



## ADMINISTRATION & FINANCE COMMITTEE

March 20<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, 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.
- **February Financial Report:** A written report was provided in Dropbox. Director of Finance R. Ware highlighted that the Borough received approximately \$115,000 from the state for liquid fuels and that the first contribution was made to the library & both fire companies.
- **JCA:** Councilor K. Farrell highlighted JCA met and discussed the future of the JCA as well as the future of the annual 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 the Zoning Hearing Board hearing on Thursday March 23<sup>rd</sup> for the School District's proposed LED signage.
- **Rec Board:** No Report.

#### New Business

- **Annual Borough Accounting Closeout & Audit:** Director of Finance R. Ware highlighted that the site visit for the audit has been completed and that the Borough is expected to have their audit by next Friday, March 31<sup>st</sup>. There have been no findings that are known, 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. Director of Finance R. Ware has placed a memo in Dropbox, further explaining the recommendations.

- **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.
- **Funding for Native Wildflower Plantings –** Vice President R. Bunker stated that it has been brought to his attention that the Environmental Advisory Committee that they would like to spend \$4,500 of their allotted \$5,000 budget to plant wildflowers at the Cedar Street property, Town Square, as well as at the Verizon building. This purchase would not only include the planting itself but also the preparing of the beds and site visits by Dr. Duran, to who which the Environmental Advisory Committee would be contracting with to conduct the plantings. Adrienne Redd spoke before the committee explaining the benefits of planting these natural plants and why the Environmental Advisory Committee has chosen these locations. Vice President R. Bunker wanted the committee to know as where this is \$4,500 of their allotted \$5,000 budget, the Environmental Advisory Committee has a bank account with a little over \$2,000 in it, which would allow them to still have approximately \$3,000 in funds.

Councilor J. Lugar was not thrilled with the idea of spending money on planting wildflowers on the Cedar Street property due to the use of the property still being determined. Councilor J. Lugar does not want to see the large expense for plantings go to waste.

Dave Downs, 301 Runnymede Avenue, asked if they could scale down the planting and start at just the Verizon building until the use of the Cedar Street lot is determined. If the Verizon building is successful, Mr. Downs thinks that they could follow up the following year of Cedar Street.

Adrienne Redd understands the concerns of both Mr. Downs and Councilor J. Lugar but changing the scope to just the Verizon building will not cut costs and Ms. Redd believes will create “hard feelings” between the Environmental Advisory Committee and Dr. Duran.

President D. Pancoe also wanted to express her concerns regarding the plantings on the Cedar Street property. President D. Pancoe does not believe the Cedar Street property is ready for public access and use.

Peggy Downs, 301 Runnymede Avenue, asked if Ms. Redd could consider a “more public” area such as the library or School so that residents can benefit from the plantings.

Vice President R. Bunker made a motion, seconded by Councilor K. Farrell, to move the motion to approve the \$4,500 purchase for wildflower plantings to full council with the consideration that Adrienne Redd contact the Library to see if a planting can take place there instead of the Cedar Street property.

Motion passed unanimously

- **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.
- **Building / Property Maintenance Inspector–** Vice President R. Bunker stated that the Borough had a few qualified candidates apply and drop out for various reasons. The Borough is continuing the search for a qualified Building / Property Maintenance Inspector
- **2017 Engagement Letter from Tom Josiah Accounting:** Vice President R. Bunker noted that the Borough never formally accepted the new engagement letter for the monthly accounting services provided to the Borough for 2017. There is a slight increase in fees, which would be approximately \$20 per month

Vice President R. Bunker made a motion, seconded by President D. Pancoe, to move the motion to accept the 2017 Engagement Letter from Tom Josiah for the monthly auditing of the Borough to full council retroactive to January 1, 2017.

Motion passed unanimously

- **2017 Engagement Letter from the Law Offices of Sean Kilkenny** – Vice President R. Bunker noted that the Borough never formally accepted the new engagement letter for the legal services provided to the Borough for 2017. There is a slight increase in fees, which would be \$5 per hour.

