



**ADMINISTRATION & FINANCE COMMITTEE**  
**February 21<sup>st</sup>, 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, Fire Marshal K. Lynch, and Mayor A. Dobbs.

**Public Comment:** None at this time.

**Reports**

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **January Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** Councilor K. Farrell noted no formal meeting. Mayor A. Dobbs noted that this year's Arts Fest will be on Sunday September 16<sup>th</sup>.
- **Rec Board:** No Report.

**New Business**

- **Annual Borough Audit – Update:** Vice President R. Bunker stated that the field work and interviews complete, however the audit is ongoing and should be complete within the coming weeks.
- **Leasing of new Police Vehicle:** Vice President R. Bunker noted that the Borough is looking to lease a police car instead of purchasing outright. The Borough has begun the process and prepared five quotes to send to Ford COSTAR Dealers.
- **Fire Department Radio Grant and County Donation:** Vice President R. Bunker noted that the Borough received \$30,000 from Montgomery County in support of the new radios. Due to the funds from County, the Borough applied for funds from FEMA in the amount of \$158,000 which will require a 5% match. Vice President R. Bunker will be drafting a thank you letter on behalf of Borough Council to Montgomery County.

- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps (\$306K) June 2018:** Vice President R. Bunker noted that currently the Borough is working through a minor issue that arose with the grant funding due to the change in engineering firms. The Borough is currently working with the County to address the problem.
- **Cheltenham DEP Penalties:** Vice President R. Bunker noted that the Borough received a bill from Cheltenham Township to pay for a portion of penalties that were received during 2010-2014. The charges began at 2.2 million however Cheltenham Township was able to negotiate it down to \$280,000. Cheltenham Township is now looking to have Jenkintown Borough pay for 11.2% of those fees which equates to \$33,432. Cheltenham Township is not looking to be reimbursed for the legal fees incurred. The Borough will be asking for documentation on where the overages came from as the Borough only enters Cheltenham's sewer from Interceptor A.

### Old Business

- **Cheltenham Proposed Sanitary Sewer Construction (Interceptor A) – Update:** Vice President R. Bunker highlighted that there are notes provided with the monthly meeting materials. There will be change orders as Cheltenham did not anticipate the rock underground. Borough Manager G. Locke noted that Pennoni Associates is currently looking for grants to help offset the costs that the Borough owns for the repairs to Interceptor A.
- **Ford F550 Dump Truck / Municipal Lease Program:** Vice President R. Bunker noted that the new Ford F550 dump truck is expected to be delivered this week.
- **2018 PA Small Water Grant – Submittal due in February 2018:** Vice President R. Bunker noted that this is the same construction that was submitted for the 2017 PA Small Water Grant only this work will be taking place on the West Avenue drainage basin.
- **Cedar Street / Morretti Park – Grant Status:** Vice President R. Bunker noted that the Borough has been looking for grants to help fund the Cedar Street / Morretti Park. PECO had placed their Green Region grant delayed until July due to the number of applicants and the DCNR Grant to be filed in April.

President D. Pancoe noted that Council has been working to update the various committees and commissions with Councilor A. MacHaffie and Councilor K. Farrell. Ads have gone out for the Planning Commission, Zoning Hearing Board, and Civil Service Commission, and numerous resumes have been received. The Borough will be holding 10-15 minute interviews this coming Friday February 23<sup>rd</sup> as well as Sunday February 26<sup>th</sup>.

Vice President R. Bunker noted that Councilor M. Golden reminded him that the Borough is looking to put out the agenda early. Borough Manager G. Locke noted that the agendas have been posted one week ahead of time.

**Adjournment:** On motion of President D. Pancoe, seconded by Councilor A. MacHaffie, the motion adjourning the meeting passed unanimously.