



ADMINISTRATION & FINANCE COMMITTEE

Mya 15th, 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, Councilor K. McGlenn, Solicitor S. Kilkenny, Mayor E. Foley, Borough Manager G. Locke and Finance Director R. Ware

Public Comment: Kristen, GM of Neshimny Creek Brewing Company, appeared before the Committee tonight to discuss the drainage problem. Due to a fence and slate being installed by the neighboring property, the water does not properly drain from 208-210 York Road causing standing water outside the back door of 208-210 York Road. Neshaminy Creek is looking for a resolution to solve this drainage issue.

Borough Manager G. Locke stated that the Borough is aware of this issue and have met with the neighboring property owner. The Borough informed this property owner that the fence was installed without a permit and that you are not allowed to install something that negatively affects the adjacent properties. The adjacent property owner was asked to remove the fence and slate to which now they are disputing. Borough Manager G. Locke stated that they will now be putting it in writing at minimum that the slate at the bottom of the fence needs to be removed.

Presentations

- **ClearGov Presentation:** Vice President R. Bunker highlighted that ClearGov is a financial software allowing for the viewing and understanding of the Borough's municipal budget. ClearGov is an interactive website allowing those who view it to click through each fund and sub category of the budget viewing where money is spent and where the Borough's revenue is received. Director of Finance R. Ware gave a short presentation regarding the Borough's ClearGov website.
- **Capitalization Policy:** Director of Finance R. Ware highlighted that the Borough's Auditing Company, Barbicane Thorton & Company, encouraged the Borough to create capitalization policy that does not change how the Borough accounts for anything but is a threshold that the Borough uses to list things on the DCED Report. The Borough will be holding a \$5,000 threshold. After discussion, Vice President R. Bunker stated that the Borough wanted to include their current policies in the capitalization policy such as requiring three quotes to purchase anything over \$2,500.

Vice President R. Bunker made a motion, seconded by Councilor K. Farrell, to move the capitalization policy requiring any purchases that are made over \$5,000 be listed on the capital purchases registry to full Council. Motion approved unanimously.

- **Professional Services Contract Policy:** Director of Finance R. Ware highlighted that the State Auditor for the pension audit has been recommending that the Borough approves this policy about how the Borough hires services specifically relating to Pension issues, Act 44 of 2009. Director of Finance R. Ware discussed that it was in regards to the Actuary the Borough uses and so forth.

Vice President R. Bunker made a motion, seconded by Councilor K. Farrell, to move the profession services contract policy to full Council. Motion approved unanimously.

Reports

- **Tax Collector:** A written report was provided in Dropbox. Vice President R. Bunker stated that there is a \$47 discrepancy. Director of Finance R. Ware will be following up with the Borough's Tax Collector Liz Wolff.
- **April Financial Report:** A written report was provided in Dropbox. Director of Finance R. Ware highlighted that the bills for the April & May new trash contract were not in this report, however will be in the following report as the Borough did receive the bills and they have been paid. The Borough also had a liquid fuels audit two weeks ago and had no findings.
- **JCA:** Councilor K. Farrell highlighted JCA is currently looking for a person to coordinate all the volunteers for the day of the Arts Fest. JCA is having a meeting for new members tomorrow, May 16th at 7PM.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell highlighted that herself and Borough Manager G. Locke briefly attended the School Board meeting which Borough Manager G. Locke discussed the accessibility pathway to the playground. The Borough has completed their portion from the parking lot to the school. The accessibility pathway was required for the Borough to apply for the playground grant, however the Superintendent does not feel as though she was adequately notified about this grant and the pathway. Also, Dr. Takacs, the School's Superintendent, feels as though the School District was not included in the School Zone Signalization Lights on Walnut Street & West Avenue as well as the proposed crosswalk on Florence Avenue. Borough Manager G. Locke highlighted that approximately an hour before the meeting, both himself and Councilor K. Farrell were asked to only present on the walkway connecting the two paths at the school and not the playground grant itself.

Vice President R. Bunker also recommended that the Borough move the Borough / School District Cooperative Initiatives to the Public Safety committee meeting night as Councilor K. McGlenn is on the Public Safety and Public Works Committees and does not attend the Administration & Finance and Building, Zoning & Revitalization meetings. The committee agreed to move the Borough / School District Cooperative Initiatives to the Public Safety committee meeting night which is usually held on the second Wednesday of the month.

- **Rec Board:** No Report.

