

FINANCE COMMITTEE MEETING
Tuesday, August 28, 2018
6:00 pm

MINUTES

Committee: Chairwoman Ms. Dugan, Ms. Doherty, Mr. Kirkner, and Mr. Kovaleski
Staff: Mr. Krack, Ms. Koza-Lubinsky, Ms. Coull, and Ms. Niemczuk

- I. Call to Order at 6:00 pm. All present.
- II. Public Participation – None.
- III. Committee Member Updates/Discussions – None.
- IV. Current Focus Business
 - A. Vehicle Purchase Plan – Nothing to report.
 - B. Parks and Recreation Capitalization Plan – Nothing to report.
- V. New Business
 - A. Consider approval of the 2018 Pre-Paid dated 7/15/2018 - 8/18/2018 in the amount of \$784,267.77.

Mr. Kirkner made a Motion to recommend approval. Seconded by Mr. Kovaleski.

On the Question: Questions were asked and answered.

Motion passed 4-0.
 - B. Consider approval of the 2018 Pre-Paid ACH dated 7/31/2018 in the amount of \$1,939.42.

Mr. Kovaleski made a Motion to recommend approval. Seconded by Ms. Doherty. Motion passed 4-0.
 - C. Consider approval of the 2018 Pre-Paid Credit Card Statement dated 7/15/2018 - 8/18/2018 in the amount of \$37,753.29.

Mr. Kirkner made a Motion to recommend approval. Seconded by Mr. Kovaleski. Motion passed 4-0.

- D. Consider Budget Transfer 2018-04 in the amount of \$2,027.96 from Water Treatment (SCADA and Instrumentation) to Water Treatment (Computer) for SCADA Backup Computer.

Mr. Kirkner made a Motion to recommend approval. Seconded by Ms. Doherty. Motion passed 4-0.

- E. Consider Budget Transfer 2018-05 in the amount of \$350.00 from Water Treatment (Equipment Maintenance and Repair) to Water Treatment (Sludge Collection Pump) for Sludge Collection Pump over budget.

Ms. Doherty made a Motion to recommend approval. Seconded by Mr. Kirkner. Motion passed 4-0.

- F. Consider Budget Increase 2018-020 in the amount of \$35,000 from Fees for Services to Code Charges for Services (Fire Code Enforcement); \$35,000 from Revenue Code Enforcement (Fire Code Enforcement); \$10,000 from Fees for Services to Code Charges for Services (SWM Review & Inspections); and \$10,000 from Revenue Code Enforcement to Code Charges for Services (SWM Review & Inspections).

Mr. Kovaleski made a Motion to recommend approval. Seconded by Ms. Doherty. Motion passed 4-0.

- G. Consider Funding for Pedestrian Crosswalk Signage on Bridge Street. Recommended from the Policy Committee 3-0.

After considerable discussion, Staff will review costs for various crosswalk signs as well as looking into whether stop signs should be installed.

- H. Consider McMahon proposal for Design of Church Street and Gay Street Streetscape Project. Recommended from Infrastructure Committee 3-0.

Ms. Doherty made a Motion to recommend approval. Seconded by Mr. Kirkner.

On the Question: Mr. Kirkner questioned why there was no effort made to include Emmett Street in a Streetscapes recommendation. He also suggested that Staff should look into a Business Improvement District (BID) for possible continued funding of Streetscapes. Mr. Krack stated that Staff would look into the BID after the budget process and provide the Committee with more detailed information.

Motion passed 3-1 with Ms. Dugan voting No.

- I. Consider funding a trip to review a working version of the SOMAX concept for the Waste Water Treatment Plant. Recommendation from Infrastructure Committee 3-0.

Ms. Doherty made a Motion to recommend approval. Seconded by Ms. Dugan.

On the Question: Mr. Krack provided details on why the trip to Switzerland is necessary and that only the Plant Superintendent would be on the trip as he has the necessary knowledge to effectively evaluate the SOMAX concept in its working condition. As there are no working equivalents in North America, it can only be that this trip would be essential to gaining the most working knowledge to provide Council with a recommendation on whether to move forward with the SOMAX concept.

Motion passed 3-1 with Mr. Kirkner voting No.

- J. Consider Carnevale/Eustis proposal for Biding and Construction Administration for the Community Center Project.

Mr. Kovaleski made a Motion to recommend approval. Seconded by Ms. Dugan.

On the Question: Mr. Krack provided background on the three components of the Community Center project with the first phase being the design and engineer. The second phase was the bid package preparation and construction management. Third phase is construction inspection. The request before the Committee is to award the second phase. Mr. Krack noted that it is common that the second phase is managed by the design team. He noted that in the case of the Borough Hall, Staff recommended a separate CM due it being the first project and it being a three story building with a police station. He stated that Staff met with the design team and recommend they continue as the CM for the Community Center project.

Motion ends in a 2-2 tie with Mr. Kirkner and Ms. Doherty voting No. As such there is no recommendation from the Committee.

Mr. Kirkner made a Motion to have Staff prepare an RFP for the second phase. Seconded by Ms. Doherty. Motion ends in a 2-2 tie with Mr. Kovaleski and Ms. Dugan voting No. As such, there is no recommendation from the Committee.

- K. Consider Staff Recommendation to write-off of \$1,314.40 of interest charges regarding 225 High Street.

Mr. Kirkner made a Motion to recommend Approval. Seconded by Mr. Kovaleski. Motion passed 4-0.

Mr. Krack stated that with no recommendations coming from the Committee regarding the second phase of the Community Center project, the Borough has a

project moving forward on a very tight timeline that Council is aware of. In order to meet that timeline, the bid packages must go out and be returned in time to have a timely review. Both of which are part of the second phase.

Mr. Kirkner made a Motion to Reconsider the proposal for bidding and construction administration as presented. Seconded by Mr. Kovaleski. Motion passed 3-1 with Ms. Doherty voting No.

- L. Discussion regarding 2019 Enterprise Fund Draft Budgets (Water, Waste Water, Parking and Sanitation).

Ms. Koza-Lubinsky provided the 2019 Draft budgets for Water, Waste Water, Parking and Sanitation.

Several questions were asked and answered. At this time, no fee increases were asked for although Sanitation is projecting a net loss for 2019, it could sustain itself through 2019 without a fee increase using fund balance.

These budgets will be refined and presented again after the General Fund Budget presentation.

VI Adjournment at 7:39 by Mr. Kovaleski

Next Meeting Date: Tuesday, September 25, 2018 at 6:00 pm