



ADMINISTRATION & FINANCE COMMITTEE

April 18th, 2016

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 L. Durkin and Councilor C. Whitney.
- **Committee member absent:** Councilor T. Danilak and Councilor M. Golden.
- **Others present:** President D. Pancoe, Councilor K. Farrell, and Borough Manager G. Locke.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **March Financial Report:** A written report was provided in Dropbox. Borough Manager G. Locke stated that nothing looked alarming in the review of the financial report.
- **JCA:** No Report.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell stated that the School District has been discussing the issue of not having enough space for learning. They have hired an architect to look into options on how to obtain space, and have even looked into purchasing a "transferable".

New Business

- **CDBG Grant:** Vice President R. Bunker highlighted that the grant was submitted on Friday April 15th to Norristown. This Grant is to replace approximately fifty handicap ramps. The Borough contracted Boucher & James to file the grant for this project.
- **Resolution #2016-7: TCDI Grant:** Borough Manager G. Locke stated that the Delaware Valley Regional Planning Commission opened a Transportation and Community Development Initiative, TCDI, which is a grant used to study traffic calming implementation. This grant is a planning grant with a 20% match, not an engineering grant. The maximum the Borough could receive is \$100,000.
On motion of Vice President R. Bunker, seconded by Councilor L. Durkin, Resolution #2016-7 to apply for the TCDI Grant moved to full council unanimously.
- **Resolution #2016-8: 2040 County Implementation Grant:** Vice President R. Bunker explained that the Borough has already applied for the TAP Grant for a million dollars, which requires a 20%

match, or \$200,000. The Borough is applying for the 2040 Montgomery County Implementation Grant to cover the \$200,000 match.

On motion of Vice President R. Bunker, seconded by Councilor L. Durkin, Resolution #2016-8 to apply for the 2040 County Implementation Grant moved to full council unanimously.

- **Director of Finance Position:** Borough Manager G. Locke stated that Director of Finance B. Lucy has left the Borough as of Friday March 18th. Since her resignation Borough tasks have been reassigned and an ad has been placed in the paper to hire a new Finance Director. Borough Manager G. Locke interviewed four candidates, and the Borough is now narrowing down their selection and hope to have a new Finance Director in around the beginning of May. Both Borough Manager G. Locke and Vice President R. Bunker have no reservations or concerns with the prospective hire.
- **Administration Staff – Status Update:** Vice President R. Bunker stated that the staff has rearranged their work loads, and prioritized their tasks and have been doing well without the Finance Director.
- **Fire Department Request for Loan:** Vice President R. Bunker stated he had a meeting with Fire Chief K. Lynch regarding their need for a loan. The Fire Departments applied for and were awarded a grant in the amount of \$100,000 to purchase new Self Contained Breathing Apparatus, SCBA's. The Fire Department has most of their money in stocks in which they do not want to sell their stocks and dividends to pay for the SCBAs. The Fire Department can borrow the money out of the Fire Apparatus fund, but would rather have the Borough lend them the money and pay the Borough back by the end of the year.

On motion of Vice President R. Bunker, seconded by President D. Pancoe, the loan in the amount of \$100,000 plus legal fees for the Jenkintown Fire Department moved to full council unanimously.

Old Business

- **Committee Terms and Expirations:** Councilor K. Farrell stated that President D. Pancoe split the list and have started reaching out to the expired committee members and seeing if they would like to continue to stay on their respective boards. President D. Pancoe stated that she has spoken to the Zoning Hearing Board Chairman, Rob Hudson, and he would like for all the members to be reappointed, as well as speaking to Adrienne Redd of the Environmental Action Committee to which she is happy with all of her members. Also, President D. Pancoe stated that she has spoken to Allyson Dobbs, chairperson of the Civil Service Commission, who recommended that a fourth person be appointed onto the commission, due to Councilor J. Mixon not being in attendance often. President D. Pancoe stated she has not spoken to the Jenkintown Planning Commission, and the Design Review Board. Councilor K. Farrell stated that she has spoken to the Non-Uniform Pension, to which Chris Durkin will stay; be a part of and Councilor K. Farrell will ask if Councilor J. Conners would still like to be a part of the committee. Councilor K. Farrell stated that the Uniform Pension will stay the same, except that Councilor C. Soltysiak would take the place of Chris Durkin, since it has to be a Council member. Councilor K. Farrell also noted that she had spoken with the Shade Tree Commission and that Paula Benson will be replaced by Bill McMann and Dan Gans will be replaced by Phil Miller and Richard White would be replaced by Ryan Lafferty. Rec Board needs two individuals, Connie Collins-Brick and Kathleen Lansing have both resigned. The UCC Appeals board is following up with Councilor K. Farrell on whether or not some members are staying. Councilor K. Farrell has not heard from the Human Relations Committee and therefore would like for it to be advertised on the website for the openings on the committee.
- **Proposed Sanitary Sewer Construction:** 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 updates. 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.

- **TAP Grant:** Borough Manager G. Locke stated that the Borough has submitted for the TAP Grant for the Phase two of the Streetscape program. This submittal has been accepted and will be awarded May 30th. This is to extend the streetscape on York Road from Cherry Street to Cloverly Avenue.
- **LED Street Light Procurement Project:** Borough Manager G. Locke stated they are currently in the Audit phase of the project. Once more information is received, Borough Manager G. Locke will update the committee.
- **Fire Department Financial Audit:** Borough Manager G. Locke stated that Pioneer has asked that the audit be postponed until April as they do not have their paperwork in order.
- **Act 511 Tax Compliance Audit:** Vice President R. Bunker stated that MDG LLC believes they have found a business, Jenkintown Window Cleaners, that has underpaid the Borough \$100,000. If this is the case, that would put the audit in the black. Vice President R. Bunker stated that this is only a preliminary finding and once more information is received.

Adjournment: On motion of Vice President R. Bunker, seconded by President D. Pancoe, the motion adjourning the meeting passed unanimously.