



## ADMINISTRATION & FINANCE COMMITTEE

March 11, 2013

7:30 p.m.

### MINUTES OF MEETING

**Call to Order:** Chairwoman Marlowe called the meeting to order at 9:00 p.m.

**Public Comment:** There was no public comment at this time.

#### Attendance:

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

#### Reports

- **Finance Sub-Committee:** Councilwoman Durkin reported on the status of the Finance Sub-Committee, noting that a meeting was held on March 5, 2013. Councilwoman Durkin noted that the Sub-Committee is working to establish a reporting method that condenses the detailed financial report into a detailed summary. Draft reports were provided to the Committee. It was noted that cash verses accrual accounting was discussed; the Sub-Committee determined to continue with cash account, but utilize certain elements of an accrual system. Councilman Bunker noted that there was discussion on continued utilization of our existing financial resources, both professionals and in-house.
- **JCA:** There was no report given.
- **Library:** There was no report given.
- **Rec. Board:** There was no report given.
- **Borough / School District Cooperative Initiatives:** There was no report given.

#### Items of Discussion

- **Ordinance #2013 - 4: Peddling and Soliciting:** Revisions to the draft of Ordinance #2013-4 were reviewed by the Committee. The Committee discussed the proposed permit fee and if a fee of

\$25.00 per day was reasonable. Councilwoman Pancoe noted that she believes the fee is steep. Councilwoman Durkin asked if the registration on a "No Solicitation" list was included in the proposed ordinance. Chairwoman Marlowe stated that it does. The Committee determined that the \$25.00 per day should remain as the proposed fee.

**ACTION:** On motion of Councilman Danilak, seconded by Councilwoman Pancoe, the motion to move proposed Ordinance #2013-4 to full Council for consideration passed unanimously.

- **Ordinance #2013 - 5: Tax Certification:** Chairwoman Marlowe stated that a proposed ordinance is before the Committee in order to authorize the Tax Collector to issue and charge a fee for the issuance of tax certifications. Interim Manager Locke stated that he reviewed the Tax Collector's Handbook and solicited surrounding municipalities and Montgomery County in order to determine an appropriate fee. It was determined that a \$30 fee was appropriate.

**ACTION:** On motion of Councilwoman Pancoe, seconded by Councilman Boutcher, the motion to move proposed Ordinance #2013-5 to full Council for consideration passed unanimously.

- **704 Summit Ave.:** Interim Manager Locke stated that the Midgard Properties has agreed to market the property at 704 Summit Ave.
- **HR Manual:** Assistant Manager Bashore reviewed the status of the Borough's HR manual, noting that he also reviewed HR manuals from various municipalities and noted items that certain items should be included moving forward. The Committee determined that they would like a full document presented to the Committee for review and recommend to full Council. Assistant Manager Bashore stated that he hopes to present this for consideration of full Council at the June meeting.
- Borough Insurance Policies
  - **Life, Accidental Death & Dismemberment, and Long-term Disability:** Assistant Manager Bashore reported that the life, accidental death & dismemberment, and long-term disability insurance was recently changed to Fort Dearborn. Assistant Manager Bashore noted that this changed resulted in a cost savings of \$2,445.
  - **Works Compensation Insurance:** Assistant Manager Bashore reported that the Borough's existing policy is scheduled to renew on May 1. Assistant Manager Bashore stated that he met with a representative from the Delaware Valley Workers Compensation Trust (D VWCT) in order to have a baseline operations inspection completed to obtain a quote. It was noted that the Borough would be eligible for a multi-trust discount on premiums if they join DVWCT.
  - **Short-term Disability:** Assistant Manager Bashore stated the Borough does not currently carry short-term disability insurance. Assistant Manager Bashore recommended pricing out this coverage and determine if it is worth being obtained by the Borough. The Committee directed Assistant Manager Bashore to obtain quotes and determine if it was appropriate for the Borough to obtain this coverage.

- **Payroll Company Transition:** Assistant Manager Bashore reported that the Borough will be returning to its previous payroll company, Accupay, at the end of the quarter, which will result in a \$60 per pay cost savings.

**Old Business:** There were no old business items to discuss.

#### **New Business**

- **Farmers Market:** Kate Petit appeared before the Committee in order to discuss the status of the Jenkintown Farmers Market. Ms. Petit stated that she will not be organizing the Farmers Market this year, noting that she only received an inquiry from one vendor. Ms. Petit stated that she is working with other businesses in the Borough about different events that could be hosted in order to draw people into the businesses. The proposed events were discussed with the Committee. The Committee thanked Ms. Petit for the update.
- **Borough's Association Dinner:** Assistant Manager Bashore reported that the Borough's Association Dinner will be on March 28 at the Abington Arts Center and RSVPs should be provided by March 22.

**Adjournment:** On motion of Councilman Boutcher, seconded by Councilman Danilak, the motion adjourning the meeting passed unanimously.

# ACTION ITEMS

**March 11, 2013**

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<b>Chris Bashore, Assistant Manager</b>	<b>Ordinance #2013-4:</b> Move to full Council for authorization to advertise  <b>Ordinance #2013-5:</b> Move to full Council for authorization to advertise  <b>Insurance policies:</b> Continue to update Council on status
<b>George Locke, Interim Borough Manager</b>	<b>704 Summit Ave.:</b> Meet with Midgard Properties regarding marketing 704 Summit Ave. for rent