



ADMINISTRATION & FINANCE COMMITTEE

July 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, Borough Manager G. Locke and Finance Director R. Ware

Public Comment: None at this time.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **June Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** Councilor K. Farrell highlighted that there are twenty-six artists already signed up for the Arts Fest. The Arts Fest is on target to reach eighty-five art vendors this year. JCA has been deciding what they wanted to fund. JCA is looking to fund a sound system in Town Square, permanent lighting around Town Square, and looking at some revitalization projects for the businesses.
- **Rec Board:** No Report.

New Business

- **Act 511 Collection Contract:** Vice President R. Bunker highlighted that the RFP will be advertised on June 18th and June 25th and can be found with the monthly meeting materials. The RFP is due August 1st.
- **Cheltenham Proposed Sanitary Sewer Construction Update:** Vice President R. Bunker highlighted that construction is to begin August 2017. The Borough has yet to receive an official answer regarding the different phases of the Interceptor A project. The lowest bid appears to be approximately \$8.5 million.
- **2016 CDBG Grant / 2017 CDBG Grant – Accessible Handicap Ramps:** Vice President R. Bunker highlighted that the Borough received funding in the amount of \$160,000 for the 2016 project and \$75,000 for the 2017 project. The Borough intends to combine the projects at the

recommendation of the County and the Borough Engineer to save money on soft costs such as bidding, advertisements and engineering fees.

- **Jenkintown Arts Festival – Emergency Responders:** Vice President R. Bunker noted that the funding was completed during the Special Council Meeting earlier in the evening.
- **Administrative Assistant Position:** Vice President R. Bunker stated that the Administrative Assistant, Katy, has resigned and the Borough is now looking to fill the position. Borough Manager G. Locke noted that the position has been advertised and the Borough has begun receiving resumes. Vice President R. Bunker would like to see the applicant possess the same qualities that the office currently has. Councilor K. Farrell stated that herself and President D. Pancoe would like to see the applicant fulfill some of the communication efforts that the Borough has been implementing within the past months including the implementation of a monthly newsletter.

Old Business

- **PA Small Water Grant:** Vice President R. Bunker highlighted that the Public Works Department has moved the motion to advertise to full Council. The PA Small Water Grant has been received in the amount of \$150,000, with the Borough matching funds in the amount of \$67,000 for a total of \$217,000. 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.
- **Annual Fire Department Audit of Contributions:** Vice President R. Bunker highlighted that the annual audits of the contributions made to the Fire Department is underway. Pioneer's audit has been completed and Independent's audit has been scheduled.
- **Vehicle Leasing Program:** Vice President R. Bunker has highlighted that he has been researching information regarding a municipal leasing program. This program would allow the Borough to lease to own vehicles through banking institutions for all services such as Public Works Department, Police Department and both Fire Companies. Vice President R. Bunker highlighted that the Borough is looking to replace a dump truck for Public Works due to the condition of Truck 27. The Borough has been receiving quotes and will update the committee as more information become available.
- **ClearGov Status Update:** Director of Finance R. Ware updated the Committee highlighting that the Borough has had their soft launch of the website. Director of Finance R. Ware believes that ClearGov is complete from his perspective. The final questions are regarding the comment section and the input of the tax bills. Director of Finance R. Ware would like to answer these questions before ClearGov goes live.

Vice President R. Bunker made a motion, seconded by Councilor J. Lugar, to have ClearGov go live after the vote at the full council meeting. Motion passed unanimously.

- **World War I Memorial Restoration:** Vice President R. Bunker highlighted that the Borough applied for a grant to restore the World War I monument that is located outside of Borough Hall. The Borough would

Councilor M. Golden wanted to highlight that PA Municipal League may have opportunities for Jenkintown Borough to get involved. If the Borough decided to join, the first year would be free. Councilor M. Golden would like to have the PA Municipal League to present at the Administration & Finance Committee.

Borough Manager G. Locke also noted that it is time to renew their Classic Towns membership. Borough Manager G. Locke will bring it before Building, Zoning & Revitalization next month.

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