



**ADMINISTRATION & FINANCE COMMITTEE**  
**June 19<sup>th</sup>, 2019**  
**7:30 p.m.**

**MEETING MINUTES**

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

**Attendance:**

- **Committee members present:** Chairperson D. Ballard, Councilor J. Lugar, Councilor A. MacHaffie, Councilor A. Khalil, and Councilor M. Golden
- **Committee member absent:** Chairperson K. Farrell, Councilor M. Marlowe, Councilor C. Soltysiak and.
- **Others present:** President D. Pancoe, Borough Manager G. Locke, and Finance Director R. Ware.

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

**Reports**

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **May Financial Report:** A written report was provided with the monthly meeting materials. President D. Pancoe noted that she had a budget review meeting with Director of Finance R. Ware and would like to discuss the Fire Department budget at length during a committee meeting.
- **JCA:** No Report.
- **Rec Board:** None at this time.

**New Business**

- **Sanitary Sewer Interceptor A Capital Project:** Chairperson D. Ballard noted the Capital project loan for 1.4 Million obtained through Republic Bank to finance the Interceptor A rehabilitation has been funded. Payments will be scheduled after final billing issues are resolved.
- **Consideration of borough-facilitated loan program for required residential improvements:** Chairperson D. Ballard noted this item was discussed during the Building, Zoning & Revitalization meeting.
- **2019 Montco 2040 Implementation Grant Application:** Chairperson D. Ballard highlighted the Borough was awarded \$99,850 which will be used toward the demolition/construction of Cedar Street Moretti Park. The funding will be used as the match for the State grants if they are approved or for phase one of the project if not.

- **Borough General Liability Insurance Renewal:** Chairperson D. Ballard noted that the policy renews in early August, Finance Director Ware has requested loss runs and has been communicating with several insurance entities to receive quotes including the current carriers.
- **Procurement Policy:** Chairperson D. Ballard noted a memo has been provided containing Councilor Golden's proposal to update the Borough procurement policy is in the packets. Investigation and review of other policies is taking place and additional information will be forthcoming.
- **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 Pa DEP has confirmed that the Pa DEP 904 Grant of \$17,000 can be used for the match of the 902 grant. The match will also be offset by the sale of the existing vehicle. The Borough ordered the chassis from Mack late last year. It currently appears as though the complete truck should be received in the Fall of 2019.

## Old Business

- **179 Washington Lane: Galman Group LTD:** Chairperson D. Ballard highlighted that 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 will be arranged to discuss the matter further.
- **DCNR C2P2 Grant – Cedar Street Moretti Park:** 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.
- **2016 Green Light Go Grant:** Chairperson D. Ballard highlighted the Borough Council voted to award the competitively bid contract to Lenni Electric Corporation in the amount of \$65,845.00. This project will begin in July and will provide battery backup to all traffic lights on York Road as well as three (3) generators for emergency situations.
- **2018 Small Water & Sewer Grant:** Chairperson D. Ballard highlighted 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. The project is currently being competitively bid and is expected to take place in August 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. No updates at this time.
- **Purchase of Fire Apparatus:** Chairperson D. Ballard noted that the total cost is 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. The initial payment was made and the final payment method is being investigated, that information will be provided at the July A&F and PS Committee meetings.

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