



## ADMINISTRATION & FINANCE COMMITTEE

June 19<sup>th</sup>, 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.

#### Presentations

- **Pamela Baker – Barbicane – Modified Accrual Accounting:** Pamela Baker from Barbicane, Thornton & Company to discuss the difference between Modified Accrual Accounting and Cash Based Accounting, as well as whether Modified Accrual Accounting would benefit Jenkintown Borough. Ms. Baker informed that that most small municipalities follow a cash based accounting due to the sophistication of the software, the employee requirements and time, and the number of employees working with the accounting aspects of the Borough. Ms. Baker informed the committee that cash based accounting mirrors the Borough's budget the best as to reflect money coming in and money going out. Ms. Baker feels as though the change between Modified Accrual Accounting and Cash Based Accounting is significant for a Borough this size, such as the hiring of a CPA, more Accounting staff, more complex software and so forth.
- **Graham Copeland Economic Development:** Graham Copeland appeared before the Committee to discuss his expertise in Economic Development and how his services could benefit the Borough. Mr. Copeland's expertise is in revitalization of the down town areas as well as economic growth and development.

#### Reports

- **Tax Collector:** A written report was provided in Dropbox. Director of Finance R. Ware stated that the Borough is approximately 90% collected on the Real Estate tax and 84% on the sewer taxes.
- **May Financial Report:** A written report was provided in Dropbox. Director of Finance R. Ware highlighted that the Borough has come close to exceeding certain areas of the budget such as Police overtime and OIC but they have not done certain things such as hiring part time officers or promoted an officer to sergeant. Director of Finance R. Ware stated that their budget is well under in total, however certain sub categories are over budget.

- **JCA:** No Report.
- **Rec Board:** No Report. President D. Pancoe wanted to note that two people have resigned from the Rec Board, and the Borough will look into previous applications submitted to the Borough to fill those positions.

### New Business

- **Act 511 Collection Contract:** Borough Manager G. Locke highlighted that the RFP will be advertised on June 18<sup>th</sup> and June 25<sup>th</sup>. The RFP has been placed in Dropbox for review.
- **904 Recycling Grant – Awarded \$11,589:** Borough Manager G. Locke highlighted that the Administration worked hard with the County to apply for and to be awarded the recycling grant. The Borough was awarded \$11,589. This amount was not budgeted; therefore, it is not earmarked towards any project. Councilor K. Farrell asked if the Borough should use these funds to continue to effort to improve the recycling throughout the Borough.
- **Cheltenham Proposed Sanitary Sewer Construction Update:** Borough Manager G. Locke highlighted that Interceptor A has finally been bid and the bid specs can be seen in Dropbox. May 23<sup>rd</sup> Cheltenham Township opened the bids on PennBid and Borough Manager G. Locke and Engineer K. Hassan attended the bid opening meeting as the Borough is responsible for 11% of the costs. The Borough has been preparing for this project and have raised the sewer fund rates to cover the cost of the loan so that the Borough will be able to afford the 11% that they are responsible for. The Borough has requested plans from Cheltenham for review and financial planning. Borough Manager G. Locke highlighted that the Borough did receive the plans this evening from Cheltenham, and the lowest bid appears to be approximately \$8.5 million. The Borough's Engineer will review the plans, and inform the Committee of the logistics of the project.

### Old 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. Vice President R. Bunker highlighted that the Borough budgeted \$67,000 for the match that was originally applied for, and would like to spend all \$67,000 budget to add to the \$150,000 grant. The Borough will be bidding this project within the near future.
- **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.
- **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. The Borough will continue to review the information as it becomes available through the vendors.
- **2016 CDBG Grant:** Vice President R. Bunker highlighted that the Borough received funding in the amount of \$160,000. The Borough intends to complete 22 ramps with 10 alternate ramps for a total of 32 ramps. The Borough has executed the 2016 contract, had the survey completed and the

design of the ramps have begun. The Borough has sent the bid specs to the County for review, and once that review is completed the RFP will be advertised.

1. **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 and a preliminary award has been recommended to the County Commissioners. This preliminary award is in the amount of \$75,000 and will be considered in July 2017 by the County Commissioners.
- **ClearGov Status Update:** Director of Finance R. Ware updated the Committee highlighting that they are in the final stages before ClearGov will be up and running. Director of Finance R. Ware is hoping that ClearGov will be live by July 1<sup>st</sup>
- **Purchase of Public Works Dump Truck:** 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 is currently looking to lease the truck, rather than purchase it out right, however financing options are still being considered.
- **World War I Memorial Restoration:** Vice President R. Bunker highlighted that the historical society would like to restore the World War I monument that is located outside of Borough Hall. Mr. David Rowland presented during May's Council meeting to discuss how the historical society would like the Borough to contribute to the restoration, to which the Borough stated they would contribute \$1,000. Borough Manager G. Locke highlighted that the Borough found a grant that is a \$2,000 max with a 50% match. Borough Manager G. Locke wanted the committee to know that the Borough is pursuing this option and working with the granting authority that is funding this grant.

Borough Manager G. Locke wanted to mention that the air conditioner that services the Council room and the lobby needs replaced. The Borough has budgeted for this replacement and the Borough has received four quotes to have this repair completed. The price of the repair was \$5,500 and will take approximately two weeks.

**Adjournment:** On motion of Councilor J. Lugar, seconded by Councilor K. Farrell, the motion adjourning the meeting passed unanimously.