



ADMINISTRATION & FINANCE COMMITTEE
July 18th, 2018
7:30 p.m.

MEETING MINUTES

Call to Order: Councilor K. Farrell called the meeting to order.

Attendance:

- **Committee members present:** Councilor K. Farrell, Councilor D. Ballard, Councilor J. Lugar and Councilor A. MacHaffie.
- **Committee member absent:** Vice President R. Bunker, Councilor C. Soltysiak, and Councilor M. Golden
- **Others present:** Borough Manager G. Locke, Solicitor P. Hitchens, and Finance Director R. Ware

Public Comment: None at this time.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that there is \$134,000 Real Estate tax left to be collected as well as \$35,000 of sewer.
- **June Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that the Borough has received the entire amount of the small water grant. Finance Director R. Ware also highlighted that the Borough has completed the liquid fuels audit in June.
- **JCA:** No Report.
- **Rec Board:** No Report.

New Business

- **Ordinance #2018-1 - Amending Ordinance #2017-1 which provided for regulations governing medical marijuana dispensary and medical marijuana grower/processor uses:** Councilor K. Farrell noted that this is the Medical Marijuana Grower/Processor ordinance. 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. During the public hearing in June, residents and councilors asked to bring back before Committee to continue discussions regarding; odor, water supply / discharge, site signage and so forth. Councilor K. Farrell highlighted that the State strictly regulates this and the Borough has no close residential areas around this site.

Solicitor P. Hitchens added that since the State of Pennsylvania has made medical marijuana legal, the Borough must provide areas for the uses that come along with it such as a dispensary and a grower / processor. The Zoning Officers feels as though the Gateway Commercial District is a good fit not only for the reasons stated earlier but also because the Gateway Commercial District allows for a Nursery / Greenhouse which is a similar use to a grower / processor. Solicitor P. Hitchens noted that Council needs to decide if they want the use to be by right, by a conditional use or special exception. If it is a conditional use, each application would come before Council for a vote, which would also allow Council to place reasonable conditions on the application. If it is a conditional use, each application would come before the Zoning Hearing Board for a vote, which is a quasi-judicial board. It is Solicitor P. Hitchens' recommendation that it be tabled until the next Committee meeting where they can discuss which way they would like the use to be considered under.

- **Waiver of Responsible Contractor 30 day waiting period on 2017/2018 CDBG Grant Project – Reduction to 10 days:** Councilor K. Farrell stated that due to the current 30 day waiting period and the fact the contract approval was delayed. Construction schedule would not allow handicap ramp construction to begin before August 25th and would not allow the ramps in the vicinity of the school to be completed prior to the start of school.
- **Act 511 “Per-Capita” tax information:** Councilor K. Farrell noted that Administration has reviewed the per-capita tax, collection and cost. After review and research the Borough Solicitors have not found any language that would preclude the enactment of a Per Capita Tax should it be repealed and then desired to be re-instated. The Borough may also exempt individuals with incomes below \$12,000 from the tax. Finance Director R. Ware noted that the Borough has collected approximately \$18,000 this year which is average for years prior as well. The Borough spends approximately \$4,000 to \$5,000 in the administration and billing aspect of the per-capita tax.
- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps (\$306K) June 2018:** Councilor K. Farrell highlighted the Pre-bid meeting has taken place on July 11th. The Borough will be opening the bids tomorrow, July 19th and will have a bid recommendation letter ready for Council on July 25th.
- **Purchase of Fire Apparatus – Cash deposit/payment to initiate discounted contract:** Councilor K. Farrell noted that the total cost currently \$1,059,185.00. The available cost saving options in packets. Administration recommends Option #2 due to the cash/borrowing percentages previously discussed which would require the Borough to submit a payment of \$351,643 which is 100% of the chassis price at this time and provides an overall savings of \$7,515. Finance Director R. Ware noted that the Borough has been saving funds in the 04 Fire Apparatus fund, which currently has a balance of approximately \$926,000. This fund is solely for the purchase of fire apparatus'. This fund receives approximately \$126,000 a year in tax revenue. Borough Manager G. Locke noted that the Borough expected to spend approximately \$350,000 in cash fund balance and finance the rest as the Borough is expecting another truck replacement within two years.
- **Ordinance #2018-2 Existing Non-Conforming:** Councilor K. Farrell noted that the existing non-conforming ordinance requires rewording and attention. The change to this ordinance has been discussed at Planning Commission, B.Z.&R. Committee and Council. The entire zoning code is now under review and this will be the first of many needed changes during this process. Borough

Manager G. Locke notes that the existing non-conforming issue has come up a few times for the Zoning Code. The Borough has been waiting for the 2035 Comprehensive Plan to be adopted before a full review of the Zoning Code, however there are a few things in the Zoning Code that the Borough has been looking to change for some time now. This item has been discussed since 2016.

Old Business

- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Councilor K. Farrell highlighted that the Borough has begun researching other Municipalities that have the same lateral inspection program as well as financing options from both private institutions and PennVest/PHFA. The details of that research are still forth coming.
- **Cedar Street / Moretti Park – Grant Status:** Councilor K. Farrell noted that the Green Region Grant to be awarded in late July, 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 was submitted in June for 70K that will cover all demolition, grading, storm water work.
- **Cheltenham Sanitary Sewer Interceptor A Improvement Costs:** Councilor K. Farrell noted that the Finance Director working on obtaining financing information for remainder of rehabilitation costs of interceptor A.
- **Cheltenham DEP Penalties:** Councilor K. Farrell noted that the Borough Administration has been asked to request additional information from Cheltenham and meet with Abington Township to coordinate efforts in resolution. Abington Township is discussing dates to hold the meeting.

Independent Fire Company President B. Pross noted that the Fire Department noted received a partial grant for the new radios that the Fire Department must receive as the current radio system is antiquated. Independent Fire Company President B. Pross noted that the Fire Department may not receive the full grant amount and therefore will have to find other ways to fund the purchase. As where the Fire Departments can receive rebates at \$700 per radio, this may not cover the full cost.

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