



**ADMINISTRATION & FINANCE COMMITTEE**  
**May 15<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. Marlowe
- **Committee member absent:** Councilor C. Soltysiak, Councilor M. Golden, and Councilor J. Lugar.
- **Others present:** President D. Pancoe, Borough Manager G. Locke, Solicitor R. Geiser, 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. Director of Finance R. Ware noted that the Borough has begun seeing significant amounts of monies.
- **April Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report.
- **Rec Board:** No Report. President D. Pancoe noted that there are openings on the Rec Board and would like Borough Council to begin recruiting Rec Board members. President D. Pancoe noted that the School Board has to appoint two representatives to the Rec Board. Borough Manager G. Locke noted that this would be discussed with the School during the next collaboration meeting.

**New Business**

- **2019 Borough Audit:** Chairperson D. Ballard highlighted the 2019 Borough Audit was completed by Barbicane, Thornton & Company. The Borough received the final report and no findings were reported. Barbicane representative will be reporting at the full Council meeting, Wednesday, May 22<sup>nd</sup>.
- **179 Washington Lane: Galman Group LTD:** Chairperson D. Ballard noted the Engineer was directed to investigate and provide stormwater information for the possibility for tying into the stormwater piping for the new project on Greenwood Avenue. The information was provided to the Galman Group and a meeting has been arranged to discuss the matter further. Borough Manager G. Locke noted that the meeting took place yesterday, May 14<sup>th</sup> and the Borough Engineer met with Abington's Engineer and Bohler. The Borough has provided calculations for the water that the Borough will be placing in the basin.

- **Sanitary Sewer Capital Project Loan Funded:** Chairperson D. Ballard highlighted the loan for 1.4 Million, obtained through Republic Bank to finance the Interceptor A rehabilitation has been funded.
- **Cheltenham Township Interceptor A:** Chairperson D. Ballard noted that Borough Administration has been working with Abington Township to review the invoices received regarding Interceptor A. Abington Township and the Borough continue to review the invoices for the work completed at Interceptor A, there appears to be costs invoiced incorrectly to Abington and Jenkintown.
- **Consideration of borough-facilitated loan program for required residential improvements:** Chairperson D. Ballard noted that this was in regards to questions and concerns raised by Councilor M. Golden however Councilor M. Golden is not at the meeting tonight and therefore is being tabled until the June meeting. Councilor A. Khalil noted that the Counties in New Jersey has assistance programs where if you fall into a certain financial criteria the County would complete the repairs and place a lien on the property.
- **2019 Paving Project:** Chairperson D. Ballard made a motion, seconded by Councilor C. Soltysiak, to move the engagement Pennoni Associates Inc. for the Engineering / Management to include Field inspection on the 2019 Paving Project estimated cost of \$5,400 to full Council. Motion approved unanimously.
- **Procurement Policy:** Chairperson D. Ballard noted that a memo has been provided containing Councilor Golden's proposal to update the Borough procurement policy. Councilor J. Lugar asked if the Borough reaches out to companies currently. Borough Manager G. Locke noted that the Borough does not usually. Borough Manager G. Locke completed some research, and noted that the Borough can contract through COSTARS which has already been bid by the state. President D. Pancoe noted that she is not comfortable with the word any. She would like to see the scope defined. Councilor M. Golden is not at the meeting tonight and therefore is being tabled until the June meeting.
- **2018 Small Water & Sewer Grant:** Chairperson D. Ballard noted 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. Chairperson D. Ballard made a motion, seconded by Councilor K. Farrell, to move the permission to advertise for construction bids on this project to full Council. Motion passed unanimously.

Chairperson D. Ballard noted that currently in the House of Representative there is a bill regarding energy innovations. President D. Pancoe noted that it is the the Energy Innovation and Carbon Dividend Act of 2019. As explained, the idea is to place a fee that would be returned to Jenkintown Borough residents as they will receive monthly carbon dividends that increase annually with the increase in the carbon fee on fossil fuels.

## Old Business

- **DCNR C2P2 Grant:** Chairperson D. Ballard highlighted that the 2019 DCNR C2P2 Grant was submitted prior to the April 10th deadline. If awarded grant funds will be used toward the demolition/construction of Cedar Street Park.

- **2019 Montco 2040 Implementation Grant Application:** Chairperson D. Ballard highlighted that the 2019 Montco 2040 Implementation Grant was submitted prior to the March 1st deadline. If awarded grant funds will be used toward the demolition/construction of Cedar Street Park.
- **DCED Flood Mitigation Grant – Cedar to Walnut Storm Sewer:** Chairperson D. Ballard highlighted 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.
- **ACT 511:** Chairperson D. Ballard highlighted the Borough Administration has been in contact with Mike Hill regarding the Act 511 Tax Compliance Audit. Currently, the Borough is reviewing possible businesses that may have not paid Business Privilege Taxes to the Borough. As more information is received it will be relayed through this committee. President D. Pancoe asked if this includes home based businesses. Director of Finance R. Ware noted that the intent is to find anyone who is doing business in Jenkintown and have them pay, however Mr. Hill is beginning with the larger contractors, firms and business. Borough Manager G. Locke noted that he has spoken with Mr. Hill recently and Mr. Hill noted that he believes he found a rather large business who has not paid taxes in three years however will be completing more research and will be reporting back to the Borough within the coming weeks. Councilor A. Khalil asked how the Borough can prevent this from happening again. The Borough has businesses fill out a Use & Occupancy which is submitted to Berkheimer for taxes.
- **Purchase of Fire Apparatus:** Chairperson 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.
- **Pa DEP 902 Grant:** Chairperson 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:** Chairperson 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 in June 2019.
- **Residential U&O – Inspection of Sanitary Sewer Lateral Update:** Chairperson D. Ballard noted that a spreadsheet has been placed in packets detailing the Use & Occupancy process to date. Chairperson D. Ballard noted that the Borough will be looking more into this process based on the cost that the homeowners have been experiencing.

Councilor K. Farrell noted that she received a forwarded email from Borough Manger G. Locke regarding drainage and flooding issues at the School Playground. It appears as though the Superintendent has placed it back on the Borough to complete the repairs. Councilor K. Farrell noted that the Borough and the Playground Committee have assisted with various projects however it is the responsibility of the School District to maintain.

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