



## ADMINISTRATION & FINANCE COMMITTEE

September 19<sup>th</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 K. Farrell, Councilor D. Ballard, Councilor J. Lugar and Councilor A. MacHaffie.
- **Committee member absent:** Councilor C. Soltysiak, and Councilor M. Golden
- **Others present:** Borough Manager G. Locke, Finance Director R. Ware and Fire Marshal K. Lynch

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

#### Presentations

- **Environmental Action Committee, Adrienne Redd: Pay-per-bag proposal:** Vice President R. Bunker noted that the presentation has been postponed. Finance Director R. Ware noted that the EAC and Borough are still reviewing the math on how the proposal would work as the Borough would not like to increase the cost to residents a significant amount. Finance Director R. Ware also noted that he and Adrienne Redd will be going to Perkasie to review how they handle the pay-per-bag proposal. Vice President R. Bunker noted that he is open minded to ideas and options to further increase the recycling in Jenkintown, however does not want to see families spend more on a trash bill.

#### Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials. Vice President R. Bunker asked that eCollect appear before Administration & Finance in October for a status update on bpt tax.
- **August Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report. Councilor K. Farrell noted that the ArtsFest was a success and the weather was great. JCA will be holding a wrap up meeting next month.
- **Rec Board:** No Report.

#### New Business

- **2019 Budget Calendar:** Vice President R. Bunker noted that Budget calendar has been placed in with packets. All budget workshops are prior to committee meetings and are open to the public. The first budget workshop will begin on Wednesday evening, October 10th at 6PM here at

Borough Hall, which will concentrate on a preliminary review of the (01) General Fund. The budget workshops will be posted on the Borough website calendar. Vice President R. Bunker noted that the November 21<sup>st</sup> budget meeting, Administration & Finance meeting and Building, Zoning & Revitalization meeting is scheduled for the Wednesday before Thanksgiving. The Committee agreed to move all meeting scheduled for that evening to Monday November 19<sup>th</sup>. Vice President R. Bunker asked that this information be emailed to residents and placed on the Borough website.

- **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.
- **2019 Rental Invoices:** Vice President R. Bunker noted that the Administration will be mailing out the rental invoices within the next week or two. Rental invoices are due by January 1st, 2019. Vice President R. Bunker also noted that the Borough will begin researching ordinances pertaining to Air BNB's as the Borough has seen a few homes placed on the Air BNB website.
- **Payment Request #1 – NJS 2016 & 2017 CDBG ADA Ramp Project - Motion to full Council:** Vice President R. Bunker made a motion, seconded by Councilor A. MacHaffie, to move the first payment for NJS for the work completed on the ADA Ramp Project funded through the CDBG Grant. The total amount payable is \$125,172.00, which does not include the 10% retainage was held to full Council. Motion passed unanimously.
- **2018 Small Water & Sewer Grant:** Vice President R. Bunker noted that the Borough has been awarded the 2018 Small Water & Sewer Grant in the amount of \$390,784 which will be used to repair the West Avenue Drainage basin.

Borough Manager G. Locke noted that the Borough applied for this grant in 2016 and were denied. Pennoni re-filed the grant in 2017 for \$300,000 and the Borough was awarded \$150,000 to complete repairs on the east side of town within the Runnymede Avenue Basin, and this year applied for \$390,784 which is what was received to complete repairs within the West Avenue 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.
- **Cheltenham Sanitary Sewer Interceptor A Improvement Costs:** Vice President R. Bunker noted that the Finance Director has obtained financing information for remainder of rehabilitation costs of interceptor A.
- **Second Alarmers payment for Arts Fest:** Vice President R. Bunker noted that the Borough has donated the cost of the Second Alarmers for the Arts Festival. Total invoice received was in the amount of \$972.50. Fire Marshal K. Lynch noted that there were two medical emergencies during the fest.

- **Act 511 “Per-Capita” tax information:** Vice President R. Bunker noted that the 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. Councilor J. Lugar made a motion, seconded by Councilor K. Farrell, to move the removal of the Act 511 per capita tax to full Council. Motion passed unanimously.

## 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 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. After discussion, it was noted that the committee would like to place this use under a conditional use instead of a permitted use by right.

Vice President R. Bunker made a motion, seconded by Councilor J. Lugar, to move the advertisement of Ordinance #2018-1 to full Council with the addition of this use being a conditional use instead of a permitted use by right. Motion passed unanimously.

- **Ordinance #2018-2 Existing Non-Conforming:** Vice President R. Bunker noted that the change to this ordinance has been discussed at Planning Commission, Building, Zoning and Revitalization Committee and Council. The Borough made a motion to advertise the changed ordinance and the public hearing will be held next Wednesday, September 26th, during the full Council meeting. The entire zoning code is now under review and this will be the first of many needed changes during this process.
- **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. During the August Council meeting, Borough Council approved a payment of \$351,643 which is 100% of the chassis price and provides an overall savings of \$7,515. The Borough will pay the remaining balance at the time of delivery.
- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Vice President R. Bunker highlighted 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.
- **Cedar Street / Moretti Park – Green Region Grant Status:** Vice President R. Bunker noted that the Borough Administration has researched 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.

- **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 Councilor K. Farrell, seconded by Councilor D. Ballard, the motion adjourning the meeting passed unanimously.