



ADMINISTRATION & FINANCE COMMITTEE
November 17, 2014
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 T. Danilak, Councilor L. Durkin, Councilor M. Marlowe and Councilor M. Golden
- **Committee member absent:** none
- **Others present:** President D. Pancoe, Borough Manager G. Locke, Director of Public Works T. Frank, and Director of Finance B. Lucy.

Public Comment: There was no public comment at this time.

Presentations:

- **David Busch – Keystone Alliance –** David Busch provided committee members with scenarios of the proposed sewer rate schedules based off of customers and EDUs for the years 2015-2019. Vice President R. Bunker made a motion, seconded by Councilor T. Danilak, to forward the approval scenario #1 to full council with a 10% increase.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **Rec. Board:** There was no written report given.
- **JCA:** There was no written report given.
- **Library:** There was no written report given.

Borough / School District Cooperative Initiatives: There was no written report given.

Budget Presentations

- **Shade Tree:** John McGrath stated that the Shade Tree received \$500 from the Borough and spent all \$500. They planted twenty trees and left with twenty-two trees. The trees only cost \$25 a piece. The Shade Tree offered community services hours for offering help with the planting of the trees. Vice President R. Bunker recommended bookmarking \$1000 for the Shade Tree Commission in the 2015 budget.

- **EAC:** Adrienne Redd of the EAC presented their budget. They are asking for \$3600 and have provided all information electronically. Most of the EAC's budget was done for very little money. This year they have planted a fruit forest, native plantings, going paperless. One of the things they need the most is signage.
- **JYA:** No report
- **Rec Board:** Rick Bunker read an email on behalf of Rick Pescatore. Light up the Square will be at 6pm on December 6. Rec Board hopes to raise funds for the library roof as well as fill gifts for The Breathing Room Foundation. The budget for the Rec Board will probably top about \$2100 this year in expenses. At least some of that was from one-time costs (Banner updates), but the board has already started to lay out events for next year in addition to the well-received ones of these past few months. Rick Pescatore doesn't think they can anticipate the large PECO and Verizon donations again. In all, he anticipates a \$2500 total budget for next year. That includes a planned \$1500 for Summer Music Series as well as budgets for the Easter Event, a Founder's Day Party, a hopeful St. Paddy's Pub Crawl, a Summer River Float, and next year's Scare on the Square and Light up the Square. They anticipate a small (<\$100) income from the PRPS Ticket Sales program, as well as reduced costs with various ventures (as discussed in the past---sign hanging/santa/etc.).
- **Hiway Theater:** No report

Items of Discussion

- **September Financial Report:** A written report was provided with the monthly meeting materials.
- **2015 Budget Planning:** The final budget workshop will be held on November 24th at 6:30pm.
- **Tax Audit Compliance Proposals:** The borough received three Request for Qualifications for the Act 511 Tax Compliance audits. Out of the three proposed G3 had the best proposal and price. Vice President R. Bunker made a motion, seconded by President D. Pancoe, to forward the approval of G3 as the Borough's Act 511 tax compliance auditor to full council.

New Business

- **Recycling Services Agreement:** Vice President R. Bunker made a motion, seconded by Councilor L. Durkin, to forward the approval of recycling agreement to full council.
- **Applicants for Council Vacancy:** Upon interviews held before the public meetings, Kimberly McGlenn-Lucas will be appointed to fill the current Ward 1 vacancy.

Ongoing Business

- **Police Pension:** Vice President R. Bunker made a motion, seconded by Councilor M. Marlowe, to forward the approval of the Police Pension Ordinance to full council in November.
- **Paving Project Loan/Liquid Fuels:** Due to the discussion during the BZ&R meeting, Vice President R. Bunker made a motion, seconded by Councilor L. Durkin, to forward the approval of the \$400,000 loan to help pay the 2015 Paving Project to full council.
- **Waste Disposal:** Bids were received by the county. There are two problems with these bids, one being there is no guaranteed tonnage and the five year contract issue. Borough Manager G. Locke recommended sending a letter to the commissioners to continue operation for an extended period of time to allow us to go out for a second bid. If this would be rejected by the commissioners the

Borough would have to quickly go out for a second bid. A legal opinion was asked for from the Borough Solicitor.

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



ADMINISTRATION & FINANCE COMMITTEE

October 20, 2014

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 T. Danilak, Councilor L. Durkin, and Councilor M. Marlowe.
- **Committee member absent:** Councilor M. Golden
- **Others present:** President D. Pancoe, Borough Manager G. Locke, Director of Public Works T. Frank, and Director of Finance B. Lucy.

