



ADMINISTRATION & FINANCE COMMITTEE

April 15, 2013

7:30 p.m.

Minutes of Meeting

Call to Order: Chairwoman Marlowe called the meeting to order at 7:30 p.m.

Public Comment:

- **Adrienne Redd - 312 Summit Ave.:** Ms. Redd appeared before the Committee in order to express her interest in the Borough's Environmental Action Committee. The Committee discussed Ms. Redd's interests and experience. Assistant Manager Bashore was directed to distribute Ms. Redd's résumé to full Council and the Committee thanked her for her interest.

Attendance

- **Committee members present:** Chairwoman Marlowe, Councilman Bunker, Councilman Danilak, Councilwoman Durkin, Councilman Golden, and Councilwoman Pancoe.
- **Committee members absent:** Councilman Boutcher.
- **Others present:** Mayor Foley, Interim Manager Locke, and Assistant Manager Bashore.

Reports

- **JCA:** Councilwoman Durkin reported that the JCA is looking to expand its programs to include drama and stray animals. Councilwoman Durkin also noted that the new website has been launched.
- **Library:** No report was provided.
- **Rec. Board:** Mayor Foley reported that he is moving forward with the "Music on Square" program for Tuesdays during the summer.
- **Borough / School District Cooperative Initiatives:** Assistant Manager Bashore reported that the application to the PA Department of Conservation and Natural Resources for new equipment at the Jenkintown Playground was submitted on April 9, 2013.

Items of Discussion

- **Peddling and Solicitation Permits - Revised Fee:** Assistant Manager Bashore stated that the proposed ordinance amending the Borough's peddling and solicitation requirements will be before Borough Council at their April meeting. A memorandum outlining the fees for surrounding municipalities was provided. The Committee recommended that the permit fee be amended to \$25.00 per day. This will be added to the Borough fee schedule for consideration at the April meeting.
- **704 Summit Ave.:** Interim Manager Locke reported that Midgard Properties has agreed to list the parcel at 704 Summit Ave. for the Borough. The property has been advertised on Loopnet and Craigslist. Signs have also been posted on the property.
- **Workers Compensation Insurance Coverage:** Assistant Manager Bashore reported that the Borough's Workers Compensation Insurance policy will expire on May 1, 2013. Two (2) quotes were received: AmeriHealth Property & Casualty (current provider - \$68,350) and the Delaware Valley Workers Compensation Trust (\$84,887). A memorandum outlining the proposals was provided to the Committee. Assistant Manager Bashore noted that the premium with AmeriHealth will increase from \$57,488 to \$68,350 due to an increase in the Loss Cost Multiplier and the rating for Volunteer Firefighters. Councilwoman Durkin asked if the premium increase will negatively impact the 2013 budget. Assistant Manager Bashore stated that an increase to the premium was factored into the 2013 budget and noted that the premium payments span from year to year, so the entire premium will not be paid in one year.

The Committee determined that the Borough should remain with its current provider, AmeriHealth Property & Casualty. The Committee directed Assistant Manager Bashore to speak with the Borough Solicitor regarding if action is required from Borough Council to renew the policy with the current provider and include the information in his Assistant Manager's Report.

- **WIP Public Relations Announcement:** Interim Manager Locke stated that he was notified by WIP regarding the placement of a public relations announcement for Memorial Day. The price would be \$199.00 for two (2) messages and seven (7) messages \$499.00. The Committee determined that this should not be pursued at this time..
- **Finance Sub-Committee update**
 - **General Obligation Note:** Interim Manager Locke stated that he spoke with TD Bank about refinancing the General Obligation Note and met with Sovereign Bank regarding a possible refinancing of the Borough's General Obligation Note. Councilman Golden asked that the loan documents be distributed to the Finance Sub-Committee. Interim Manager Locke stated that Sovereign Bank has requested copies of the loan documents, audit, budget, and bank statements prior to proposing a rate. Councilman Golden asked if Sovereign Bank provided an indication of what rates may be. Interim Manager Locke stated that they indicated a rate between 4% to 5% and the current interest rate is 3.58%. The Committee requested a cost analysis for the possible refinance and distribute the loan documents to the Finance Sub-Committee.
 - **Reports:** Interim Manager Locke stated that the Borough has spoken to Freedom Systems about provided an updated reporting form. The form discussed at the March

Finance Sub-Committee meeting was submitted to Freedom Systems. Councilwoman Durkin requested that the new form be distributed to the Finance Sub-Committee when it is available.

Old Business

- **Personnel Policy Handbook:** Assistant Manager Bashore stated that he has completed a first draft of the updated Personnel Policy Handbook, as well as a draft Employee Evaluation Form that is being reviewed by Interim Manager Locke. The Committee directed Assistant Manager Bashore to distribute the document to the Committee prior to having it reviewed by the Borough Solicitor.

New Business: There were no new business items to discuss.

Adjournment: On motion of Chairwoman Marlowe, seconded by Councilman Golden, the motion to adjourn the meeting passed unanimously.

April 15, 2013

Action Items

<p>George Locke, Interim Manager</p>	<p>General Obligation Note - Circulate information to Finance Sub-Committee</p> <p>Finance Reports - Distribute to Finance Sub-Committee when available</p>
<p>Chris Bashore, Assistant Manager</p>	<p>Peddling & Solicitation Permit Fee - Prepare adjusted fee schedule for full Council</p> <p>Workers Comp Insurance - Place premium information in Assistant Manager's report and speak with the Borough Solicitor about any action from Council</p> <p>Personnel Policy Handbook - Circulate draft to Committee</p>