



ADMINISTRATION & FINANCE COMMITTEE

January 12, 2015

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 K. McGlenn, and Councilor M. Marlowe.
- **Committee member absent:** Councilor M. Golden, and President D. Pancoe.
- **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:** 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 and system needs. Mr. Busch brought in a draft of the report.

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.

Items of Discussion

- **December Financial Report:** No Report
- **Paving Project Loan/Liquid Fuel Loan:** Borough Manager G. Locke discussed the three proposals the Borough has received from TD Bank, Republic Bank, and PNC Bank. A spreadsheet was placed in dropbox on the three proposals from the banks. Borough Manager G. Locke stated that he believes Republic Banking gave the Borough the most affordable quote. Borough Manager

G. Locke was asked to check with Wells Fargo and Royal Bank for a proposal on daily banking as well.

Councilor M. Marlowe made a motion, seconded by Councilor L. Durkin, to send the Republic Bank loan to full council and to allow Borough Manager G. Locke to get three bids for changing and refinancing loans.

Motion passed 5-0

- **Borough Banking Opportunities:** Borough banking opportunities was discussed along with the Paving Project/Liquid Fuels Loan.

New Business

- **Drop Box Organization:** Dropbox is no longer able to be easily navigated. Councilor M. Golden stated that he would organize Dropbox
- **HRC Term Appointments:** There is no action due to term ending dates.
- **Pension Spouse Amendment:** Councilor M. Marlowe made a motion, seconded by Councilor L. Durkin, to send the Pension Spouse Amendment to full council for advertisement.

Motion passed 5-0

- **2015 Fee Schedule:** Councilor L. Durkin made a motion, seconded by Councilor K. McGlenn, to send the fee schedule to full council.

Motion passed 5-0

Ongoing Business

- **Act 511 Tax Compliance Audit:** There was an Act 511 Tax Compliance audit meeting today. They have started their audits and more updates will be given as audits are completed.
- **Sewer Rate Study:** The Sewer Rate study was already discussed in the presentation.
- **Paperless Initiative:** Borough Manager G. Locke explained that there was a spreadsheet and explanation in Dropbox of the findings of the Paperless initiative that Council had put in place in November. It appears that the Borough is saving \$521 a month
- **Borough I.T. Updates:** Borough Manager G. Locke stated that the Borough has updated their IT system and now have a full network in use. The new software has also been installed and the Borough is currently in the process of updated and transferring over the information into the new software.

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