



ADMINISTRATION & FINANCE COMMITTEE

October 19th, 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, and Councilor M. Marlowe.
- **Committee member absent:** Councilor M. Golden.
- **Others present:** Councilor K. Farrell, Borough Manager G. Locke, Director of Finance B. Lucy, Accountant T. Josiah.

Public Comment: None.

Presentations

- **Conrad Segal – Tom Zimmerman:** Tom appeared before Committee to discuss lowering the Minimal Municipal Obligation or MMO for the Police Pension from 8% to 7.5% for 2017. The 2016 rate of 8% has already been locked in so this would be for the following year. By motion of Vice President R. Bunker seconded by Councilor T. Danilak, the motion to send the reduction in the MMO from 8% to 7.75% for 2017 was sent to full Council.
Motion passed 5-0

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **September Financial Report:** A written report was provided in Dropbox.
- **JCA:** No report given.
- **Borough / School District Cooperative Initiatives:** No report given.
- **Annual EAC Report:** Adrienne Redd reported that Green Apple Day was on October 18th and was a success. Also that the Environmental Action Committee has been discussing purchasing a piece of property at Greenwood Avenue and Washington Lane in Abington Township as green space. The idea if this property was purchased is that it would be used as soccer fields or open space.

New Business

- **Fire Department Training Assessment – Motion to Full Council:** The Borough has contacted VFIS to do a training assessment on both Independent Fire Company as well as Pioneer Fire Company. This is to further assess the Fire Departments needs for funding as well as their needs

for training and that the Borough and the Fire Departments are receiving as much training as needed. The quote given to Borough Manager G. Locke states that the assessment is not to exceed \$5,000. Vice President R. Bunker did want to note that he does plan on discussing raising the millage for the Fire Department to help offset the costs of operations as well as follow another assessment that was completed by VFIS in 2011 for the apparatus.

A motion made by Councilor K. Farrell, seconded by Councilor T. Danilak to send the Fire Department Training Assessment to Full Council.

Motion passed 5-0

- **Final Payment of Legal Settlement:** A motion was made by Maxine Marlowe, seconded by Councilor T. Danilak to send the final payment for an ongoing legal settlement in the amount of \$321,000 to Full Council.
Motion passed 5-0
- **Sanitary Sewer Construction Obligations (Cheltenham Township):** Borough Manager G. Locke stated he wanted to inform Committee that the Borough's has received the preliminary numbers for their share of the Sanitary Sewer costs from Cheltenham Township. This is a plan until 2021. Borough Manager G. Locke wanted to inform the Committee of these numbers as this will be added into the Budget for the payment of the Construction Obligations.

Old Business

- **Annual Audit Procedures - RFP:** Director of Finance B. Lucy has drafted the RFP but has not sent out the Proposal yet.
- **LED Street Light Procurement Project:** Borough Manager G. Locke wanted to remind the committee that is a county wide project to update the street lights in Boroughs and Townships. Five Counties have joined together to save money on this project. This project will allow savings in the energy costs across the county. Director of Finance B. Lucy had a conference call approximately two weeks ago. The RFP will be sent out this coming week. Once more information is received Director of Finance B. Lucy will share with Committee.
- **Lindy Parking Agreement:** The agreement for the Lindy Parking lot has been signed and the Borough will lease out 12 spaces in the Leedom Lot as well as 22 spaces at 207 Leedom Street. The 12 spaces in the Leedom lot will be programed in the new kiosk, however, the spaces in the lot at 207 Leedom Street will be free parking. Free parking in the lot at 207 Leedom Street will be from 6pm until 6am daily.
- **Act 511 Tax Compliance Audit:** President D. Pancoe stated that they had met with the Auditing Firms as well as Borough Manager G. Locke and Director of Finance B. Lucy. The Audit has had mixed success. There were 57 properties that were sent letters and they have heard from 36, but the monies owed to the Borough were minimal. The success of the program will be evaluated once more information becomes available.
- **H2O Grant – Closeout Audit:** Director of Finance B, Lucy stated that it has been awarded to BBP LLC and they have been in contact with Director of Finance B. Lucy. Preliminary information has been sent over, but a schedule has not been set up to when BBP LLC will be in at Borough Hall to complete the audit. The Borough has until December 31st 2015.
- **2016 Budget:** Vice President R. Bunker stated that the Budget meetings were being held at Borough Hall and have been going along nicely. The next budget meeting will be on November 16th 6:30pm here at Borough Hall.

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