ADMINISTRATION & FINANCE COMMITTEE
October 17th, 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, Councilor M. Golden and Councilor C. Whitney.
- **Committee member absent**: Councilor T. Danilak.
- **Others present**: President D. Pancoe, Borough Manager G. Locke and Director of Finance R. Ware.

Public Comment: None.

Reports

- **Tax Collector:** A written report was provided in Dropbox.
- **September Financial Report**: A written report was provided in Dropbox.
- **JCA**: No Report.
- **Borough / School District Cooperative Initiatives**: No Report.
- **Rec Board:** No Report.

New Business

- **TAP Grant Streetscape Phase II:** Vice President R. Bunker stated that the Borough's application for the TAP Grant to extend the streetscape on York Road from Cherry Street to Rydal Road was denied. Borough Manager G. Locke stated that Pennoni suggested the mult-modal grant due to its similar aspects and costs. The Multi-modal grant which is due in December of this year. President D. Panoce suggested that Borough Manager G. Locke keep in touch with Pennoni regarding this opportunity.
- **CDBG Grant:** Borough Manager G. Locke highlighted that the grant was submitted on Friday April 15th to Norristown. This Grant is to replace approximately fifty handicap ramps. The County has approved that that the Borough receives $159,500 for the CDBG Grant. The kickoff meeting is planning to be held in the beginning of October.
- **PA Small Water Grant:** Borough Manager G. Locke conveyed to Pennoni Associates the ok to submit the PA Small Water Grant to help offset the costs to repair the Borough's Sanitary Sewer

system. This grant is due October 31st and is being submitted by Pennoni Associates on behalf of the Borough. This grant is not to exceed $500,000 with the Borough's match not to exceed $75,000.

- **Green Light Go Grant:** Borough Manager G. Locke explained that the Borough intends to go after the Green Light Go Grant to replace all of the yellow bulbs in the traffic lights as well as install the battery backups in the lights so that Public Works does not have to hook up generators when the power is interrupted.

- **Solid Waste Collection Contract:** Borough Manager G. Locke wanted to inform the committee that the Borough's Solid Waste Contract expires in late January 2017. This contract was a 4-year contract with Republic Services. The Solicitors office is putting the bid specs together so that the Borough can advertise for the contract before the current contract expires.

- **Act 511 Collection Contract:** Borough Manager G. Locke, Director of Finance R. Ware and Vice President R. Bunker will be meeting with the Act 511 Auditors on Wednesday October 19th to discuss how to proceed with closing out the Act 511 Tax Compliance Audit. Borough Manager G. Locke will update the committee in November as to the discussion of this meeting.

- **2017 Budget Preparation:** Vice President R. Bunker stated that he believes that the budget meeting prior to the Administration & Finance meeting went well. Vice President R. Bunker highlighted that the next meeting will be held next Monday, October 24th at 6 pm.

Old Business

- **Committee Terms & Expirations:** President D. Pancoe highlighted that there will be two appointments for the Design Review Board at this month's Council meeting.

- **Proposed Sanitary Sewer Construction Interceptor 'A' (Cheltenham 2017):** 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. 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. The next meeting will be on August 3rd.

- **Proposed Sanitary Sewer Construction (Within Borough Limits):** There is no new updates for this topic. Last month, Vice President R. Bunker stated that last year the Borough had all of their sanitary sewers videotaped and Boucher & James put together a report of the findings. The Borough has since received a copy of all of the videos and passed the videos along to Pennoni Associates. Pennoni is now reviewing and creating a report detailing the work that needs to be completed. To date, the videos and reports are still being analyzed.

- **Proposed Purchase of Retractable Fuel Delivery System:** Borough Manager G. Locke that the Borough has received the retractable fuel delivery system and it is expected to be installed tomorrow, October 18th.

- **Fire Department Financial Audit:** Borough Manager G. Locke stated that the audit for Pioneer and Independent has been completed, and a report of the audit can be seen in Dropbox. Borough Manager G. Locke stated that this audit was only of their Fireman Relief funds, however four findings were found and detailed in the report.

- **Act 511 Tax Compliance Audit:** Borough Manager G. Locke, Director of Finance R. Ware and Vice President R. Bunker will be meeting with the Act 511 Auditors on Wednesday October 19th to discuss how to proceed with closing out the Act 511 Tax Compliance Audit. Borough Manager G. Locke will update the committee in November as to the discussion of this meeting.

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