



ADMINISTRATION & FINANCE COMMITTEE

March 16, 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 M. Golden and Councilor M. Marlowe.
- **Committee member absent:** None.
- **Others present:** President D. Pancoe, 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. President D. Pancoe wanted to express her disappointment with Berkheimer and Elizabeth Wolff regarding the duplication of tax bills as well as the miscommunication with the residents of Jenkintown Borough.
- **Rec. Board:** Rick Pescatore stated that the Rec Board had their first annual Pub Crawl and that the turnout was not the best all participants did enjoy themselves. There will be an egg hunt on April 4th from 10-12. This egg hunt will be a dog egg hunt hosted by Kazoodles.
- **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. Borough Manager G. Locke did want to state that a sign permit was denied for the zoning. This sign was for a new light board for the field. The School may appeal this decision and go for a variance.

Items of Discussion

- **February Financial Report:** A written report was placed in Dropbox. Borough Manager G. Locke stated that the general fund is behind due to the TRAN not being deposited. The fire protection and library fund are in a deficit because we paid them without the taxes (TRAN) being received. Solid Waste deposits are ahead of last year to date due to the new software billing system and continued efforts of the Finance Director B. Lucy to improve and streamline the billing process. Borough Manager G. Locke wanted to note that Director of Finance B. Lucy created this month's reconciliation report.

- **Monthly Accounting:** Borough Manager G. Locke stated the Borough spends about \$1,500 to \$1,800 a month having two people here for eight hours doing the reconciliation and another additional four to five hours putting the report together outside of the Borough. Borough Manager G. Locke stated that the Borough is capable of handling the reconciliation in house and wanted to discuss that with the committee. Borough Manager G. Locke would like to bring Linda Major in quarterly instead of monthly for the reconciliation. Borough Manager G. Locke stated that this would save the Borough approximately \$3,000 a quarter. Vice President R. Bunker stated that he did not like the idea of the Director of Finance B. Lucy staying late every night and also liked to have an outside source looking at the books. Other committee members liked the idea of continuing Linda Major monthly. The Committee also suggested that Linda Major sit down with Borough Manager G. Locke, Director of Finance B. Lucy and possibly a member or two of council sit down with Linda to discuss job duties and responsibilities.

New Business

- **Solicitor Appointment - Motion to full Council:** A motion was made by Councilor M. Golden, seconded by Councilor L. Durkin, to send the appointment of Sean Kilkenny as the Borough Solicitor to full council. Councilor M. Marlowe was unsure that the Borough should ignore Friedman Schumann. It was discussed the Councilor M. Golden and President D. Pancoe had spoken to Friedman Schumann.
Motion passed 6-0
- **Resolution #2015-4: Borough Daily Banking – Motion to full Council:** A motion was made by Councilor M. Golden, seconded by Councilor L. Durkin, to send Resolution #2015-4 authorizing Republic Bank to be the Borough’s daily banking and depository to full council.
Motion passed 6-0
- **Resolution #2015-5: Pension Authorized Signers – Motion to full Council:** A motion was made by Councilor L. Durkin, seconded by President D. Pancoe, to send Resolution #2015-5 authorizing Director of Finance Bonnie Lucy, Councilor J. Connors and Councilor C. Soltysiak as the Authorized Pension Signers to full council.
Motion passed 6-0
- **Contract to redevelop Borough Website:** Johan Harvey presented a presentation regarding updating the current Borough website for the Borough of Jenkintown. This update would also be shared with current staff who maintain the website to allow for future updating and posting. On motion of Vice President R. Bunker, seconded by President D. Pancoe the motion to send the contract with Johan Harvey regarding the redevelopment of the Borough website was sent to full council.
Motion passed 6-0
- **Lindy Parking Agreement:** Borough Manager G. Locke stated that the agreement is not completely finished yet. Carolyn Hirsh had called and had a few more reservations regarding the parking lot lease agreement. Borough Manager G. Locke stated that he is currently working with Ms. Hirsh on finalizing the agreement and will bring it to the committee as soon as it is completed.
- **Liquid Fuel Allocation Received:** Vice President R. Bunker stated that the finances have been received and the Borough has received \$12,000 more than last year and \$20,000 more than 2 years ago.
- **Parking Kiosk – Town Square:** Borough Manager G. Locke stated that the kiosk is ready to be purchased and is looking for approval. This is also to replace the 15 metered spots in town square. Borough Manager G. Locke asked for direction regarding the menu board and light colors. The planning commission has approved the look and design of this kiosk as well as the Public Works

Committee. The Administration and Finance Committee also approved the request for the town square kiosk.

- **Police Department HVAC Replacement:** Borough Manager G. Locke stated that this is budgeted in the general fund for the building work. The proposals did come in higher than expected but will be taking money from the same fund and will hold projects such as the carpet replacement in Borough Hall will wait until next year. The Administration and Finance Committee approved the purchase of the HVAC Unit for the Police Department.
- **Proposed Parking Garage Project:** Borough Manager G. Locke stated that this was discussed at the Public Works meeting and just wanted to continue to keep the parking garage in the forefront of meetings. There is no action as of now for the Parking Garage regarding the Administration and Finance meeting.

Old Business

- **Act 511 Tax Compliance Audit:** Borough Manager G. Locke stated that due to tax season the Act 511 Audit has been placed on hold and will continue again in April 2015.
- **Paving Project Loan/Liquid Fuels:** Borough Manager G. Locke stated that they have placed the loan in for the advertisement but have not received the funding from Republic Bank.
- **2014 Borough DCED Audit:** Borough Manager G. Locke stated that the rough draft indicated no findings in the Audit for the 2014 year. The report will be finalized and submitted to Council as soon as it becomes available.

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