



ADMINISTRATION & FINANCE COMMITTEE

June 16, 2014

7:30 p.m.

Meeting Minutes

Call to Order: Chairperson Bunker called meeting to order.

- **Committee Members Present:** Chairperson Bunker, Councilor Danilak, Councilor Durkin, and Councilor Golden
- **Committee Members Absent:** Councilor Marlowe
- **Others Present:** President Pancoe, Mayor Foley, Manager Locke, and Accountant Major.

Public Comment: No public comment at this time.

Reports:

- **Tax Collector Report:** A written report was provided with the monthly meeting materials.
- **Rec. Board:** No report. Councilor Durkin noted the Rec. Board appears to be under budget for 2014.
- **JCA:** No report. Mayor Foley stated the Board met about the appointment of new officers which will be discussed further in August.
- **Library:** No report.
- **Borough/School District Cooperative Initiatives:** No report.

Items of Discussion

- **May Financial Report:** Chairperson Bunker noted improvement is shown, revenues are up as well as business privilege tax. Chairperson Bunker stated the deficit shown in 2014 is not an actual deficit due to cash brought forward from 2013. Chairperson Bunker noted there are two contingencies present one for the Cheltenham Sewer and one for settlement of a lawsuit. Manager Locke noted he and Accountant Major had met to discuss other ways of showing the budgeted amounts. Accountant Major noted she will include additional information to simplify the report. Councilor Durkin inquired if any revenue would be received in 2014 for the businesses that have not been registered to pay business privilege tax. *Manager Locke noted information had been obtained about performing a tax payers' audit. Manager Locke noted Wells Fargo Advisors is being investigated as to if it is part of the bank or a separate entity.
- **SEPTA Settlement and Release:** Manager Locke noted SEPTA has changed their solicitor delaying this process.

- **Streetscape Grant Audit:** Manager Locke noted the federal program had a buy American program, the grates were made in America but the steel was made in Mexico. Further investigation is being done as to how this occurred and what can be done
- **Pension Boards:** Chairperson Bunker noted there was an inquiry if there is an actual a pension board in place in the Borough.

Old Business

- **Borough Hall Phone System – Update:** Manager Locke spoke to the difficulties being incurred in this process –Line Systems refusing to port the numbers, Comcast not ordering supplies.
- **Sewer Rate Study – Awarded:** Manager Locke noted it has been awarded to Keystone Alliance but the contract has not yet been signed.

Councilor Golden inquired to how Assistant Manager Bashore’s duties are being covered. Manager Locke noted a meeting had been held with Chair Bunker regarding the possibility of creating a new position that would handle these duties instead of replacing the Assistant Manager position as it is very possible the Borough would be back in this situation within a year.

New Business: None at this time.

Adjournment: Chair Bunker motioned to adjourn. Councilor Durkin seconded. All were in favor.