

Borough of Bryn Athyn
Finance Committee
Meeting Minutes

August 15, 2017
6:00pm

In attendance: Duane Hyatt, Chair
Chris Carter
Vikki Trost
Jeff Elsing
Glenn Gurney

The meeting was called to order by Chairman Duane Hyatt at 6:00pm.

Mr. Hyatt requested that the May 24, 2017 minutes reflect that the next meeting date noted in the minutes, July 18, 2107 was cancelled. The May 24, 2017 minutes as amended were approved.

Police Pension Letter

Chris Carter drafted a letter to our state representatives in March expressing concern about the increasing expenses of police pensions. Mr. Hyatt presented a revised draft which the committee reviewed. The committee agreed to add the phrase “in the place of a defined benefit pension plan” to the last sentence of the 7th paragraph. The Committee agreed to forward the revised letter to Borough Council for review at their September 11, 2017 meeting.

Committee members asked Vikki Trost to remind Borough Council to review the proposed Zoning Ordinance for the September 11, 2017 meeting.

Police Chief Replacement

The Committee discussed the options for a salary for a new police chief. Jeff Elsing has a report listing the chief salaries for neighboring departments. The Committee agreed that the salary for the next chief will be commensurate with that person’s experience. Jeff Elsing and Vikki Trost will work on advertising for the position with Solicitor Rex Herder.

The Finance Committee will report a salary range of \$80,000 to \$92,000 for Borough Council to consider. The Committee would like to stay in the mid-range.

Chris Carter urged the Committee to reduce the police costs back to 40% of the General Fund Budget. It is currently at 50% of the 2017 Budget.

2018 Budget

Budget Timeline

Vikki Trost outlined the revised budget timeline. Solicitor Herder reminded her last year that we were not following the budget schedule as prescribed by the PA Borough Code. A copy of the schedule is attached to these minutes.

Mr. Hyatt will report that the 2018 Budget requests are due by October 2, 2017 at the September 11, 2017 council meeting. Vikki will send an email to the department chairs.

Contributions

Vikki provided copies of the 2017 annual contribution in lieu of taxes that Masons Mill Business Park has been making to the Borough since the 1990's. The contribution increases each year in conjunction with the tax increases. The Academy contribution in contrast, has not increased over the years. The Committee members agreed that a letter should be sent to the Academy requesting an increased contribution in lieu of taxes, particularly after the recent \$24,000 loss in tax revenue when another ANC property was made exempt last year and the college growth resulting in an increased call for services. It was noted that Cairnwood is not a tax exempt property and it is operating a business. An agreement with the Academy for an increased annual contribution was discussed.

Acting Police Chief Stipend

The Committee agreed that the acting chief of police should be compensated for the temporary increased responsibility. Mr. Elsing stated that because Steve Gray is covered under the current police contract, that the other officers must be consulted prior to any stipend is paid. The Committee agreed to recommend a stipend of \$150 per month for Steve Gray effective 7/29/17 to Council at the September meeting.

Police Pension Meeting with Vanguard

Duane and Vikki will meet with Jeff Kern to discuss the status of the pension plan investments and the investment policy statement. Vikki will coordinate with Jeff and Duane for possible dates.

Delinquent Sewer Accounts

Vikki Trost reported that letters were sent by certified mail to ten residents with past due accounts of 90 days or more.

Glenn Coffin Retirement Party

Jeff Elsing recommended that the Borough contribute up to \$700 towards the retirement party for Glenn Coffin. The funds will be charged to the Montgomery County Boroughs Association budget item in the 2017 budget.

The meeting was adjourned at 7:14pm.

For the next meeting:

1. Vikki will contact Jeff Kern at Vanguard to set up a meeting.
2. Vikki will send a reminder to the committee regarding the September meeting on Friday, September 15.

Next meeting date: **Tuesday, September 19, 2017** at 6:00pm in Borough Hall.

2018 BUDGET PROCESS

8/15/17	BEGIN BUDGET DISCUSSION
9/19/17	BUDGET DISCUSSION
10/17/17	BUDGET PRESENTATIONS BY DEPARTMENTS
10/17 – 10/31/17	FINALIZE BUDGET IN COMMITTEE
11/6/17	COUNCIL REVIEW FINAL DRAFT
11/16/17	ADVERTISE BUDGET IN NEWSPAPER AT LEAST 10 DAYS PRIOR TO ADOPTION ON 12/4/17
11/21/17	FINANCE COMMITTEE MEETING
12/4/17	ADOPT BUDGET BY MOTION
12/19/17	FINANCE COMMITTEE MEETING
1/2/18	ADOPT TAX RATES BY ORDINANCE