bunker, to move the Administration & Finance Committee meeting and the Building, Zoning & Revitalization meeting to the third Wednesday of every month in the 2018 calendar year. Motion passed unanimously.

Old Business

- **ClearGov Program:** Director of Finance R. Ware highlighted that he has been working with ClearGov on launching the Borough's site. Currently, ClearGov is uploading prior years into the website mapping information. The Borough continues to answer questions regarding the Borough's ClearGov site.
- **Annual Borough Accounting Closeout & Audit:** Vice President R. Bunker highlighted that the audit has been completed. There have been no findings, but the auditors have the same three recommendations as last year. The biggest concern is that the Borough's payroll company does not receive an audit through an outside agency. The Auditors will be attending the April Council Meeting to discuss the audit.
- **Annual Fire Department Audit of Contributions:** Director of Finance R. Ware highlighted that the annual audits of the contributions made to the Fire Department has not yet been scheduled, but will be scheduled and take place within the near future.
- **Part-time Fire Marshal Position -** Vice President R. Bunker highlighted the Borough has begun the search for the part time position for the Fire Marshall. The ad has been placed in the newspaper and is on various sites such as monster.com and aftercollege.com, and after an extensive search, the Borough has received four qualified applications. Vice President R. Bunker highlighted that interviews will be set up in the near future.
- **Human Relations Committee Reorganization –** No Report. President D. Pancoe and Vice President R. Bunker to meet regarding the feasibility of continuing the Human Relations Committee. The Human Relations Committee will be discussed in full detail during the May Administration & Finance Committee meeting.
- **Vehicle Leasing Program –** Borough Manager G. Locke has received information from three lenders, and the best recommendations that the Borough is receiving is to place a Request for Proposal (RFP) to receive the lowest possible interest rate. The Police Department is not sure this program is for them, however the Borough intends to use this program in the near future to replace a dump truck for Public Works. The Borough also intends to use this program to replace the Borough's fire trucks within the next few years. Director of Finance R. Ware was asked to put together a list of Borough owned vehicles and where they are within the replacement schedule to help produce an RFP.
- **2016 CDBG Grant:** Vice President R. Bunker highlighted that the survey has been completed and bid specs are being prepared for this project. This Grant is to replace approximately fifty handicap

ramps. The County has approved that the Borough receives \$159,500 for the CDBG Grant. Borough Manager G. Locke has been working with the Engineers on this project as the scope of the project has been decreased.

- **2017 CDBG Grant** – Vice President R. Bunker highlighted that this application would be for the 2017 grant and 2018 implementation. Montgomery County has contacted the Borough informing them of limited funds on 2017 CDBG projects and to limit their scopes to accommodate the decrease in funds. The Borough applied for 22 ramps for the 2017 CDBG grant, to complete the ramps that could not be completed during the 2016 grant application. The application has been submitted to the County.
- **Cheltenham – Notification of required escrows for EDU Review:** Borough Manager G. Locke informed the Committee that Cheltenham has decided to require any new businesses that are going before Jenkintown for EDU approval must place an escrow with Cheltenham Township for the review of the EDU usage. The Borough has not been given any official notice, but the Borough is making a list of “no new flow” which should only take a few hours to review but the Borough is planning for the EDU review fee to take place.
- **Shared Road Paving Agreement with Abington Township:** Vice President R. Bunker highlighted that Abington Township has approached the Borough to pave joint roads shared by Abington and the Borough in 2017. Rydal Road from York Road to Clement Road including both sides of the road is estimated at \$28,264. Rydal Road from Clement Road to Newbold Road (one side) is \$12,420. Washington Lane from Greenwood Avenue to York Road is estimated at \$26,992, which AQUA will be required to pay half of after the completion of the water main. Borough Manager G. Locke highlighted that PECO is looking to install a gas main down Rydal Road, which will reduce the cost in half due to PECO’s contribution.

President D. Pancoe asked Borough Manager G. Locke where the Borough stands in regards to moving the Borough’s sewer into Abington Township and removing it from Cheltenham. Borough Manager G. Locke responded stating that Pennoni Associates is continuing to consider this. The next step will be the Borough will be completing a dye test at 610/680 York Road.

Vice President R. Bunker asked about the Colonade EDU usage. Borough Manager G. Locke highlighted that the Borough just reviewed and approved their new EDU Planning Module. The usage is lower than before the renovations. Borough Manager G. Locke does ask that the Borough review the collection of sewer monies from the Colonade, as the Borough has been collecting at flat 50% of whatever is collected, however Borough Manager G. Locke believes that the Borough will need to look into the fees collected for treatment.

Borough Manager G. Locke wanted to discuss the restoration of the WWI memorial outside of Borough Hall. David Rolland from the historical society has provided an estimate to restore the stone monument outside of Borough Hall, next to the parking lot. The full process and estimate was placed in Dropbox for review but is approximately a \$2,000 job. Mr. Rolland has asked George to appear before Council to ask for the Borough to pay for half of the restoration. Mr. Rolland would like to start the job as soon as possible, but if needed, he can wait until next budget season. After discussion and reading of the proposal, Vice President R. Bunker asked that Mr. Rolland appear before council next week to discuss the proposal.

Borough Manager G. Locke wanted to highlight that Director of Finance R. Ware has been working with Barbicane, Thorton & Company to set up a presentation discussing accrual based accounting. This presentation has officially been set up for May’s Administration & Finance Committee meeting.

Councilor M. Golden wanted to know if the Borough has any updates on streaming the meetings. Councilor A. MacHaffie is still looking into and reviewing how to best stream the meetings. Borough Manager G. Locke is in the process of receiving pricing to live stream the meetings, and once all pricing is received Borough Manager G. Locke will place the information in Dropbox.

Councilor M. Golden wanted to discuss Council honoring Laurie Durkin and Justin Mixon at May's full council meeting for their service on Borough Council. Councilor J. Lugar asked if this was normal practice that council members are recognized after their term. Vice President R. Bunker does not agree that we should recognize Councilors. President D. Panoce wrote a letter and read it at two public meetings thanking Laurie Durkin for service and asking her to come back but does not believe that we should be honoring them. Councilor M. Golden also wants to thank Laura Hanes for her service of the Planning Commission. After much discussion, a majority of the committee agreed that there did not need to be a formal recognition for Ms. Durkin and Mr. Mixon at the Council meeting.

Adjournment: On motion of Councilor K. Farrell, seconded by Councilor M. Golden, the motion adjourning the meeting passed unanimously.