



## ADMINISTRATION & FINANCE COMMITTEE

June 15, 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 L. Durkin, Councilor T. Danilak.
- **Committee member absent:** Councilor M. Golden and Councilor M. Marlowe.
- **Others present:** Borough Manager G. Locke, 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. Vice President R. Bunker stated that the Tax Collector, Liz Wolff, declined the offer to attend tonight's meeting.
- **May Financial Report:** A written report was not available for the meeting. Director of Finance B. Lucy stated she did the mercantile tax for this year and the payment was significantly less than previous years. This is due to Glanzmann Subaru paying later this year. Sewer and Solid Waste are both very high. This appears to be due to a timing on the bills. The debt service payment is due in June and the Borough does have enough in the Real Estate Tax Revenue for the June payment.
- **JCA:** There was no report given.
- **Borough / School District Cooperative Initiatives:** There was no report given.

#### New Business

- **Barry Cohen- Cohen Partners LLC:** Barry came before the Administration & Finance Committee to present Cohen Partners' insurance proposal for the Borough of Jenkintown. Mr. Cohen was appearing before Committee in hopes they would consider him to be the Broker for Jenkintown Borough.

Vice President R. Bunker made a motion, seconded by Councilor L. Durkin to send the discussion of Cohen Partners LLC as Jenkintown Borough's new Broker to full Council

Motion passed 3-0

## New Business

- **Paving Project Bids Tabulated:** Borough Manager G. Locke confirmed that General Asphalt was the lowest bid. PECO will be using the Borough's Contractor for the paving of the utility roads. Borough Manager G. Locke stated that the recommendation to award General Asphalt will go off of the approval of the Responsible Contractors Ordinance which takes approximately thirty days.

Vice President R. Bunker made a motion, seconded by Councilor T. Danilak to send the intent to award General Asphalt as the General Contractor for the 2015 Paving Program as long as they pass the Responsible Contractors Ordinance to full Council

Motion passed 3-0

- **Parking Kiosk Ordered for Town Square Area:** Borough Manager G. Locke stated that the Parking Kiosk was ordered and should be received in 4-6 weeks. All three parking kiosks will be updated and Director of Finance B. Lucy has been handling this matter. The meters in Town Square will be used to replace other meters in the Borough and will decrease the need to purchase new meters.

## Old Business

- **RFP for Borough debt restructuring:** The Request for Proposals for the debt restructuring has been written by bond council. Borough Manager G. Locke has sent the proposal to Solicitor S Kilkenney's Office for one final review. The bond council also provided nine banks that the recommend the RFP be sent to. Vice President R. Bunker confirmed that this proposal is to pay off the parking lot debt, Salem Baptist Church, and Wells Fargo BPT.
- **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 today and will continue to work towards the Parking agreement. Once information is received the Committee will be updated.
- **Resolution #2015-9 - Act 511 Tax Compliance Audit:** Borough Manager G. Locke stated that the letter has been circulated. MDG LLC is currently asking for the "Taxpayers Bill of Rights." Vice President R. Bunker stated that the Audit cannot begin until the Taxpayers Bill of Rights.

Vice President R. Bunker made a motion, seconded by Councilor L. Durkin to send Resolution #2015-9, the Taxpayers Bill of Rights, to full Council

Motion passed 3-0

- **Paving Project Loan/Liquid Fuels:** Borough Manager G. Locke stated that the Loan was approved by the DCED and the paperwork was being discussed between the bond councilor and the Solicitor.

- **PECO & AQUA Paving Cost Estimates:** 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 will be taking place in the near future to further discuss the paving. AQUA has decided that they will not be paving half of Summit Avenue, from Leedom Street to York Road. The Ordinance that is currently in place did not require them to. They will however be paving half of West Avenue, from York Road to Leedom Street, and Leedom Street from West Avenue to Summit Avenue.
- **HVAC Unit Installed for Police Station:** Borough Manager G. Locke confirmed that the HVAC Unit has been installed and is working for the Police Department.
- **H2O Grant – Sanitary Sewer Videotaping:** Borough Manager G. Locke stated the entire system will be televised and furnished. TriState Grouting will be completing the project on Wednesday. Tri-State Grouting has found five serious issues with the Sewer lines so far. These will require serious 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 accountant, Linda Major, Director of Finance B. Lucy, and Vice President R. Bunker. This meeting was to define the accounting tasks for the Director of Finance and the Accountant. The monthly reconciliation will be completed by Director of Finance B. Lucy which will then be given to the Accountant who will review the report and accounts. Vice President R. Bunker does want Linda Major to look at the books and recommends that Linda looks at the books once a month, but believes as though Director of Finance B. Lucy should look at the day to day spending. Borough Accountant L. Major did not like these changes and has decided she no longer would like to do the books. Borough Manager G. Locke has started looking at another accountant, Tom Josiah, who was the only other accounting firm who bid during the RFP. Borough Manager G. Locke, Director of Finance B. Lucy and Vice President R. Bunker will be meeting with Tom Josiah, and will update the Committee or Council when information becomes available.
- **Library Permit Fee:** Borough Manager G. Locke stated the Library is replacing their roof and have raised the money for the installation of the Roof. The Library would like to go before Council to waive their permit fee as they did not expect to inquire the cost of the permit fee in the amount of \$2,254.

Vice President R. Bunker made a motion, seconded by Councilor L. Durkin to send the library permit fee waiver in the amount of \$2,254 to full Council

Motion passed 3-0

- **Farmers Market Agreement:** Borough Manager G. Locke stated that the Farmers Market is planning to start Tuesday June 30<sup>th</sup> at 6pm. This Farmer's Market continues each year and is during the Summer Music Series Concert.

Vice President R. Bunker made a motion, seconded by Councilor L. Durkin to send the Farmer's Market Agreement to full Council

Motion passed 3-0

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