



ADMINISTRATION & FINANCE COMMITTEE

July 18th, 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 L. Durkin.
- **Committee member absent:** Councilor T. Danilak, Councilor C. Whitney and Councilor M. Golden.
- **Others present:** Borough Manager G. Locke and Director of Finance R. Ware.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **June Financial Report:** A written report was provided in Dropbox.
- **JCA:** Councilor L. Durkin stated that the JCA has launched a new website.
- **Borough / School District Cooperative Initiatives:** No Report.
- **Rec Board:** No Report.

New Business

- **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 Grant will be awarded at the end of May. This Grant is to replace approximately fifty handicap ramps. The County has made a recommendation that the Borough receives \$159,500 for the CDBG Grant. The Montgomery County Commissioners must vote on these amounts.
- **Borough Liability Insurance Renewal (August 1st):** Borough Manager G. Locke stated that the renewal has been initiated and it is appearing that the Borough will be saving several thousand dollars over the previous policy. The exact savings will be reported when the policy is finalized.
- **School Playground Grant / Accessible Walk Requirement:** Borough Manager G. Locke has been working with the Jenkintown School District on the accessible walking route to the playground. Before this meeting, Borough Manager G. Locke, Councilor K. Farrell and Engineer M. Saylor appeared before the School Board to discuss the plans to correct the walkway allowing it to be handicap accessible. The Jenkintown School Board was very excited over the project, but asked that Borough Manager G. Locke and Engineer M. Saylor complete the work before school starts as they would like to have all the children be able to use the playground area.

- **Public Works Skid Steer Snow Blower Attachment:** Borough Manager G. Locke stated that the Public Works Department is looking to purchase a snow blower attachment for the skid steer. The cost of the snow blower attachment is \$4,995 plus an additional \$515 in attachment hardware. The Borough will be receiving approximately \$2,000 in a credit towards the purchase for the return of a broom attachment that the Borough does not need.
- **Independent Ladder Truck:** Borough Manager G. Locke stated that Fire Chief K. Lynch had stated that the Ladder Truck for Independent Fire Company needed to be inspected and during the inspection it was noticed that the suspension on the ladder trucks “Hendrickson Walking beam bushings needs replaced” which is going to cost the Fire Department approximately \$8,500. This expense is an unbudgeted expense in which Independent cannot afford in their budget. Fire Chief K. Lynch had asked Borough Manager G. Locke to go before the Administration and Finance Committee as well as Borough Council to ask for payment of this expense.

Old Business

- **TAP Grant:** Borough Manager G. Locke stated that the Borough has submitted for the TAP Grant for the Phase two of the Streetscape program. This submittal has been accepted and will be has not yet been awarded. This is to extend the streetscape on York Road from Cherry Street to Cloverly Avenue.
- **Proposed Sanitary Sewer Construction Interceptor ‘A’ (Cheltenham 2017):** There is no new updates for this topic. Last month, Borough Manager G. Locke wanted to inform the committee that Cheltenham Township is required to do an archeological study which could take six to nine months. Borough Manager G. Locke has been attending the meeting every two weeks to continue to receive updates regarding the sanitary sewer updates. Borough Manager G. Locke stated that the archeological study has to be completed before Cheltenham Township starts the Interceptor A line, which is where the Borough is responsible for part of the cost. This work may not be completed this year. The next meeting will be on August 3rd.
- **Proposed Sanitary Sewer Construction (Within Borough Limits):** Vice President R. Bunker stated that last year the Borough had all of their sanitary sewers videotaped and Boucher & James put together a report of the findings. The Borough has since received a copy of all of the video and Councilor J. Connors along with Borough Manager G. Locke and Public Works Foreman J. Riggins have been reviewing the tapes and will be putting their recommendations together once the review is complete. Washington Lane will be the first repairs made as it appears to be the worst section of sewer pipes. The videos and reports are still being analyzed.
- **Borough Interim Audit of Finances (1/1/16-4/30/16):** Dan Cohen, the attorney negotiating for the Consortium informs us that neither Verizon nor Comcast will renegotiate with the borough, as our contract expiration dates are too far out. He suggests that we should consider engaging his firm to audit the cable company’s results to assure we are receiving the proper amounts.
- **Verizon Franchise Agreement:** Audits by Barbacane, Thornton and Company of the 2015 borough’s contributions to Pioneer and Independent Fire companies have been completed and we have received draft copies of the reports. An interim review of the borough’s financials through April 30, 2016 has also been completed and we have received a draft copy of the report. None of the reports indicate any discrepancies.

- **LED Street Light Procurement Project:** Borough Manager G. Locke stated that the Borough was supposed to meet with Johnson Controls on Thursday July 14th to review the Investment Grade Audit and their recommendations. However, that meeting was canceled and a new meeting date is being discussed.
- **Fire Department Financial Audit:** Vice President R. Bunker stated that the audit for Pioneer and Independent has been completed, however the Borough has not received a report of the audit yet. Vice President R. Bunker would still like a copy of the Fire Department's 990s that they have to file every three years. Once more information is received, Vice President R. Bunker will update the committee.
- **Act 511 Tax Compliance Audit:** Vice President R. Bunker stated that MDG LLC believes they have found a business, Jenkintown Window Cleaners, which has underpaid the Borough \$100,000. If this is the case, that would put the audit in the black. Vice President R. Bunker stated that this is only a preliminary finding and once more information is received. Vice President R. Bunker also wanted to highlight that Berkheimer collects the Business Privilege taxes however more recently the Borough has been having problems with not only finding that some businesses aren't paying enough, but also more importantly finding that there is business that are paying that should not be. The Borough is now looking into other ways to collect these taxes without Berkheimer. Our software providers, AMS, have provided three packages to allow the Borough to collect Business Privilege Taxes in house. The Borough pays Berkheimer \$28,000 a year. The Borough will continue to look into these options.
- **Assistance to Firefighters Grant –** Vice President R. Bunker stated that the SCBA's have been received, the Borough has received the grant funds and the payment has gone to the vendor. The Borough will receive an email from FEMA when they are ready to close out the 2014 grants.

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