New Business

- **Act 511 Collection Contract:** Borough Manager G. Locke highlighted that the RFP has not been advertised yet. The RFP has been placed in Dropbox and permission to advertise was given at the last Council meeting on April 24th, however the Borough has had to finish minor details on the RFP itself.
- **Part-time Fire Marshal Position:** Vice President R. Bunker highlighted the Borough stated the Borough interviewed four candidates for the part time position for the Fire Marshall. Borough

Manager G. Locke highlighted that his background check has been passed and Public Safety has moved this item to full Council on May 22nd. Borough Manager G. Locke just wanted the Administration & Finance Committee Meeting to know that this item is moving forward.

- **Vehicle Leasing Program:** Borough Manager G. Locke has received 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. Borough Manager G. Locke has placed information into Dropbox and it will be discussing this in the coming months in both Public Works and Administration & Finance.
- **Human Relations Committee Reorganization:** President D. Pancoe highlighted that the Borough founded the Human Relations Committee in 2011-2012 with the purpose of protecting the LGBTQ community that is not protected at the state level to be protected. This committee would allow this community a place to go to report their discrimination and stand to sue in the Court of Common Pleas. The Borough is now looking to reappoint members to the HRC as most members' terms have expired. President D. Pancoe would like to appoint Ms. Mary Mulderigg as the chairperson to the HRC. Vice President R. Bunker asked that Ms. Mulderigg create a vision statement and any training or resources the committee would need to continue the committee. Mayor E. Foley will be reaching out to the members of the previous board whose terms have expired to see if they are still interested in staying on the committee.

Vice President R. Bunker made a motion, seconded by President D. Pancoe, to appoint Mary Mulderigg as the chairperson of the Jenkintown Borough Human Relations Committee. Motion passed unanimously.

- **Cheltenham Proposed Sanitary Sewer Construction Update:** Borough Manager G. Locke highlighted that Interceptor A has finally been bid. Cheltenham has bid this project and the bid specs can be seen in Dropbox. May 23rd Cheltenham Township will be opening the bids on PennBid and Borough Manager G. Locke and Engineer K. Hassan will be attending 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.

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. The match budgeted was 15% of the original grant cost, which the Borough applied for approximately \$380,000. 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.
- **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.
- **2016 CDBG Grant:** Vice President R. Bunker highlighted that the survey has been completed and bid specs are being prepared and advertised for this project. This Grant is to replace approximately fifty handicap ramps. The County has approved 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.

- **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 to the County.
- **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. The Borough has not been given any official notice, but the Borough is making a list of “no new flow” which should only take a few hours to review but the Borough is planning for the EDU review fee to take place.
- **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 will be presenting during this month’s Council meeting to discuss how the historical society would like the Borough to contribute to the restoration.

Councilor J. Lugar wanted to highlight that she is looking to place a resolution of support on the agenda for full Council. This resolution would support SB22 and HB722 supporting a constitutional amendment in Pennsylvania that would, among other reforms, assign the task of congressional redistricting to an independent citizens’ redistricting commission. Solicitor S. Kilkenny stated that many towns across the County are supporting these bills. Councilor J. Lugar made a motion, seconded by Vice President R. Bunker, to move Resolution #2017-6 supporting legislative redistricting to full council. Motion passed unanimously.

Mayor E. Foley wanted to know if this committee was going to discuss Chapter 135 street sales to discuss amending Chapter 135 street sales. Councilor K. Farrell stated that the Borough wants to amend the ordinance to allow for ice-cream trucks and food trucks as well as the farmers market, however they would like to place controls on those vendors such as volume of music and sale “parking”. Solicitor S. Kilkenny stated that most municipalities have a strict ordinance pertaining to street sales, but those vendors come in and petition that municipalities Council to which then Council can suspend it for a certain period of time.

Mayor E. Foley also wanted to discuss the Cedar Street property and Rec Board doing “pop up” events to have the residents get “comfortable” with that space being a public space. Mayor E. Foley stated that there has been concern from Council that the Cedar Street Property may not be ready to have residents on it. Mayor E. Foley is looking for a status update to see if the property is ready for events. Borough Manager G. Locke stated that the Borough needs to finish work on that property before the public uses it, such as garage doors needing to be replaced. President D. Pancoe wanted to highlight that on Wednesday May 17th the EAC meeting will be discussing the Cedar Street Properties.

Borough Manager G. Locke highlighted that the Gateway Welcome Sign has highlighted that the artist renditions have been placed on the post on the Borough’s website. The Borough was awarded \$73,000 to complete the southern gateway. Glanzmann Subaru has donated \$10,000 which will be included towards the 20% match.

Borough Manager G. Locke also wanted to highlight that the Borough was awarded the Green Light Go Grant in the amount of \$89,000. This grant will be used towards replacing the yellow bulbs in the Borough’s red lights and to also install battery backups in the lights.

Adjournment: On motion of Councilor K. Farrell, seconded by President D. Pancoe, the motion adjourning the meeting passed unanimously.