Vice President R. Bunker made a motion, seconded by President D. Pancoe, to move the motion to accept the 2017 Engagement Letter from the Law Offices of Sean Kilkenny for the legal services provided to the Borough to full council retroactive to January 1, 2017.

Motion passed unanimously

Pat Harte, 79 Runnymede Avenue, asked the committee if the Borough's solicitor was appointed because she was under the impression that once Mr. Kilkenny became sheriff that he was no longer allowed to be a Borough Solicitor. Ms. Harte also wanted the committee to know that she along with other residents are not happy with the services that Mr. Kilkenny provides the Borough. Ms. Harte feels as though Mr. Kilkenny and his office "are quick to give answers" before researching into the question. Ms. Harte would like this committee and council to review the solicitors service and possibly change the service.

Vice President R. Bunker thanked Ms. Harte for her comments and explained that the Borough's Solicitor is appointed every other year, but as always the Borough can change solicitors mid appointment. The rate change was a formality. Vice President R. Bunker stated that the Borough's solicitor is Natasha Taylor-Smith, and the Law Offices of Sean Kilkenny is the firm the Borough uses. Vice President R. Bunker stated that Council was happy with the services provided by the Law Offices of Sean Kilkenny.

Peggy Downs, 301 Runnymede Avenue, asked if the appointment ran from January 2016 until December 2017. Vice President R. Bunker responded that was correct.

Fred Fellmeth, 240 Wyncote Road, asked what the Borough spent last year in legal fees and what the Borough has budgeted this year in 2017.

After cursory review, Borough Manager G. Locke responded by stating that the Borough budgeted \$150,000 this year for legal expenses and spent approximately \$80,000 in 2016 for legal expenses. Borough Manager G. Locke wanted to note that the Borough has legal fees in multiple funds/budget lines for different services.

- **2017 CDBG Grant** – Borough Manager G. Locke 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 intends to apply for 22 ramps for the 2017 CDBG grant, to complete the ramps that could not be completed during the 2016 grant application. Borough Manager G. Locke noted that the Borough will be required to place a 20% match for funds received.

Vice President R. Bunker made a motion, seconded by Councilor M. Golden, to move Resolution #2017-5, supporting the 2017 CDBG Grant application to full Council.

Motion passed unanimously

- **Part-time Fire Marshal Position** - Vice President R. Bunker highlighted that the ad for the part-time fire marshal position has been advertised and applications are beginning to be received. The Borough has received one application to date regarding the position.
- **Controls on Borough funded boards:** Vice President R. Bunker wanted to discuss the financial controls for a board that is funded through the Borough's budget. Vice President R. Bunker wanted to create a policy that details when the board must appear before committee and council for

approval of the purchase. After discussion, Vice President R. Bunker asked Director of Finance R. Ware to draft a policy regarding the controls of the spending of Borough funds.

## Old Business

- **Solid Waste Collection/Disposal Contract:** Vice President R. Bunker highlighted that the contract has been awarded to Republic Services as of February 27<sup>th</sup> 2017.
- **Vehicle Leasing Program –** No new information.
- **Tax Collector Proposed Salary Increase:** Vice President R. Bunker stated that the committee will table this item until budget season later this year.
- **Replacement of Lighting Consortium:**
- **Shared Road Paving Agreement with Abington Township:** Last month, Borough Manager G. Locke and Public Works Foreman K. Riggins met with Abington Township to discuss paving of the joint roads that are shared by Abington Township and the Borough. Both Abington and Borough Manager G. Locke would like to set up a program and agreement to pave the streets at the same. After reviewing the documents provided by Abington Township, Borough Manager G. Locke recommends that Jenkintown Borough pays Abington Township to pave Rydal Road from York Road to Newbold Road.
- **CDBG Grant:** Vice President R. Bunker highlighted that the bid specs are being prepared for this project and should be completed shortly. 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:** Borough Manager G. Locke highlighted that the bid specification, has been placed in Dropbox today for review.
- **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. Vice President R. Bunker asked that Borough Manager G. Locke set up a meeting with Cheltenham to discuss the required fees.

**Adjournment:** On motion of Vice President R. Bunker, seconded by Councilor K. Farrell, the motion adjourning the meeting passed unanimously.