



ADMINISTRATION & FINANCE COMMITTEE
January 16th, 2019
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 A. MacHaffie, Councilor K. Farrell, and Councilor M. Golden
- **Committee member absent:** Councilor C. Soltysiak, Councilor D. Ballard, and Councilor J. Lugar.
- **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.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **December 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 and the grant closeout has commenced. The Borough has a final reimbursement of approximately \$35,000.
- **2019 Borough Audit:** Vice President R. Bunker highlighted that the 2019 Borough Audit is currently scheduled for the first week of February. The Audit will be completed by Barbicane, Thornton & Company. The Borough Administration is prepared for the 2019 Audit. Vice President R. Bunker asked if the Borough should begin the process to send out RFI's to switch auditors. Director of Finance R. Ware noted that currently the Borough is in a three-year contract.

2019 Fee Schedule: Vice President R. Bunker noted that Borough Administration has reviewed current fee schedule and recommends increasing the escrow amount that is required to be placed by commercial developers. Vice President R. Bunker made a motion, seconded by

President D. Pancoe, to move Resolution #2019-2 pertaining to the 2019 fee schedule to full Council. Motion unanimously.

- **Ordinance #2019-3 Percapita Tax Repeal: Motion to full Council for Advertisement:** Vice President R. Bunker highlighted that the Ordinance is to remove per capita tax from Jenkintown Borough Code. Vice President R. Bunker made a motion, seconded by President D. Pancoe, to move Ordinance #2019-3 pertaining to the Percapita Tax Repeal to full Council for advertisement. Motion unanimously.
- **Pa DEP 902 Grant:** Vice President R. Bunker highlighted that the 902 Grant is 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. The match will be offset by the sale of the existing vehicle. The Borough has ordered the chassis from Mack late last year and is hopeful the chassis will be completed October 2019.
- **Cheltenham Sanitary Sewer Interceptor A Improvement Costs:** Vice President R. Bunker noted that the Borough is looking to borrow the remainder of the rehabilitation costs of interceptor A. A motion has been approved to enter into loan agreement. After reviewing all financing quotes, Republic Bank has offered the Borough a 1.4 million dollar 20-year variable rate loan.

Old Business

- **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 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 the Borough has met with Cheltenham, AQUA, the PADEP, Philadelphia Water Department, and Abington today. Vice President R. Bunker noted that approximately 24 municipal officials or representatives were in attendance. The meeting was mostly a presentation by the DEP to Cheltenham and AQUA on the sale of their system. Vice President R. Bunker noted that until the sale is finalized, everything will remain the same and the Borough will continue to go through Cheltenham. AQUA intends to make an EDU request to the DEP sooner than Cheltenham has. Additionally, Vice President R. Bunker noted that the Interceptor A project is completed. Additionally, AQUA is very interested in working with the Borough. Vice President R. Bunker would like to look at the possibility of renegotiating the Intermunicipal Agreement.

Director of Finance R. Ware wanted the Administration & Finance Committee to be aware that the Borough has received the first invoice from Independence Blue Cross for the union medical insurance. The invoice was for approximately \$26,000 which was below what the Borough budget at \$27,000 per month. Director of Finance R. Ware wanted to note that this was an increase from the \$24,000 the Borough was recently paying.

On motion of President D. Pancoe, seconded by Vice President R. Bunker, the motion to move into Executive Session for discussion of matters of personnel.

At the conclusion of Executive Session, President D. Pancoe announced that an Executive Session was held for the purpose of discussing matters of personnel. A motion made by Vice President R. Bunker seconded by Chairperson K. Farrell to go back into the public meeting passed unanimously.

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