



ADMINISTRATION & FINANCE COMMITTEE

November 16th, 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 M. Golden, and Councilor M. Marlowe.
- **Committee member absent:** Councilor L. Durkin.
- **Others present:** Councilor K. Farrell, Borough Manager G. Locke, Director of Finance B. Lucy.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **October Financial Report:** A written report was provided in Dropbox. Financial Director B. Lucy stated that the Borough had closed the General Obligation Note on October 30th.
- **JCA:** No report given.
- **Borough / School District Cooperative Initiatives:** No report given.

New Business

- **Proposed Sanitary Sewer Construction:** Borough Manager G. Locke wanted to inform the Committee that there is a limitation on the loan. Borough Manager G. Locke has gone to Cheltenham informing them that the Borough may not be able to borrow this money, and gave Cheltenham the suggestion to borrow the money as a whole and the Borough would pay back their portion of that loan.
- **Grant Opportunities:** Borough Manager G. Locke stated that the Borough has looked into a few grant opportunities such as the Multimodal grant, and the TAP grant. Both of these are great grants however the TAP grant has no match which is different than the Multimodal Grant. The TAP grant however, requires the Borough to pay for soft costs such as engineering, surveying, permitting, etc. The Borough is also looking at the Streetscape grant and either extending it on York Road from Cherry Street to Rydal Road or York Road from Summit Avenue to Washington Lane. Pennoni recommended applying for both the Multimodal and the TAP grant for the same project and back out of one if we get both. The Borough is also looking at the Community Development Block Grant of (CDBG) for handicap ramps.

Old Business

- **Annual Audit Procedures - RFP:** Director of Finance B. Lucy has sent out the RFP to three companies and has already received one proposal. The proposals are due back on November 20th. The scope of this audit does include the Fire Department Budget and the Library Budget as well as the General Fund Audit. Director of Finance B. Lucy did find out that the Library is audited every year, so the Borough can reject or keep this portion of the proposals that are received.
- **LED Street Light Procurement Project:** Director of Finance B. Lucy stated that on the 4th she toured West Chester Borough. Their lights are already in place. There are controls that controls when the lights turn on and off. The EAC would like to control the lights and turn them off at 11pm because the bats “can’t function” in the Borough. The RFP did go out and are due back tomorrow, November 17th.
- **Act 511 Tax Compliance Audit:** Director of Finance B. Lucy stated that MDG LLC anticipates collecting \$7,000 but to this date have only collected \$3,700.
- **H2O Grant – Closeout Audit:** Director of Finance B, Lucy stated that the Audit is complete and the report should be received next week.
- **2016 Budget:** Vice President R. Bunker stated that the Budget meetings were being held at Borough Hall and went along nicely. The final budget meeting will be on November 23rd during the regularly scheduled Council meeting 7:30pm here at Borough Hall. At this time, Council will be asked for permission to advertise the final budget.

Adjournment: On motion of Councilor K. Farrell, seconded by Councilor M. Marlowe, the motion adjourning the meeting passed unanimously.