

**AGENDA**  
**FINANCE & ADMINISTRATION COMMITTEE**  
**Thursday, January 8, 2026 – 8:00 a.m.**

- 1) Call to Order
- 2) Roll Call
- 3) Public Comment - All public comments shall be related to the subject matter jurisdiction of the Borough Council, Committee, or Board conducting the public meeting, and shall be limited to matters of public concern, official action, or deliberations that are, or may come, before the Borough Council, Committee, or Board.
- 4) Cash update:
  - i. Review cash and investment balances
  - ii. PLGIT review
- 5) December 2025 results:
  - i. Review revenues, expenses, variances, fund balance, and reserve funds monthly and year to date comparisons
  - ii. Review gross real estate taxes and net real estate taxes monthly and year to date comparisons
  - iii. Review mercantile, local services, other local tax monthly and year to date comparisons
- 6) Transcend Finance – Scott Boehret
  - i. Introduce Scott Boehret from Transcend Finance, who the Borough has contracted with for interim CFO duties, due to the retirement of Phyllis Smith
  - ii. Discuss the transition plan for Transcend and finding a permanent replacement the Business Manager
- 7) 2026 Insurance Renewal Premium Rates – Zach Focht, EHD
  - i. Review and discuss the Borough's 2026 insurance renewal rates
  - ii. Review and discuss canceling the Borough's \$5 million excess liability coverage, at a cost savings of approximately \$25,000
  - iii. A motion is needed to table, approve or deny, recommending Council approve canceling the \$5 million excess liability coverage policy for 2026
- 8) Vacant Resident Position on the Finance Committee
  - i. Discuss the candidates that applied for the resident position on the Finance Committee
  - ii. Discuss whether the vacancy should be re-opened and re-advertised
  - iii. A motion is needed to table, approve or deny, re-opening and re-advertising the vacant resident position on the Finance Committee

- iv. A motion is needed to table, approve or deny, recommending the President of Council, after discussion with Council, make an appointment for the vacant resident position on the Finance Committee from the list of applicants that submitted a letter of interest

9) Treasurer/Assistant Treasurer

- i. The appointed Treasurer and Assistant Treasurer will need to be added as check signers for Borough bank accounts
- ii. A motion is needed to table, approve or deny, recommending the solicitor draft and Council approve a resolution authorizing the appointed Treasurer and Assistant Treasurer as authorized check signers for all Borough bank accounts

10) 2026 Budget

- i. Discuss the approved expenses in the 2026 budget and whether they can be reduced without re-opening the budget
- ii. If expenses can be reduced without re-opening the budget, discuss the process by which expenses will be re-examined
- iii. Discuss the extent to which the approved budget provides a complete picture of staff time and the material and supply costs for various budget items
- iv. Discuss options when coding staff time and material and supply costs to identify all expenses related to budget lines

11) Retainer Agreements for Solicitor Services

- i. Discuss requiring every law firm providing service to the Borough to enter into a retainer agreement within 60 days of notification as a condition of continuing to provide service
- ii. A motion is needed to table, approve or deny, recommending Council require every law firm providing service to the Borough to enter into a retainer agreement within 60 days of notification as a condition of continuing to provide service

12) Addition of Committee, Commission or Board Agenda Items by Members of Council

- i. Discuss having the solicitor prepare a resolution allowing every Member of Council to add any item to the agenda of any Committee, Commission or Board, which is responsible for that subject matter
- ii. A motion is needed to table, approve or deny, recommending the solicitor prepare and Council adopt a resolution, allowing every Member of Council to add any item to the agenda of any Committee, Commission or Board, which is responsible for that subject matter

13) Moving Administration from the Finance & Administration Committee to the Personnel Committee

- i. Discuss moving the Administration/Administrative portion of the Finance & Administration Committee to the Personnel Committee
- ii. A motion is needed to table, approve or deny, recommending Council authorize the solicitor to draft an ordinance to move the Administration/Administrative portion of the Finance & Administration Committee to the Personnel Committee

14) Public Comment Policy

- i. Discuss amending the Borough's Public Comment Policy to allow for a second public comment period at the end of every Committee, Commission and Board meeting, at which residents can address non-agenda items
- ii. A motion is needed to table, approve or deny, recommending Council approve adding a second public comment period at the end of every Committee, Commission and Board meeting, at which residents can address non-agenda items
- iii. Discuss amending the Public Comment Policy and to allow a resident to cede their remaining time to Council, a Committee, Commission or Board, for a response
- iv. A motion is needed to table, approve or deny recommending Council amend the Public Comment Policy to allow a resident to cede their remaining time to Council, a Committee, Commission or Board, for a response

15) Right to Know Requests

- i. Discuss adding a standing item to the Finance & Administration Committee agenda to disclose information about Right to Know Requests received on or after January 1, 2026, including the number of requests received, amount of staff time spent responding to the requests, attorney fees paid for responding to requests and the information the request is seeking
- ii. A motion is needed to table, approve or deny, recommending Council approve adding a standing item to the Finance & Administration Committee agenda to discuss specific details of Right to Know Requests

16) Communication with Residents

- i. Discuss communication by the Borough to residents and whether to establish a sub-committee or ad hoc committee to address improving communications
- ii. A motion is needed to table, approve or deny, Council approving the recommendation of the Finance Committee to address improving communication with Borough residents

**Due to end of month timing in conjunction with the Finance meeting dates, financial results are only available the afternoon before the Finance meeting.**