



**ADMINISTRATION & FINANCE COMMITTEE**  
**November 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 M. Golden
- **Committee member absent:** Councilor C. Soltysiak, and Councilor A. MacHaffie.
- **Others present:** President D. Pancoe, Borough Manager G. Locke, Solicitor R. Geiser, Solicitor P. Hitches, Finance Director R. Ware and Fire Marshal K. Lynch

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

**Presentations**

- **Mike Hill, eCollect:** Mike Hill, representative from eCollect, appeared before the committee to present an update on the prior Business Privilege Tax (BPT) collections. Mr. Hill noted that that his company is tasked with making sure all the commercial businesses within Jenkintown Borough are paying the Borough's BPT tax. Mr. Hill is hopeful that his company will find approximately \$90,000 in revenue that has not been collected year to date.

**Reports**

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **October Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report.
- **Rec Board:** No Report.

**New Business**

- **2016 CDBG Grant / 2017 CDBG Grant for handicap ramps:** Vice President R. Bunker noted the project is substantially complete. Second payment request approved by Engineer and has been processed. One item left on punchlist. Grant closeout has commenced.

- **Pa DEP 902 Grant:** Vice President R. Bunker highlighted that the Borough Administration worked with PaDEP, Mack Truck, Leach Bodies, 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 – Motion to full Council for advertisement:** Vice President R. Bunker noted that the earlier this evening the final 2019 budget workshop was held 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. The Borough is looking to increase the ticket cost as well as look into a .45 mil tax increase for the 01 General Fund. Vice President R. Bunker asked Finance Director R. Ware to review those two items. Vice President R. Bunker made a motion, seconded by Councilor K. Farrell, to move the advertisement of the 2019 budget to full council. Motion passed, Councilor M. Golden voted against the motion.
- **Cheltenham Sanitary Sewer Interceptor A Improvement Costs:** Vice President R. Bunker highlighted that the Finance Director has received all financing quotations for the remainder of the rehabilitation costs of interceptor A. A motion has been approved to enter into loan agreement.

#### 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, November 28th
- **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, funds will be used to repair the West Avenue Drainage basin.
- **DCED Flood Mitigation Grant – Cedar to Walnut Storm Sewer:** Vice President R. Bunker highlighted 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.
- **Purchase of Fire Apparatus – Cash deposit/payment made to initiate discounted contract:** Vice President R. Bunker noted that the total cost currently \$1,059,185.00. The design and fit out process is underway and on schedule.
- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Vice President R. Bunker noted that a spreadsheet has been placed with the monthly meeting materials detailing the Use & Occupancy process to date.
- **Cheltenham DEP Penalties:** Vice President R. Bunker noted that staff has requested additional information from Cheltenham and 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.