



**ADMINISTRATION & FINANCE COMMITTEE**  
**April 18, 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 K. Farrell, Councilor M. Golden, and Councilor A. MacHaffie.
- **Committee member absent:** Councilor J. Lugar, and Councilor D. Ballard.
- **Others present:** President D. Pancoe, Councilor J. Conners, Councilor C. Soltysiak, Councilor C. Whitney, Councilor K. McGlenn, Borough Manager G. Locke, Solicitor P. Hitchens, 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.
- **April Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that the Borough has applied for the reimbursements for the TAP and Small Water Grants.
- **JCA:** Councilor K. Farrell noted that this year's Arts Fest will be on Sunday September 16<sup>th</sup> and everything is moving along smoothly.
- **Rec Board:** No Report.

**New Business**

- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Vice President R. Bunker noted that concerns have been raised to the Borough regarding the lateral inspections that the Borough requires to be repaired under their current Residential Use and Occupancy inspection. Vice President R. Bunker noted that he, Finance Director R. Ware, and Borough Manager G. Locke began looking into financing options for the work to be completed. It was noted that PennVest/PHFA offer financing programs, however they are quick loans. Vice President R. Bunker noted that the Borough met with Republic Bank to discuss offering loans to Borough residents, however Republic Bank noted that they would have to comply with the policies and procedures set forth. Republic did offer to help the Borough set up a line of credit to which residents can apply to, show hardship, and receive funds from the Borough to complete the work. A lien would then be placed on properties and the money would have to be paid back before settlement.

Councilor K. McGlenn asked if the Borough wanted to be in the lending business and asked if there is a grant that allows for this work to be completed. Councilor K. Farrell noted that the Borough determined this wasn't the best solution this years ago and asked how residents would show hardship. Councilor C. Soltysiak asked what would happen should the home not sell for twenty years. Vice President R. Bunker noted that these would be secure, however there is no guarantee that the Borough would receive payment should a home go into foreclosure or bankruptcy. Vice President R. Bunker also noted that this was to begin the discussion on this topic, and wanted to discuss it at future / upcoming meetings.

- **Act 511 “Per-Capita” tax information:** Vice President R. Bunker noted that he had asked the Borough Administration to review the per-capita tax, collection and cost. Vice President R. Bunker noted that the Borough receives about \$17,000 in collection and it costs the Borough \$4,000 therefore the Borough is netting approximately \$13,000. Vice President R. Bunker would like to do away with the per-capita tax completely.

Councilor J. Conners asked if it was legal for the Borough to do away with the per-capita tax. Solicitor P. Hitchens noted that he would look into the legality of the deletion of the per-capita tax. Once Solicitor P. Hitchens reviews the code, he will update the Committee.

- **Resolution # 2018-14 Amending the Borough Fee Schedule:** Vice President R. Bunker noted that amendment would include Conditional Use and Zoning Application to include “Escrow Language” that will protect the Borough from cost over runs on future cases in these two categories. Vice President R. Bunker made a motion, seconded by Councilor J. Conners, to move Resolution #2018-14 amending the Borough’s fee schedule to full Council.

Motion approved 9-0.

- **Permission to advertise Ordinance #2018-1 - Amending Ordinance #2017-1 which provided for regulations governing medical marijuana dispensary and medical marijuana grower/processor uses:** Vice President R. Bunker noted that this will augment the dispensary ordinance passed earlier and will mirror neighboring communities giving the Borough the same opportunity to collect taxes from this use that has been made legal by Pennsylvania.

Solicitor P. Hitchens noted that he has prepared a draft ordinance, however some items such as a distance requirement is not required for a grower/processor. Vice President R. Bunker noted that the Borough should do away with the distances.

President D. Pancoe noted that she did not agree with the loading and unloading section of the Ordinance. Solicitor P. Hitchens noted that the state regulates these requirements. President D. Pancoe also noted that she believes that these entities should be under the Business Privilege Tax and not Mercantile. Borough Manager G. Locke noted that the applicant for 610 York Road noted that they would enter into an agreement that would allow them to pay the amount they would under Business Privilege Tax and not Mercantile because they would like to Borough and School District to benefit as much as they will with being in Jenkintown Borough.

After much discussion, the Committee decided that the section c, section h and section f will not apply and be removed from the proposed draft ordinance. Vice President R. made a motion, seconded by Councilor K. McGlenn, to move the permission to advertise Ordinance # 2018-1 to full Council.

Motion approved 9-0.

### **Old Business**

- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps (\$306K) June 2018:** Vice President R. Bunker highlighted that the Project documents provided to County, advertising will be placed for bidding purposes.
- **Cedar Street / Moretti Park – Grant Status:** Vice President R. Bunker noted that the Green Region Grant to be awarded in June. This grant will cover all Engineering and Planning of the pocket park. The fully Engineered plans will be used for future submittals and construction. A second grant will be submitted in June for \$270,000 that will cover all demolition, grading, storm water work and possibly construction of the passive park.
- **Cheltenham DEP Penalties:** Vice President R. Bunker noted that the Borough Administration has been asked to request additional information from Cheltenham and meet with Abington Township to coordinate efforts in resolution.

Borough Manager G. Locke noted that the Borough received a request from the Borough Engineer regarding a Resolution for the DCED Flood Mitigation Program Grant. This resolution is in support of the applying for the DCED Flood Mitigation Program Grant in the amount of \$500,000 with a Borough match of \$275,112 which will improvements for the Storm Sewer Project on Cedar Street. Vice President R. Bunker made a motion, seconded by Councilor K. McGlenn, to move Resolution #2018-15 to full Council.

Motion approved 9-0.

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