



**ADMINISTRATION & FINANCE COMMITTEE**  
**March 20<sup>th</sup>, 2019**  
**7:30 p.m.**

**MEETING MINUTES**

**Call to Order:** Councilor D. Ballard called the meeting to order.

**Attendance:**

- **Committee members present:** Councilor D. Ballard, Councilor A. MacHaffie, Councilor K. Farrell, and Councilor M. Golden
- **Committee member absent:** Councilor C. Soltysiak, 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.
- **February Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report.
- **Rec Board:** No Report.

**New Business**

- **2019 Borough Audit:** Councilor D. Ballard highlighted that the 2019 Borough Audit was completed last month. The Audit will be completed by Barbicane, Thornton & Company. The Borough will receive the final report is due April 1st. After the audit is submitted to the DCED, Barbicane will present the report to Full Council.
- **ClearGOV Renewal:** Councilor D. Ballard noted that the \$3,500 annual renewal due. Analytics (clicks) details provided in packets. Decision required to continue program. After discussion, the committee agreed to renew the ClearGOV subscription.
- **2019 Montco 2040 Implementation Grant Application:** Councilor D. Ballard highlighted that the 2019 Montco 2040 Implementation Grant was submitted prior to the March 1st deadline. Grant funds will be used toward the demolition/construction of Cedar Street Park.

- **2018 Liquid Fuel Audit Complete:** Councilor D. Ballard highlighted that the Office of the Pennsylvania Auditor General completed the Liquid Fuel Audit. Preliminary indications are that there was “no findings”. The official report is forthcoming
- **EDU Reallocation / 2019 CMP:** Councilor D. Ballard noted that the Borough Administration has been working with Cheltenham Township and the PA DEP to reallocate existing EDU’s from the 2015 Connection Management Plan into the unallocated pool. Currently, Cheltenham Township and the PA DEP has approved the reallocation of 32.43 EDU’s which will be used toward the 610 Summit Avenue project. The Borough has placed a request for allocation with Cheltenham Township for the 2019 Connection Management Plan. Currently, the Borough is requesting 729 EDU’s over the next five years.

### Old Business

- **2018 Small Water & Sewer Grant:** Councilor D. Ballard 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:** Councilor D. Ballard 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. The evaluation and repairs are focused on the downstream conveyance system. The project will be bid during the summer of 2019.
- **Purchase of Fire Apparatus – Cash deposit/payment made to initiate discounted contract:** Councilor D. Ballard noted that the total cost currently \$1,059,185.00. The design and fit-out process are underway and on schedule. This purchase is being made from the 03 Fire Apparatus Fund, that was setup to plan for this purchase.
- **Loan to Fund repairs of Sanitary Sewer Interceptor A (Cheltenham):** Councilor D. Ballard noted the borrowing was approved by Borough Council, Bond Council and the DCED. Republic Bank and Bond Council are preparing the final documents to fund the loan.
- **Pa DEP 902 Grant:** Councilor D. Ballard noted 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 ordered the chassis from Mack late last year. The complete truck should be received in October/November 2019.
- **Pa DEP 904 Grant:** Councilor D. Ballard noted that the 904 Grant was rewarded for \$17,444 and was based on the Borough’s recycling performance. This amount is \$9,000 from previous year due to the improved record keeping of recyclables by Borough staff and increased collection tonnage of recyclables. The funds must be used for recycling education. Several ideas will be put forward for consideration by May 2019.
- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Councilor D. Ballard noted that a spreadsheet has been placed in packets detailing the Use & Occupancy process to date.

**Adjournment:** On motion of Councilor D. Ballard, seconded by Councilor K. Farrell, the motion adjourning the meeting passed unanimously.