



ADMINISTRATION & FINANCE COMMITTEE

May 16th, 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 L. Durkin and Councilor C. Whitney.
- **Committee member absent:** Councilor T. Danilak, and Councilor M. Golden.
- **Others present:** President D. Pancoe, Councilor K. Farrell Borough Manager G. Locke and Director of Finance R. Ware.

Public Comment: None.

Reports

- **Tax Collector:** No Report.
- **April Financial Report:** A written report was provided in Dropbox. Borough Manager G. Locke stated that nothing looked alarming in the review of the financial report. Vice President R. Bunker asked Director of Finance R. Ware to do a few bullet point analysis of the monthly reconciliation to show Committee and Council what is highlighted for that month.
- **JCA:** Councilor L. Durkin stated that the JCA has launched a new website.
- **Borough / School District Cooperative Initiatives:** Councilor K. Farrell stated that the School District has narrowed down their search for the new superintendent. Councilor K. Farrell would also like to remind the committee that the Borough will be recognizing Dr. Wade for his commitment to the school district throughout the years.

New Business

- **Administration Staff – Status Update:** Borough Manager G. Locke stated that Director of Finance R. Ware started on May 9th. He has since been shadowing Administrative Assistant S. Smith. Joe Liebel, Vice President of AMS, has since been in to train Director of Finance R. Ware and will be a phone call away if anything is needed. Borough Accountant Tom Josiah will be in May 26th to discuss the Accounting aspects needed for the monthly reconciliation.
- **PEMA/FEMA Blizzard Jonas Reimbursement:** Borough Manager G. Locke has been working with PEMA and FEMA on a reimbursement for the blizzard that occurred in late January. Borough Manager G. Locke needs a motion made to have this item appear before next weeks Council meeting to show both PEMA and FEMA that the Borough supports this filing. On motion made by

Vice President R. Bunker, seconded by Councilor L. Durkin, the motion made to move the PEMA/FEMA Blizzard Jonas Reimbursement to full council was approved unanimously.

- **Fire Department Request to Finance:** Borough Manager G. Locke stated that the Fire Department has stated that they are not accepting the terms of the loan. During last month's Council meeting and this month's Public Safety Meeting, the Borough had drafted an agreement to loan the Fire Department almost \$77,000. The Fire Department has decided that this agreement is "unagreeable". There is a few options that the Fire Department has decided to counter-propose for the agreement. The Board of Directors did not want a written agreement, they just wanted an invoice from the Borough that they would pay. Vice President R. Bunker does not want to bring this new "counter agreement" to full Council.

On motion of Vice President R. Bunker, seconded by Councilor C. Whitney, the motion to deny the request by the Board of Directors of the Jenkintown Fire Department to not have documentation of the loan in the amount of \$77,000 which would be approved or denied at the full council on May 23rd was approved unanimously. Vice President R. Bunker wanted to note that Fire Chief K. Lynch was not in favor of the "counter agreement" that the Board of Directors put before Council.

- **Sanitary Sewer Main Report:** Vice President R. Bunker wanted to discuss the recommendation that was made by Engineer Maryellen Saylor at the May Public Works meeting. During the May meeting, Engineer M. Saylor recapped the Sewer Main Report by saying, she has color coded the lines in red (extreme priority), orange (high priority), yellow (priority), green (low priority). Engineer M. Saylor is suggesting of a budget of \$110,000 per year for 10 years. This would cost the Borough a total of 1.1 million dollars, but would reline all of the sanitary sewer. The Borough cannot financially afford this program but would rather repair the problem areas than reline the whole pipe. Borough Manager G. Locke will continue to look into the subject and the review and report back to the Committee.
- **Republic Bank Change Counting Machine:** Borough Manager G. Locke stated that TD bank was having a lot of problems with their change counting machine and since the Borough goes to the bank weekly to count meter money change he wanted to check with Republic Bank to see how often their machine was calibrated. Republic's machine is calibrated weekly and their machines are brand new.
- **Grant Module – AMS Software:** Borough Manager G. Locke stated that they have bought a Grant Module from AMS to allow for streamline searches of previous grants. The Borough has boxes of open and closed grants that Borough Manager G. Locke wanted to put all on the server and allows for the Borough to better search each grant and send reminders on when paper work is due.
- **Computer Upgrades – Budgeted Expenses:** Borough Manager G. Locke wanted to highlight that both the new computer for the Administration office as well as the new laptop for Public Works have been purchased and are currently up and running.
- **Act 511 – Tax Collection (Berkheimer Options):** Vice President R. Bunker highlighted that Berkheimer collects the Business Privilege taxes however more recently the Borough has been having problems with not only finding that some businesses aren't paying enough, but also more importantly finding that there are business that are paying that should not be. The Borough is now looking into other ways to collect these taxes without Berkheimer. Our software providers, AMS, have provided three packages to allow the Borough to collect Business Privilege Taxes in house. The Borough pays Berkheimer \$28,000 a year. The Borough will continue to look into these options.

Old Business

- **CDBG Grant:** Vice President R. Bunker highlighted that the grant was submitted on Friday April 15th to Norristown. This Grant is to replace approximately fifty handicap ramps. The Grant will be awarded at the end of May.
- **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 and will be awarded May 30th. This is to extend the streetscape on York Road from Cherry Street to Cloverly Avenue.
- **TCDI Grant:** Borough Manager G. Locke stated that the Borough has applied for the TCDI Grant which will be used to do a traffic study and road diet of York Road. This grant is a planning grant with a 20% match, not an engineering grant. The maximum the Borough could receive is \$100,000.
- **Montgomery County 2040 Implementation Grant:** Vice President R. Bunker stated that the Borough will be applying for the Montco 2040 Implementation Grant. This grant would be used towards the 20% match of the TAP Grant.
- **Committee Terms and Expirations:** Councilor K. Farrell stated that she and President D. Pancoe will bring before Council this month via resolution.
- **Proposed Sanitary Sewer Construction:** There is no new updates for this topic. Last month, 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.
- **LED Street Light Procurement Project:** Borough Manager G. Locke stated that the Borough is still within the audit phase, which includes counting all of the street lights in the Borough. The Borough has received an interactive map showing each streetlight, the wattage, and pictures of the pole and the light head. Once more information is received, Borough Manager G. Locke will update the committee.
- **Fire Department Financial Audit:** Borough Manager G. Locke stated Pioneer has started their audit this week but were asked to leave Pioneer because the Auditors, Barbicane Thorton and Company, wanted to audit all the funds of Pioneer and Pioneer wanted to only have the funds that the Borough gives Pioneer to be audited. Barbicane Thorton and Company as well as The Law Offices of Sean Killkenny will be reviewing what the Borough can review and audit. Independent is still working to schedule their meeting as their books are currently with their accountant as they are filing their 990's.
- **Act 511 Tax Compliance Audit:** Vice President R. Bunker stated that MDG LLC believes they have found a business, Jenkintown Window Cleaners, which has underpaid the Borough \$100,000. If this is the case, that would put the audit in the black. Vice President R. Bunker stated that this is only a preliminary finding and once more information is received.

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