



## ADMINISTRATION & FINANCE COMMITTEE

February 8<sup>th</sup>, 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 M. Golden, and Councilor C. Whitney.
- **Committee member absent:** Councilor L. Durkin and Councilor T. Danilak.
- **Others present:** President D. Pancoe, Councilor K. Farrell, Borough Manager G. Locke, and Director of Finance B. Lucy.

**Public Comment:** None.

#### Reports

- **Tax Collector:** No Report at this time. Vice President R. Bunker wanted the Borough to remind Elizabeth Wolff to send a report before the meeting.
- **January Financial Report:** A written report was provided in Dropbox. Financial Director B. Lucy stated that the Borough did deplete the liquid fuel account to pay for the payment request to General Asphalt for the 2015 Paving Project.
- **JCA:** No report given. Councilor K. Farrell wanted to note that Steve Spindler resigned as well as Kevin Poiret and Councilor C. Soltysiak. Officers will be voted in during the next meeting. Councilor L. Durkin will be taking Councilor C. Soltysiak's place on the Jenkintown Community Alliance and Melissa Pho-Clark was elected as president.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell stated that Jenkintown School District has received the green ribbon of honor for the second year in a row. This means that the school has taken on green initiatives, which puts it in a honorary category and allows them to apply for certain grants. The School District also ranked 23<sup>rd</sup> in the state in SAT scores

#### New Business

- **Proposed Sanitary Sewer Construction:** Borough Manager G. Locke wanted to inform the Committee that Philadelphia has decided to let Cheltenham Township out of the agreement because Cheltenham will not meet the first milestone in March 2016. Cheltenham is now trying to find a solution to correct the plan. The Borough plans to correct all the "hot spots" that were found during the taping of the Borough Sewers.
- **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.

- **CDBG Grant:** Borough Manager G. Locke wanted to discuss that the Borough is also looking at the Community Development Block Grant of (CDBG) for handicap ramps. The Borough will be attending training in March.
- **Keystone Lighting Controls:** Vice President R. Bunker stated that this is in regards to the LED Procurement project. Keystone Lighting Controls will be the company figuring out the Borough will be saving a significant amount with switching over to the LED lights. The proposal is for the primary and secondary review. It is not one fee. This does need to go to Council in the amount not to exceed \$16,000.

Councilor M. Golden made a motion, seconded by President D. Pancoe, to move Resolution #2016-4 for the authorizing Johnson controls to obtain an investment grade energy audit of the Borough's energy usage to full Council.

Motion passed 5-0

- **Committee Terms and Expirations:** Vice President R. Bunker wanted to note that the Borough has gone through their most recent committee list and has realized that there are quite a few committees that have had recent expirations. Over the next few months, the Borough will be nominating and updating this list to make the list current.
- **Berkheimer Contracts:** Director of Finance B. Lucy did place it in the Dropbox in January's folder. Director of Finance B. Lucy stated that it is a generic contract. The committee will look over the Borough's contract and continue to look for other municipalities contracts with Berkheimer and other competitors.
- **Website Report:** Borough Manager G. Locke stated that there is a report in Dropbox showing the usage of the website and the most viewed pages and other pertinent information.

## Old Business

- **Annual Audit Procedures:** Director of Finance B. Lucy stated that the auditing company, Barbacane Thorton and Company, was elected at the December council meeting and have started their audit today, February 8<sup>th</sup> to continue the audit and will be here every day this week.
- **LED Street Light Procurement Project:** Discussed during the Keystone Lighting Controls Proposal.
- **Act 511 Tax Compliance Audit:** Director of Finance B. Lucy stated that there was an updated in Dropbox. 76 business were contacted for the audit and to date 48 have been received. They are waiting for 17 businesses to respond with "call backs" to audit their books and 14 businesses have not responded at all. President D. Pancoe wanted to state that she is not happy with the level of service Berkheimer has provided to date and was wondering what options the Borough has in finding a new Tax Collector. Vice President R. Bunker stated that he would contact the County to see what options were available. President D. Pancoe advised Director of Finance B. Lucy
- **Storm Reports:** Borough Manager G. Locke wanted to mention that the storm reports have been put together for the blizzard in January and have placed in Dropbox for review. He believes the reports are thorough and fully detail the magnitude of the blizzard we received. Borough Manager G. Locke wanted to point out however that 50% of the annual budgeted overtime for the Public Works Department was expended in the blizzard and to try and help with some expenses the Borough received during the blizzard, Director of Finance B. Lucy has filed with PEMA, which will hopefully be reimbursed.

- Borough Manager G. Locke also wanted to mention that the School District has decided to go into phase two of the field improvement project. Phase two consists of re-grading and the drainage of the upper softball field. Alyson Lester, 315 Greenwood Avenue, is now working with the School Districts Engineer on the drainage plans for the upper field. A meeting will be held with our engineer and the school districts engineer to discuss this project and ways to remedy the drainage for all the parties involved.
- Lastly, Borough Manager G. Locke wanted to bring the 2016 Paving Project Engineering Proposal to the Administration and Finance Committee. Borough Manager G. Locke understands that this is a Public Works matter, but with permission from the Public Works Chairmen J. Conners, Borough Manager G. Locke wanted to inform the members of Administration and Finance that two proposals were received for the engineering work. The first proposal, from Boucher and James was for approximately \$13,000 to do the opening of the project and the bidding of the project. The second proposal from Pennoni Associates, the Borough's Traffic Engineer, was for the same scope of work and was \$5,100. A second proposal was then requested from Pennoni Associates Inc. and is provided in drop box. That proposal was for \$11,000 which included the opening of the project, the bidding, part time inspections (27 hours) and the closeout of the project. Borough Manager G. Locke felt as though Administration and Finance needed to be included in this discussion due to the monetary implications. Vice President R. Bunker and the Administration and Finance Committee supported Pennoni Associates Inc. proposal to do the 2016 Paving Project Engineering.

President D. Pancoe requested an Executive Session to discuss matters of litigation.

A motion was made by President D. Pancoe to enter an executive session and was seconded by Vice President R. Bunker.

A motion was made by President D. Pancoe to leave executive session and was seconded by Vice President R. Bunker.

A motion to reconvene the public meeting was made by President D. Pancoe and seconded by Vice President R. Bunker.

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

