



## ADMINISTRATION & FINANCE COMMITTEE

July 20<sup>th</sup>, 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.
- **Committee member absent:** Councilor L. Durkin, Councilor M. Golden and Councilor M. Marlowe.
- **Others present:** Borough Manager G. Locke, Tax Collector E. Wolff, Director of Public Works T. Frank, and Director of Finance B. Lucy.

**Public Comment:** None.

#### Reports

- **Tax Collector:** A written report was provided in Dropbox. Tax Collector L. Wolff reported that the base period ended June 26<sup>th</sup>. Most of the tax money has been received. Vice President R. Bunker wanted to discuss the amount of complaints that have been received regarding customer service with the Tax Collector's Office. After discussion, Vice President R. Bunker decided, with the approval of Tax Collector E. Wolff, that a form would be provided for general complaints or inquiries regarding the Tax Collector. Any major complaints will be directly forwarded, whether by email or by telephone, to Tax Collector E. Wolff
- **June Financial Report:** A written report was provided in Dropbox. Director of Finance B. Lucy stated that the Pension has been reported at Tax Cost Value and not as Market Value. Adjustments have been made and Director B. Lucy wanted to note that there was not a drop in the Pension money but instead all money is there, just reflected as Market Value instead of Tax Cost Value.
- **JCA:** There was no report given.
- **Borough / School District Cooperative Initiatives:** There was no report given.

#### New Business

- **Proposals for the 2015 General Obligation Note:** Vice President R. Bunker noted that the RFP for the General Obligation Note was reissued as there was an error on the RFP. The new RFP reads a ten year fixed term and a 10 year variable term for a total term for twenty years. The General Obligation Note are now due July 27<sup>th</sup>.
- **PECO & Aqua Paving Reimbursements:** Borough Manager G. Locke stated that PECO had \$13 per square yard the Borough has \$10.30 per square yard. PECO has decided to pay the Borough to pave half of the streets that they have been working on. A meeting with PECO has taken place and an agreement on quantity and cost was discussed and agreed to. AQUA has decided that they

will not be paving half of Summit Avenue, from Leedom Street to York Road. They will however be paving half of Leedom Street from West Avenue to Summit Avenue. AQUA did send in a check for \$12,000.00 for that portion of the paving.

- **Annual Audit Procedures:** Borough Manager G. Locke stated that the Borough was looking to send out an RFP for an Auditor. This Auditor would not only do the Borough's Audit but the Fire Department and the Library as well. Vice President R. Bunker advised Manager G. Locke to contact the Fire Departments and the Library of the upcoming audit.
- **Paving Cost Update:** Borough Manager G. Locke stated that the overall cost of the paving project increased due to the Borough paving the utility companies work. The Borough will be getting reimbursed from the utility companies. The overall cost is approximately \$560,000.00 with \$156,000 coming from AQUA & PECO. This price includes the estimated 5% undercut on the entire project.

## Old Business

- **LED Street Light Procurement Project:** Borough Manager G. Locke wanted to remind the committee that is a county wide project to update the street lights in Boroughs and Townships. Five Counties have joined together to save money on this project. This project will allow savings in the energy costs across the county. This project is going out to bid and once more information is received the committee will be informed. He will continue to update the committee as information becomes available.
- **Lindy Parking Agreement:** Borough Manager G. Locke stated that he has provided Carolyn with the proposed leases and will continue to work towards the Parking agreement. Once information is received the Committee will be updated.
- **Act 511 Tax Compliance Audit:** Borough Manager G. Locke stated that the letter has been circulated. MDG LLC will be sending the auditing letter out later this week.
- **Paving Project Loan/Liquid Fuels:** Borough Manager G. Locke stated that the Loan was closed and the monies have been deposited into Republic Bank.
- **H2O Grant – Sanitary Sewer Videotaping:** Borough Manager G. Locke stated the entire system has been televised and furnished. TriState Grouting has completed the project. Tri-State Grouting has found five serious issues with the Sewer lines so far. These will require immediate attention and the Borough is looking into solutions on fixing these breaks. Borough Manager G. Locke is looking to keep the repair cost under \$19,000.
- **Accounting controls and tasks clarified:** Borough Manager G. Locke stated that he had a meeting with the first meeting with Tom Josiah went well. He continues to look forward to working with him.
- **Arts Fest – September 20<sup>th</sup>:** Borough Manager G. Locke wanted to start to place the Arts Festival on the agendas as it will be approaching soon. The Arts Fest is being chaired by Alyson Dobbs this year. Alyson has already taken care of the Borough Lease, the LCB license and State Permit to close West Avenue. Further information will be relayed as the event approaches.
- **Paving Restoration Ordinance:** Borough Manager G. Locke stated that the Paving Restoration Ordinance was advertised on July 5<sup>th</sup> and will be considered at Monday night's Council meeting.

**Adjournment:** On motion of Vice President R. Bunker, seconded by Councilor T. Danilak, the motion adjourning the meeting passed unanimously.