



ADMINISTRATION & FINANCE COMMITTEE
October 17th, 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 D. Ballard, Councilor J. Lugar and Councilor M. Golden
- **Committee member absent:** Councilor C. Soltysiak, and Councilor A. MacHaffie.
- **Others present:** President D. Panceo, Borough Manager G. Locke, Finance Director R. Ware and Fire Marshal K. Lynch

Public Comment: Maureen Lucak, 115 Cedar Street, appeared before the committee to ask for a “don’t block the box” sign at the intersection of Township Line Road and Summit Avenue on the Township Line Road side. Ms. Lucak noted that often times the light in Cheltenham backs up and the drivers along Township Lien Road block the box, not allowing other cars to go and instead are stuck sitting through light cycles.

Vice President R. Bunker noted that he would pass the concern along to the Chief of Police and the Public Works / Public Safety chair to see if the sign can be installed.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **September Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report. Councilor K. Farrell noted that the JCA is looking to give back within the community and intends on beginning their projects shortly.

Borough Manager G. Locke noted that Trish Miller emailed him on behalf of the Jenkintown Community Alliance to illuminate 5 "inside" trees, bordering the parking lot, in Town Square. Jenkintown Community Alliance will pay for the warm, white LED lights, approximately 4-5000 lights per tree, and the labor. This is to be permanent, NOT seasonal. Estimated to last 3-5 years before any significant additional labor would be needed. Borough Manager G. Locke noted that the Jenkintown Community Alliance is seeking Councils approval to install these lights.

Vice President R. Bunker made a motion, seconded by Councilor J. Lugar, to move the motion to allow Jenkintown Community Alliance to illuminate 5 "inside" trees to full Council. It was noted that the Committee would like to place some time restraints in which the trees can be lit. Motion passed unanimously.

- **Rec Board:** No Report.

New Business

- **Cheltenham Township/PaDEP EDU Allocations:** Vice President R. Bunker noted that a meeting has been arranged to discuss past, current and proposed EDU allocations. That meeting will take place Thursday, October 19th at 10:00 AM. Vice President R. Bunker asked if the meeting was also going to discuss EDU escrows. Borough Manager G. Locke noted that they would not, just EDU allocations.
- **2018 Small Water & Sewer Grant:** Vice President R. Bunker highlighted that the Borough has been awarded the 2018 Small Water & Sewer Grant in the amount of \$390,784, funds will be used to repair the West Avenue Drainage basin.
- **DCED Flood Mitigation Grant – Cedar to Walnut Storm Sewer:** Vice President R. Bunker noted that the Borough has been awarded the DCED Flood Mitigation Grant in the amount of \$100,000 to offset the costs of the Cedar to Walnut Flooding.
- **Pa DEP 902 Grant:** Vice President R. Bunker highlighted that the Borough Administration worked with PaDEP, Mack Truck, Leach Bodies, and Republic Trash Haulers to submit a grant to the PaDEP for the purchase of a new “trash” leaf/yard waste collection truck. The entire requested amount of \$170,100 was awarded, this grant has a 10% match of \$17,000. This will replace the current truck which is at the end of its useful life cycle and has become a drain on PW vehicle maintenance funding. The existing truck will be sold at public auction after receipt of the proposed vehicle.
- **2019 Budget Process:** Vice President R. Bunker noted earlier this evening the first 2019 budget workshop was held, focusing on the [01] General fund. The Budget calendar has been placed in packets. The remaining budget work shop meetings will be held on Tuesday, October 30th and Monday, November 19th both at here at Borough hall, 6:00 PM. The budget workshops were advertised in a newspaper of general circulation, Borough Facebook, Borough website news item and Borough website calendar.
- **2019 Rental Invoices:** Vice President R. Bunker noted that the Administration will be mailing out the rental invoices have been mailed out. Rental invoices are due by January 1st, 2019.
- **2018 pension MMO calculations:** Finance Director R. Ware noted that the Borough’s non-uniform pension is 100% funded while the uniform pension is 90% funded. The Borough has decided to go with the more stringent and an increase in mortality rate to increase the uniform funding. This year the MMO calculations have increase \$10,000 for non-uniform pension and \$60,000 for the uniform pension.

- **Cheltenham Sanitary Sewer Interceptor A Improvement Costs:** Vice President R. Bunker noted that the Finance Director R. Ware has obtained financing information for remainder of rehabilitation costs of interceptor A. Finance Director R. Ware noted it was approximately 1.2 million dollar borrowing to cover the first and second phase of the Interceptor A project. Finance Director R. Ware noted that the interest rate would be 3.76 for a twenty-year loan with a ten-year adjustment period. This loan would also be with Republic. Councilor D. Ballard made a motion, seconded by Councilor J. Lugar to move the motion to contract with Republic Bank for a 1.2 million dollar loan to cover the first and second phase of the Interceptor A project with an interest rate of 3.76 for a twenty-year loan with a ten-year adjustment period. Motion approved unanimously.
- **Act 511 “Per-Capita” tax information:** Vice President R. Bunker noted that the Borough has repealed the per-capita tax beginning in the fiscal year 2019.

Old Business

- **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 highlighted that this Ordinance has been before a Public Hearing at Borough Council, the Planning Commission, A&F Committee and will be before Borough Council at a second Public Hearing for final consideration, Wednesday, October 24th.
- **Purchase of Fire Apparatus – Cash deposit/payment to initiate discounted contract:** Vice President R. Bunker noted that the total cost currently \$1,059,185.00. The design and fitout process is underway and on schedule.
- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Vice President R. Bunker highlighted that the Borough has performed 84 U&O inspections on Residential properties being sold in the Borough since the inception of the Residential U&O in September 2017. Of those 84 inspections, 30 properties were found to have sanitary sewer lateral deficiencies such as jetting, replacement, and repair. Borough Manager G. Locke noted that the deficiencies can cost between a couple hundred dollars for jetting and re-televising and can cost between four and ten thousand dollars for a complete replacement of a sewer lateral.

The discussion arose again to approach banks to receive a line of credit that then Borough can lend to residents who do not have the means to receive loans to fix their laterals / sidewalks. After much discussion, Councilor M. Golden noted that he will look into grants that fund a “pot” that the residents can pull from and replenish, like the Borough did with the business district.

- **Cheltenham DEP Penalties:** Vice President R. Bunker noted that the Borough Administration has requested additional information from Cheltenham and met with Abington Township to coordinate efforts in resolution. Cheltenham has not provided any additional information as of this report.

Adjournment: On motion of President D. Pancoe, seconded by Councilor J. Lugar, the motion adjourning the meeting passed unanimously.