



ADMINISTRATION & FINANCE COMMITTEE

January 17, 2018

7:30 p.m.

MEETING MINUTES

Call to Order: Vice President R. Bunker called the meeting to order.

Attendance:

- **Committee members present:** Vice President R. Bunker, Councilor J. Lugar, Councilor M. Golden, Councilor D. Ballard, and Councilor A. MacHaffie.
- **Committee member absent:** None at this time.
- **Others present:** Councilor K. Farrell, President D. Pancoe, Borough Manager G. Locke, Finance Director R. Ware, Solicitor T. Cicua and Mayor A. Dobbs.

Public Comment: Mayor A. Dobbs wanted the committee to know that she attended the MLK Day at the Jenkintown School District. Mayor A. Dobbs noted that the t-shirts looked great and set them apart from those who were being served the meal. Mayor A. Dobbs noted that at least 150 kids volunteered and served approximately 70 people. Mayor A. Dobbs noted that there was some racial propaganda sent to homeowners in surrounding municipalities, however the local police departments are holding an event to discuss the information sent and to show support that the information is not okay or accepted.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **December Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware stated that the Borough will be potentially liening \$58,000 in real estate taxes. Director of Finance noted that there is approximately \$19,000 to potentially lien for the outstanding sewer from 2017. The Borough's Audit is scheduled for February 5th.
- **JCA:** No Report.
- **Rec Board:** No Report.

New Business

- **Park Mobile:** Councilor K. Farrell made a motion, seconded by Councilor K. Farrell, to move the approval of the agreement with ParkMobile to full Council. Motion passed unanimously. This agreement is to allow the payment of Borough owned parking lots, both metered and kiosk, to be paid remotely via cell phone. There is no cost to the Borough.
- **RDA Agreement:** Vice President R. Bunker stated that the Redevelopment Authority Agreement was provided with the monthly meeting materials. Councilor J. Lugar made a motion,

seconded by Councilor K. Farrell, to move the redevelopment authority agreement to full Council. Motion passed unanimously.

- **Cheltenham Proposed Sanitary Sewer Construction Update:** Vice President R. Bunker noted that the Borough completed sewer rate study that was completed in 2015 in preparation of this project cost. The Borough will not need to raise taxes to pay off the financing loan due to the study that had been completed. Vice President R. Bunker noted that the first construction bill had been received from Cheltenham Township for \$200,611 and was paid. The Borough received a second invoice of \$151,118. Councilor M. Golden made a motion, seconded by Councilor J. Lugar, to move the advertisement of the RFP for financing of the loan for the Sanitary Sewer Interceptor A Construction to full Council. Motion passed unanimously.
- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps (\$306K) June 2018:** Vice President R. Bunker highlighted that the project specifications have been completed for the 2016 CDBG Grant / 2017 CDBG Grant for handicap ramps and the specifications are being sent to Montgomery County for approval. Vice President R. Bunker highlighted there is approximately 43 ramps that will be replaced.
- **Leasing of new Police Vehicle:** Vice President R. Bunker highlighted that the Borough is looking into the leasing of a police vehicle. The vehicle has been budget for. Borough Manager G. Locke noted that the meeting had been held today with the Police Department regarding the leasing of the vehicle. Borough Manager G. Locke noted that the Police Department stated that they need three cars per shift and a fourth car would be caveat to that. Borough Manager G. Locke noted that the Borough has bought three or four cars within the past five years, however these cars are used 24/7 and are put approximately 30,000 miles on the car per year. Borough Manager G. Locke noted that the Police Department does have the specifications and will be submitting them to the Borough as soon as possible. Vice President R. Bunker noted that if the Borough can sell some of the older vehicles and save on maintenance, the Borough may be able to lease more cars sooner than anticipated. Mayor A. Dobbs noted that Cheltenham and Abington sell their cars at 60,000 miles and receive a decent amount of money for them where as Jenkintown runs them until they need to be decommissioned. Vice President R. Bunker noted that the lease is a five-year lease.
- **Approval for yearly ClearGov subscription:** President D. Pancoe asked if ClearGov has sent the Borough any data about the sites activity such as a “click report.” Director of Finance R. Ware noted that they did, however he does not have it with him. Director of Finance R. Ware did note that it was either Councilors logging in to review or Director of Finance R. Ware logging in to add additional data.
- **2018 PA Small Water Grant – Submittal due in February 2018:** Borough Manager G. Locke noted that this was a submittal for the next grant cycle. Borough Manager G. Locke noted that they will be bringing the letters of support to full Council. They were moved to full Council during the Public Works Committee meeting. Borough Manager G. Locke noted that this is the second area where the Borough was having issues. This basin includes the center of town, Maple Street, Cedar Street, Leedom Street.

Old Business

- **Act 511 Collection Contract:** Vice President R. Bunker noted that the Borough has signed the contract and Director of Finance R. Ware is coordinating with eCollect to implement the program.
- **Ford F550 Dump Truck / Municipal Lease Program:** Vice President R. Bunker noted that there has been a change order on the dump the Borough is leasing for public works. This change is on the salt delivery system and increases the cost by \$2,000. The truck is scheduled for a late February delivery.
- **2017 PA Small Water Grant:** Vice President R. Bunker noted that the flushing and video has been completed and repairs began on January 8th. Borough Manager G. Locke noted that they have found a section on Vernon that appears as though there are connections that enter the pipe that are not from the houses. The Borough will be smoke testing this section of pipe. National Water Main Cleaning Company will put door hangers on the affected houses.
- **Annual Fire Department Audit of Contributions:** Vice President R. Bunker noted that the Contributions have been completed and there were no findings on their audit. These audits were provided with the monthly meeting materials.

Adjournment: On motion of Councilor K. Farrell, seconded by Councilor J. Lugar, the motion adjourning the meeting passed unanimously.