



ADMINISTRATION & FINANCE COMMITTEE

September 19th, 2016

7:30 p.m.

MEETING MINUTES

Call to Order: President D. Panoce called the meeting to order.

Attendance:

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

Public Comment: None.

Presentations

- **LED Procurement Project:** Mike Biesa, Johnson Controls, appeared before the committee to discuss the results of the Investment Grade Audit. The goal is to have all the projects approved in October so that the bond can be pulled November 1st and work may begin.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **August Financial Report:** A written report was provided in Dropbox.
- **JCA:** President D. Panoce stated that the Arts Fest yesterday was a great event.
- **Borough / School District Cooperative Initiatives:** No Report.
- **Rec Board:** No Report.

New Business

- **TAP Grant Streetscape Phase II:** President D. Panoce stated that the Borough's application for the TAP Grant to extend the streetscape on York Road from Cherry Street to Rydal Road was denied. Borough Manager G. Locke stated that Pennoni suggested the multi-modal grant due to its similar aspects and costs. The Multi-modal grant which is due in December of this year. President D. Panoce suggested that Borough Manager G. Locke keep in touch with Pennoni regarding this opportunity.
- **Motion to move to Full Council – LED Street Light Procurement Project:** President D. Panoce made a motion seconded by Councilor L. Durkin, to move the LED Street Lights Procurement Project to full Council.
Motion passed unanimously

- **Motion to move to Full Council – Proposed Public Budget Workshop Schedule:** President D. Panoce made a motion seconded by Councilor C. Whitney, to move the 2017 Public Budget Workshop to full Council.
Motion passed unanimously

Old Business

- **CDBG Grant:** Borough Manager G. Locke highlighted that the grant was submitted on Friday April 15th to Norristown. This Grant is to replace approximately fifty handicap ramps. The County has approved that the Borough receives \$159,500 for the CDBG Grant. The kickoff meeting is planning to be held in the beginning of October.
- **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. A piece of that has begun. The Borough has completed their portion from the parking lot to the rear of the school. JSD completed their path from the side doors to the playground. The Borough and JSD are collaboratively working towards connecting the two paths, which will hopefully be completed over winter break.
- **Committee Terms & Expirations:** President D. Panoce highlighted that there will be four appointments for the Rec Board at this month's Council meeting.
- **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. 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):** There is no new updates for this topic. Last month, 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 videos and passed the videos along to Pennoni Associates. Pennoni is now reviewing and creating a report detailing the work that needs to be completed. To date, the videos and reports are still being analyzed.
- **Proposed Purchase of Retractable Fuel Delivery System:** Borough Manager G. Locke that the Borough has received the retractable fuel delivery system and it is expected to be installed this week.
- **Borough Liability Insurance Renewal (August 1st):** Borough Manager G. Locke stated that the renewal has been completed. Both Fire Departments was able to raise the limit of their house and its contents on this year's policy. The Borough was able to save \$7,000 on this year's policy.
- **Borough Interim Audit of Finances (1/1/16-4/30/16):** Borough Manager G. Locke stated that the Interim Audit has been completed. The Borough is now waiting for the Interim Audit to be provided. Manager G. Locke and Director of Finance R. Ware will report the findings to the Committee.
- **Fire Department Financial Audit:** Borough Manager G. Locke stated that the audit for Pioneer and Independent has been completed, and a report of the audit can be seen in Dropbox. Borough

Manager G. Locke stated that this audit was only of their Fireman Relief funds, however four findings were found and detailed in the report.

- **Act 511 Tax Compliance Audit:** Borough Manager G. Locke will be setting up a meeting with the Act 511 Auditors as well as Director of Finance R. Ware. President D. Panoce asked that she also be included in that meeting. Borough Manager G. Locke is hopeful that the meeting can be set up before the next Administration and Finance meeting on October 17th.

Adjournment: On motion of President D. Panoce, seconded by Councilor L. Durkin, the motion adjourning the meeting passed unanimously.