



ADMINISTRATION & FINANCE COMMITTEE

January 11th, 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, Councilor M. Golden, and Councilor C. Whitney.
- **Committee member absent:** Councilor T. Danilak.
- **Others present:** Borough Manager G. Locke, Director of Finance B. Lucy.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **December Financial Report:** A written report was provided in Dropbox. Financial Director B. Lucy stated that the Borough's cash balance is less than last year's due to the payment for Salem Baptist Church, but other than that everything is on track.
- **JCA:** No report given. Councilor L. Durkin 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. Borough Manager G. Locke stated that the JCA has placed liens on properties when the bid was in effect. These liens have fallen by the wayside until recently when properties started selling. Bob Careless of Sean Kilkenny Law will be calling Borough Manager G. Locke and President D. Pancoe would like to find out more information regarding these liens and how they can be handled.
- **Borough / School District Cooperative Initiatives:** No report given.

New Business

- **Proposed Sanitary Sewer Construction:** Borough Manager G. Locke wanted to inform the Committee that there was a meeting held Thursday night. Cheltenham cannot comply with agreement they had made with Philadelphia. The first deadline is March 2016. They have to choose the method of correction for the overflows. One is the pipe that runs through the park, the second is an equalization tank. The Department of Environmental Protection is not allowing the equalization tank which is half of the cost of the pipe. Cheltenham has now asked for help to get out of this contract with Philadelphia. Cheltenham is now going to go to Philadelphia and ask to get out of this contract, and if they cannot, the municipalities have asked to go to Harrisburg to fight to get out of the contract.

- **Grant Opportunities:** 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. The Borough is also looking at the Community Development Block Grant of (CDBG) for handicap ramps.
- **Business Privilege Tax Refunds – Kornbalu & Kornblau and Pet Valu –** Borough Manager G. Locke wanted to discuss the BPT Refunds. Kornblau & Kornblau have filed their BPT like a business would if all of their work was conducted in Jenkintown and it is not. The refund to Kornblau & Kornblau's refund is in the amount of \$10,444.00. Pet Valu is in Abington Township and have paid the Borough since 2012. Pet Valu's refund is in the amount of \$3,550.23.
- **Full Budget on Borough Website –** Vice President R. Bunker stated that in the past, a summary of the budget has been placed on the website and that the full budget is available for inspection at Borough Hall. Vice President R. Bunker discussed some concerns about putting the budget on the website but agreed that it should be placed on the website.

Councilor L. Durkin made a motion, seconded by Councilor M. Golden to place the whole 2016 operating budget on the website.

- **Borough Manager Contract –** President D. Pancoe wanted the committee to know that the Borough Manager's contract had been updated since the January 4th meeting and would like to move this item to full Council.

President D. Pancoe made a motion, seconded by Vice President R. Bunker to move the Borough Manager's Contract to full Council.

- **Keystone Lighting Controls Proposal –** President D. Pancoe raised the question on why the Borough would be paying Keystone for each phase when the first proposal was only to be involved in phase one for \$6,200. Vice President R. Bunker asked Director of Finance B. Lucy to research the funds and the proposal a bit more.
- **Opening a Sewer Reserve Bank Account –** Borough Manager G. Locke stated that the Borough's Accountant, Tom Josiah, suggested to have a sewer reserve fund to allow and budget for the construction of the sewer. This account would be different than the operating costs of the sewer. The Committee agreed to open this new account to plan for the construction costs to the upgrade of the sewer construction.

Old Business

- **Annual Audit Procedures - RFP:** 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, January 11th. The Auditor will be back February 8th to continue the audit.
- **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 stated 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

- **H2O Grant – Closeout Audit:** Director of Finance B, Lucy stated that the Audit is complete and the report has been received.
- **Hiring of Sergeants in Police Department:** Borough Manager G. Locke wanted to inform Administration and Finance Committee that the Police Department will be taking the hiring of two sergeants before the Public Safety Committee and full Council this month. With one Sergeant in the DROP Program and retiring this year, the Police Department and the Borough have budgeted to bring a new Sergeant up to replace them when they leave and then budgeted one new patrolman to be hired. The Police have since run into a situation on where the second Sergeant is in the DROP Program but it has been undetermined when they are leaving, however their retire date is not until August of 2017. The Police Department came to Director of Finance B. Lucy asking if they could hire two officers to become sergeants to replace the Sergeant who is out indefinitely and the Sergeant who retires in March. The reason the Police Department wants to promote two Sergeants with only one Sergeant leaving is because the Sergeants exam list ends at the end of this month and they will have to go through testing to create a new list. Vice President R. Bunker asked how this would affect the budget. Borough Manager G. Locke stated that the exact impact on the Budget is unknown. Councilor M. Golden asked if there is a known retire date for the second Sergeant. Borough Manager G. Locke stated that the Sergeant is currently out on disability but that Sergeant has not made the Department aware of any thoughts on leaving the force. Borough Manager G. Locke stated he had some reservations about hiring two Sergeants with only one leaving because it is not known if the second Sergeant, who is out on leave, will be coming back. After cursory analysis the impact on the budget appeared minimum and the Administration and Finance committee supported the promotion of the two Sergeants.

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