



ADMINISTRATION & FINANCE COMMITTEE

June 20th, 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 M. Golden, and Councilor A. MacHaffie.
- **Committee member absent:** Councilor K. Farrell
- **Others present:** President D. Pancoe, Councilor J. Lugar, Councilor D. Ballard. 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.

Mayor A. Dobbs noted that Police Chief A. DiValentino is out of the office this week however wanted to let the Committee know that the Police Department is looking to issue the full-time eligibility test for the civil service commission to replace the officer who has left the Department.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **May Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that the Borough has completed their Liquid Fuels Audit with no findings.
- **JCA:** No Report.
- **Rec Board:** No Report. Vice President R. Bunker noted that there are great things happening in Town Square such as the Summer Music Series.

New Business

Vice President R. Bunker made a motion, seconded by Councilor M. Golden, to send Resolution #2018-17 pertaining to the DCED Flood Mitigation Program Grant to full Council. This resolution was originally approved during the May Council meeting, however the cost of the entire project has since increased to \$801,048.80. This resolution is to authorize the Borough's submittal. Motion approved unanimously.

- **Professional Auditing Services Contract:** Vice President R. Bunker noted the Borough received a new three year proposal for audit services by Barbacane, Thorton and Company – 2018 to 2020. Last Borough contract was for 3 years at \$7,500 per year and firehouses were \$2,300. Relatively modest increase of \$400 per for Borough auditing services and \$300 for each fire house audit.
- **Final Payment – 2017 Small Water Grant:** Vice President R. Bunker made a motion, seconded by President D. Pancoe, to move the payment National Water Main Cleaning Company in the amount of \$52,162.45 to full Council. This project addressed the rehabilitation of one of the two drainage basins within the Borough that occasionally experience exceedances; specifically, Runnymede Avenue drainage basins. Rehabilitation methods include spot repairs, cured in place pipe (CIPP) lining, root control and grouting.
- **Resolution 2018 - 17 Local Share Grant Application:** Borough Manager G. Locke noted that the Administration & Finance Committee also had to review Resolution #2018-19 pertaining to the Local Share Grant. The Local Share Grant will be used for the demolition of existing buildings in preparation of a future parklet park located on Cedar Street. The Borough is looking to apply for the grant in the amount of \$43,815 with a total project cost of \$62,420 which includes all engineering fees. Vice President R. Bunker made a motion, seconded by President D. Pancoe, Resolution #2018-19 pertaining to the Local Share Grant to full Council. Motion approved unanimously.
- **2017 Liquid Fuels Audit:** Vice President R. Bunker noted that the exit conference memo indicating no findings. The audit docs will need final approval after which the Borough will get notice.
- **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 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. The Borough has advertised the ordinance per the State Code. Consideration for adoption will take place during the June 27th Council meeting.

Old Business

- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Vice President R. Bunker highlight 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.
- **Act 511 “Per-Capita” tax information:** Vice President R. Bunker noted that last month the Borough had discussed removing the Per-Capita tax within the Borough and had asked the Administration to review the per-capita tax, collection and cost. There will be an update forthcoming.
- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps (\$306K) June 2018:** Vice President R. Bunker highlighted County completed the review of the Bid documents, permission to advertise and bid has been granted by Council. Project to take place as soon as the school year ends.

- **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 270K 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 Abington Township was able to show that they had no overages during the period in which the fines were received. Borough Manager G. Locke also noted that Cheltenham will be selling their sewer to AQUA.

Vice President R. Bunker asked Solicitor P. Hitchens about the legalities of the advertisements. Vice President R. Bunker understands that the Borough is required to advertise meetings in a newspaper of general circulation, however Vice President R. Bunker noted that the cost of advertisement is expensive and was wondering if there was a cheaper way. Solicitor P. Hitchens noted that the Borough is required to advertise in the newspaper however the Solicitors Office can work with the Borough to see if there are cheaper options out there.

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