



ADMINISTRATION & FINANCE COMMITTEE

March 21st, 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 M. Golden, Councilor L. Durkin and Councilor C. Whitney.
- **Committee member absent:** Councilor T. Danilak.
- **Others present:** President D. Pancoe, Councilor K. Farrell, and Borough Manager G. Locke.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **February Financial Report:** A written report was provided in Dropbox.
- **JCA:** Councilor L. Durkin highlighted that JCA designed and implemented a new website.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell stated that Jenkintown School District has been trying to plan their budget, however it is hard for them to plan the 2017-2018 budget when they have not yet received the monies for the 2016-2017 budget.

New Business

- **CDBG Grant:** Borough Manager G. Locke wanted to discuss the staff attended class in February and wanted to note that the submittal deadline is April 15th. Borough Manager G. Locke stated that this is not something that the Borough wants to miss out on and will continue to keep on their radar for submittal. This Grant is to replace approximately fifty handicap ramps. The Borough contracted Boucher & James to file the grant for this project.
Councilor C. Whitney makes a motion, seconded by Councilor K. Farrell to send Resolution #2016-6 authorizing the application for the CDBG grants to full council.
Motion passed
- **TCDI Grant – Application Update** – Borough Manager G. Locke stated that the Delaware Valley Regional Planning Commission opened a Transportation and Community Development Condition, TCDI, which is a grant used to study traffic calming implementation. This grant is a planning grant with a 20% match, not an engineering grant. The maximum the Borough could receive is \$100,000.
- **Committee Terms and Expirations:** Vice President R. Bunker wanted to note that the Borough has gone through their most recent committee list and has realized that there are quite a few

committees that have had recent expirations. Over the next few months, the Borough will be nominating and updating this list to make the list current.

- **Director of Finance Position:** Borough Manager G. Locke stated that Director of Finance B. Lucy has left the Borough as of Friday March 18th. Since her resignation Borough tasks have been reassigned and an ad has been placed in the paper to hire a new Finance Director. To date eight resumes have been received and the Borough will be continuing to receive resumes until March 28th. Borough Manager G. Locke will continue to update the committee as the process of hiring continues.
- **Police Department K9 Purchase:** Vice President R. Bunker stated that the Police Department did get back to Committee and Council with a cost analysis which can be found in Dropbox, which estimates to be approximately \$5,000 per year which will be continued to be funded by monies other than budgeted line items by the Police Department. Most costs are out of the handler's personal accounts. This is to retire Rocky and purchase two new dogs.
Vice President R. Bunker made a motion, seconded by Councilor L. Durkin, to move the consideration of the purchase of two K9 police dogs in the amount of \$14,990 to full council.
Motion passed

Old Business

- **Proposed Sanitary Sewer Construction:** Borough Manager G. Locke wanted to inform the committee that Cheltenham Township is required to do an archeological study which could take six to nine months. Borough Manager G. Locke has been attending the meeting every two weeks to continue to receive updates regarding the sanitary sewer updates. Borough Manager G. Locke stated that the archeological study has to be completed before Cheltenham Township starts the Interceptor A line, which is where the Borough is responsible for part of the cost. This work may not be completed this year.
- **Berkheimer Contracts:** Director of Finance B. Lucy did place it in the Dropbox in January's folder. This is a generic contract. The committee will look over the Borough's contract and continue to look for other municipalities contracts with Berkheimer and other competitors. Borough Manager G. Locke is working with Keystone and AMS to discuss moving away from Berkheimer and to another company.
- **TAP Grant:** 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. This is to extend the streetscape on York Road from Cherry Street to Cloverly Avenue.
- **Annual Audit Procedures:** Borough Manager G. Locke stated that the Audit is complete and will be provided during the council meeting presentation.
- **LED Street Light Procurement Project:** Borough Manager G. Locke stated that the Borough has received a proposal from Johnson Controls to audit the installation of the lights. This amount is not to exceed \$16,000. The audit has since been approved at the Council meeting and the Borough is currently waiting on the audit to be completed and returned to the Borough.
- **Act 511 Tax Compliance Audit:** Borough Manager G. Locke stated that there is a possibility of another refund that needs to take place. This is the pediatrics and the doctor's office at 500 West Avenue. There is an update on Dropbox.

Adjournment: On motion of Vice President R. Bunker, seconded by President D. Pancoe, the motion adjourning the meeting passed unanimously.