Public Comment: There was no public comment at this time.

Presentations

- **Fire Chief Ken Lynch:** Fire Chief K. Lynch stated there was a grant from the Department of Homeland Security and FEMA. This grant is the Assistance to Firefighting Grant. Fire Chief K. Lynch stated they are looking to replace their current SCBA, Self-Contained Breathing Apparatus. Fire Chief K. Lynch confirmed their current models are about twenty years old and since then there has been many safety enhancements and standard changes. Fire Chief K. Lynch stated that they could be awarded \$100,000 to replace both Pioneer and Independent Fire Companies SCBA air pack system. Fire Chief K. Lynch stated he has been in contact with a company who specializes in this type of grant writing. This company has a success rate of over 90%. The cost for this grant writing service would be \$3,000. The grant opens November 4th and closes December 6th. Borough Manager G. Locke stated that he has sat down with Fire Chief K. Lynch and went over the opportunity that has arisen. Borough Manager G. Locke stated that this was an unbudgeted item but we do have a contingency line item in Fire Fund [03] that is currently sitting at \$9,000 and Borough Manager G. Locke knows that it can be covered in that contingency. Vice President R. Bunker believes that we have time to budget for the match that would be needed if Jenkintown were to win a portion of this grant.

A motion was made by Vice President R. Bunker, seconded by Councilor T. Danilak for a \$3,000 expenditure from the Fire Department's Contingency Fund to hire grant writers to move the request for approval of this expenditure to full Council to apply for the grant for better Self-Contained Breathing Apparatus.

- **David Busch Keystone Alliance:** A presentation was given by David Busch to detail the findings of the Sewer Rate Study that Keystone Alliance is doing for the Borough. The study is analyzing payments from the residents as well as future construction, system costs and needs. Mr. Busch brought in a diagram comparing the annual sewer bills with other Municipalities. Jenkintown Borough is toward the bottom of the list. The study is progressing and the Borough is coordinating with Mr. Busch providing information for that project.

- **Tom Zimmerman, Conrad Siegal:** A presentation was given by Tom Zimmerman to detail the latest evaluation for the Pension Plan for both the Uniform and Non-Uniform this past year and what will be happening in the upcoming years. Tom Zimmerman stated that they do annual evaluations of our two plans every year but the ones that are used for state aid are evaluated on the odd number years. Mr. Zimmerman answered several questions before completing his presentation.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials. The discussion of who is receiving the tax bills was at the forefront of the topic. This has been in the process of being worked out but still needs some work to finish finding these addresses.
- **Rec. Board:** There was no written report given. Rick Pescatore stated that they recently had the Chili cookoff and had a wonderful turn out. They are now preparing for Scare on the Square, which is on October 25th and the Pumpkin Drop November 1st.
- **JCA:** There was no written report given. The final Arts Festival meeting for this year will be next week. This meeting will be to discuss how the Arts Festival did and what improvements can be made for next year. Alyson Dobbs has offered to chair the Arts Festival for next year and Melissa Pho-Clark will be stepping down. Although Alyson will be doing the 2015 Art Festival she will not be interested in taking on a role within the JCA therefore the leadership needs to be discussed to continue to move forward with this project and the JCA as a whole.
- **Library:** There was no written report given. Councilor J. Mixon commented that he has seen the library advertise the Raise the Roof fund raiser.
- **Borough / School District Cooperative Initiatives:** There was no written report given. Borough Manager G. Locke stated that he did meet with Representatives from the School Board. One discussion the Representatives had with the Council members was their reasoning for not paying for the handicap ramps outside of the school. Borough Manager G. Locke also stated they discussed who would plow the parking lots when the winter approaches. Borough Manager G. Locke stated that the School District indicated that the Borough will probably not be plowing the School this year. The School District wants to create an agreement that if they become in a bind the Borough will plow the School District. The Administration and Finance committee decided that the Borough should not plow the school without a written agreement and compensation. The Committee directed Manager Locke to contact the Traffic Engineer to determine if the turn-around in front of the school is private property or public road.

Items of Discussion

- **September Financial Report:** A written report was provided with the monthly meeting materials. Vice President R. Bunker wanted Borough Manager G. Locke to ask Accountant Linda Major why there is a drop in the Business Privilege Tax and an increase in Mercantile tax. Vice President R. Bunker also wanted to note that parking meter revenue is higher than expected. Borough Manager G. Locke wanted to note the Accountants disclaimer on the pages and that a full explanation of the disclaimer can be found at the bottom of the report.
- **2015 Budget Planning:** Vice President R. Bunker wanted to inform the committee that there are going to be budget workshops and they will be advertised and placed on the calendar. Borough Manager G. Locke stated the budget workshops will be October 29th, November 12th, and November 24th. They will all be starting at 6:30 pm. The Borough will also be holding a work session on October 23rd.

