



ADMINISTRATION & FINANCE COMMITTEE

May 11, 2015

7:30 p.m.

MEETING MINUTES

Call to Order: Councilor M. Marlowe called the meeting to order.

Attendance:

- **Committee members present:** Vice President R. Bunker, Councilor L. Durkin, Councilor T. Danilak and Councilor M. Marlowe.
- **Committee member absent:** Councilor M. Golden.
- **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. Borough Manager G. Locke stated that out of 2.5 million dollars, the Borough has collected all but 286 thousand dollars during the discount period. This period ended on April 26th. Vice President R. Bunker asked Elizabeth Wolff to come to meeting to discuss customer service issues. Vice President R. Bunker encouraged the residents to their complaints in writing.
- **JCA:** There was no report given.
- **Borough / School District Cooperative Initiatives:** There was no report given.

Items of Discussion

- **April Financial Report:** A written report was not available for the meeting. Director of Finance B. Lucy stated she did not have the report due to the short time between meetings. Director of Finance B. Lucy stated that she should have the report by tomorrow, and will place it in Dropbox at that time.
- **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.

New 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 not sent the proposal to any banks wanted to clarify three numbers. Vice President R. Bunker confirmed that these are the numbers that are planning to be in the proposal. Vice President R. Bunker recommended that the Borough looks into preparing a proposal to change the tax collection agency from Berkheimer. Borough Manager G. Locke stated that he has discussed with the Solicitor to look at changing the tax collection agency. Borough Manager G. Locke stated that he will continue to look into this subject as he is unsure of who else offers tax collection services.
- **Candidates interviewed for part-time Parking Enforcement:** Borough Manager G. Locke stated that the interviews did take place and a parking enforcement personnel has been hired. This new hire will start on Monday the 18th.
- **Automatic check processor delivered & staff trained:** Republic Bank has given the Borough an automatic check processor which allows the Borough to scan checks directly into the general fund bank account. This money automatically takes the money out of the senders account and places that money into the Borough's bank account. The Borough must retain the checks for two months. Republic has also come in and trained the staff on how to use this machine.
- **Public Safety computerized parking ticket machine ordered:** Borough Manager G. Locke stated that the new parking ticket machine has been ordered and it will take approximately 4-6 weeks for shipping.
- **LED Street Light Procurement Project:** Director of Finance B. Lucy and Director of Public Work T. Frank went to a class regarding the LED Street light procurement project a few weeks ago. This will save the Borough maintenance and energy costs. This item is still in draft form. The Borough has decided to move forward with the free audit for the LED lights. Borough Manager G. Locke will continue to update the committee as information becomes available.

Old Business

- **Lindy Parking Agreement** - No update has been received at this time. Carolyn stated that she has misplaced both leases. Borough Manager G. Locke stated that he has provided Carolyn with the leases again and will continue to work towards the Parking agreement.
- **Library Parking Agreement** – The library has reviewed the lease and has given President D. Pancoe questions regarding the lease. President D. Pancoe did not bring the list of questions with her to this meeting but knows that the primary concern on the lease is the library would like the Borough to address maintenance issues such as the apron before the lease is to be signed.
- **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 it was passed in the past few years and Sean drafted the ordinance.
- **Paving Project Loan/Liquid Fuels:** Borough Manager G. Locke stated that the commitment letter was submitted to Bond Council and now Bond Council the information filed the information with the DCED. Everything is moving forward. Bond Council is comfortable with the Bank's Council. The loan money must go in its own account, it cannot go into the liquid fuels account.
- **PECO & AQUA Paving Cost Estimates:** The Borough put the paving project has been placed on PennBid the Borough included the roads that PECO and AQUA will be paving so we have a complete cost. The bids are due back on PennBid on May 19th.

- **HVAC Unit ordered for Police Station** – Director of Public Works T. Frank stated that it has been ordered and should be delivered within 10 days.
- **Daily Banking conversion completed with Republic Bank** – Borough Manager G. Locke stated that the conversion to Republic Bank occurred on May 1st. This transition had been successful.

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