



ADMINISTRATION & FINANCE COMMITTEE
January 9th, 2016
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, and Councilor M. Golden.
- **Committee member absent:** Councilor T. Danilak and Councilor C. Whitney.
- **Others present:** Councilor K. Farrell, Borough Manager G. Locke and Director of Finance R. Ware.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **December Financial Report:** Director of Finance R. Ware wanted to highlight that the sale for 610 York Road went through at the end of November, to which the Borough has just received the transfer tax in the amount of \$38,000 which is significantly larger than the normal amount the Borough receives for the sales of properties.
- **JCA:** No Report.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell highlighted that the School District is continuing to work on their comprehensive plan.
- **Rec Board:** No Report.

New Business

- **Annual accounting closeout and audit:** Director of Finance R. Ware highlighted that he has been in touch with Barbicane, Thorton and Company to set up the annual audit of the Borough's funds and is expecting to begin the audit within the coming months.
- **Human Relations Committee – Reorganization:** No Report.
- **ClearGov – Financial Reporting Transparency Software:** Borough Manager G. Locke highlighted that Council has expressed great interest in finding software that would better help the public understand the finances of the Borough and to help continue to be transparent when it comes to spending Borough money. Borough Manager G. Locke has been receiving information from Brian at ClearGov who developed a software system to create a personalized interactive website to show graphics and allow residents to the Borough's revenue and expenses. The Borough would

be the first town in Pennsylvania to acquire this software system, however ClearGov has multiple towns and school districts in Massachusetts. A memo has been placed in Dropbox detailing this software system as well as a quote for the Borough. The original cost of this software system is \$5,000 but after much negotiation, the Borough was able to receive the quote for \$2,500, approximately half of the original cost. Both Vice President R. Bunker and President D. Pancoe were interested and looking forward to receiving more information on ClearGov as they would like to remain as transparent as possible when it comes to the Borough's finances.

Councilor K. Farrell made a motion, seconded by Vice President R. Bunker, to place the ClearGov Financial Reporting Transparency Software on the January 23rd Council Agenda.

Motion passed unanimously.

- **Employment Opportunity – Building / Property Maintenance Inspector:** Borough Manager G. Locke highlighted that the Borough has placed an ad in the paper advertising for a building code / property maintenance inspector for the Borough. This employment opportunity was budgeted for in the 2017 budget. Borough Manager G. Locke highlighted that it would be less expensive to hire an employee full time than to have the current third party in five days a week for four hours a day.

Old Business

- **2017 Budget:** Vice President R. Bunker highlighted that the Borough has approved the 2017 budget and the budget has now been placed on the website. The budget can be reviewed at Borough Hall and at the library.
- **Solid Waste Collection Contract:** Vice President R. Bunker highlighted that the Borough will be placing the ad in the paper for the Solid Waste Collection Contract. This ad will be ran Wednesday January 11th and Sunday January 15th. The specifications and bid documents will be placed on PennBid with a deadline of January 25th.
- **CDBG Grant:** Vice President R. Bunker highlighted that the grant was submitted on Friday April 15th to Norristown. This Grant is to replace approximately fifty handicap ramps. The County has approved that 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.
- **PA Small Water Grant:** No new updates. Last month, Vice President R. Bunker highlighted that the Borough had applied 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 applied for funds in the amount of \$381,517.81 with a Borough match of \$67,326.67 for a total of \$448,844.48. The grant is intending to be awarded in April 2017.
- **Green Light Go Grant:** No new updates. Last month, Vice President R. Bunker highlighted that the Green Light Go Grant was submitted by Pennoni on behalf of the Borough. This grant if awarded will be used to replace all of the yellow bulbs in the traffic lights as well as install the battery backups in the lights so that Public Works does not have to hook up generators when the power is interrupted. \$112,000 submitted with a required 15% match.
- **Act 511 Collection Contract:** Vice President R. Bunker stated that the Borough is not happy with Berkheimer as they have missed businesses in the Borough that are not reporting as well as collecting payments from business that are not within Jenkintown Borough. Because of all of this, the Borough has now put together an RFP for Act 511 Collection fees to possibly not use Berkheimer in the future. Borough Manager G. Locke highlighted that the Borough's Solicitor is still completing the bid specification, but once that is completed it will go out for RFP.

- **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.
- **Proposed Sanitary Sewer Construction Interceptor ‘A’ (Cheltenham 2017):** Vice President R. Bunker discussed that Cheltenham Township is required to do an archeological study which could take six to nine months. Borough Manager G. Locke informed the committee that the archeological study has been completed. The archeological study had to be completed before Cheltenham Township starts the Interceptor A line, which is where the Borough is responsible for part of the cost. Cheltenham Township is planning on bidding this work in April of this year.

Adjournment: On motion of Councilor M. Golden, seconded by Vice President R. Bunker, the motion adjourning the meeting passed unanimously.