- **Public Works Purchases:** Director of Public Works T. Frank stated that the Public Works Department is looking at purchasing a milling head machine and a broom. This equipment would allow the Borough to do the work on their own without the assistance of a contractor. This was approved through the Public Works committee for \$17,500 and are now going forth to the Administration and Finance and then Full Council for the final approval. Manager G. Locke stated that a resolution is not needed since there is no transfer into the fund, just a change in the line item amounts inside the fund. Director of Public Works T. Frank stated that if they can purchase the mill head and broom quick enough they can still continue to order hot mix and continue paving roads into December. This expense was approved and forwarded to Admin & Finance.
- **Tax Audit Compliance Proposals:** The Borough has received three proposals from qualified firms. Vice President R. Bunker stated that he would like to table this topic until the committee gets a chance to look over the proposals. The proposals were distributed to the Committee for review. Vice President R. Bunker stated that he would like to discuss this topic next month. There were no objections.

New Business

- **Police Pension:** Vice President R. Bunker confirmed that our ordinance is not in compliance with State Law concerning the DROP program and Heart Compliance Act. Vice President R. Bunker stated that this is just to get in compliance with a program that we have been using for a few years now. Borough Manager G. Locke wanted to add that Jordan Yeager wanted to emphasize that this is not going to change anything that has been happening or will be happening but instead will be finishing up paperwork to legally administer the DROP Program.

A motion was made by Councilor M. Marlowe, seconded by Vice President R. Bunker to move all Ordinances and Resolutions pertaining to the DROP Ordinance and Heart Compliance Act to full Council for permission to advertise.

Old Business

- **Paperless Proposal:** Vice President R. Bunker stated that they would like to continue to put the Council packets as well as the Committee packets onto Dropbox to reduce the amount of labor spent on creating paper packets. Vice President R. Bunker stated that if anyone has a hardship with the packets being onto Dropbox they can still request a packet and or the Borough could provide them with a tablet to access Dropbox. President D. Pancoe did not want to burden the council with paying for twelve tablets. Vice President R. Bunker stated that if more than two people wanted to be provided a tablet than that could be discussed at a further Administration and Finance meeting.

Vice President R. Bunker announced due to time restrictions, Paving Project Loan/Liquid Fuels, PECO Paving Project, AQUA Paving Project, and Resolution No. 2014-23 Berkheimer Liaison were not discussed.

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

November 10, 2014

Finance Committee Members;

The additional mailing of sewer tax bills to predominately commercial owners, who may not have received the first tax bill, was completed. As of November 1 a total of about \$117,000.00 of Borough bills are still unpaid out of the approximately 2.5 million originally billed. Lien warning letters will be mailed by the end of November to tax payers who still have balances due.

Please let me know if you have any questions.

My Best Regards;

Elizabeth Wolff, Tax Collector

Tax Collector's Monthly Report to Taxing Districts
 October Borough Report
 Jenkintown Taxing District

	Real Estate	Interim/Other	Per Capita/Other	Other
A. Collections				
1. Balance Collectable - Beginning of Month	\$ 120,693.00	\$ 41.00		
2A. Additions: During the Month (*)	\$ -			
2B. Deductions: Credits During the Month - (from line 17)				
3. Total Collectable	\$ 120,693.00	\$ 41.00	\$ -	\$ -
4. Less: Face Collections for the Month	\$ 3,547.00	\$ -		
5. Less: Deletions from the List (*)	\$ -			
6. Less: Exonerations (*)	\$ -			
7. Less: Liens/Non-Lienable Installments (*)	\$ -	\$ -		
8. Balance Collectable - End of Month (1)	\$ 117,146.00	\$ 41.00	\$ -	\$ -
B. Reconciliation of Cash Collected				
9. Face Amount of Collections - (must agree with line 4)	\$ 3,547.00	\$ -		
10. Plus: Penalties	\$ 356.00	\$ -		
11. Less: Discounts/Variance	\$ -			
12. Total Cash Collected per Column	\$ 3,903.00	\$ -	\$ -	\$ -
13. Total Cash Collected - (12A + 12B + 12C + 12D)				\$ 3,903.00

NOTE: (1) PER BERKHEIMER/SCHOOL DISTRICT AGREEMENT - CARLOEE

(*) ATTACH ANY SUPPORTING DOCUMENTATION REQUIRED BY YOUR TAXING DISTRICT

