



ADMINISTRATION & FINANCE COMMITTEE
June 17th, 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 K. Farrell, Councilor J. Lugar, Councilor A. MacHaffie, Councilor A. Khalil, and Councilor M. Golden
- **Committee member absent:** Councilor M. Marlowe, and Councilor C. Soltysiak.
- **Others present:** President D. Pancoe, Borough Manager G. Locke, and Finance Director R. Ware.

Public Comment: David Loeb, 309 Florence Avenue Unit 221N, appeared before the Committee to discuss the Ready 100 initiative. Mr. Loeb noted Jenkintown will join other leading towns and cities such as Cheltenham, Plymouth and Whitemarsh Townships, Ambler, Bridgeport and Norristown Boroughs in the national Ready for 100 movement, to transition to 100% clean, renewable energy for all.

Adrienne Redd, 442 Leedom Street, appeared before the committee to discuss the possibility of phasing out grass and creating a field / meadow look in Jenkintown.

Reports

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **June Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report. Chairperson D. Ballard noted that a resident asked if him if the JCA can designate a creative designee each year, which would be completed at the Arts Fest.
- **Rec Board:** None at this time.

New Business

- **General Liability Insurance Renewal – Update:** Chairperson D. Ballard noted that the policy renews in early August, Finance Director Ware noted that he has reached out to minority firms, which one has responded. Additionally, the Borough has a meeting with the current insurance carrier next week.
- **2019 County Transportation Program (CTP) Grant – Motion to full Council:** Chairperson D. Ballard noted this Grant offered by Montgomery County. Application for grant funding to cover cost of portions of roadway paving that is Borough responsibility during infrastructure upgrade to Eastside of Borough (Newbold, Vernon and Homestead Roads). Requesting a grant funds in the

amount of \$125,000.00 (total estimated construction cost for the entire project is \$250,225.00) from the Montgomery County Transportation Program to be used for the improvements for the 2020 Jenkintown Borough Milling and Paving Project. Grant application due August 2nd. Chairperson D. Ballard made a motion, seconded by Council J. Lugar to move the support of the 2019 County Transportation Program (CTP) Grant to full Council. Motion passed unanimously.

- **Procurement Policy:** Chairperson D. Ballard noted that it is the position of Jenkintown Borough to diversify the vendor pool. Chairperson D. Ballard noted that the specific policy and procedures will be completed by Borough Administration.
- **179 Washington Lane: Galman Group LTD:** Chairperson D. Ballard noted that the Engineer has new information on the feasibility and has made a recommendation on the Borough making a tie in. Engineer K. Hassan noted that the Borough has three options regarding the tie in of the Galman property, all of which would be at the sole expense of the Borough. After reviewing the calculations it was determined that at this time it would not be feasible for the Borough to complete the work and tie into the Galman system.
- **2019 EPA – Brownfield Cleanup Fund:** Chairperson D. Ballard noted the remediation contract went out for bid, with a bid opening on June 26th. Two bids were received with the low base bid was \$31,800.00. The bids are under review and to be awarded at the Council meeting at the July Council meeting. The remediation/demolition work is expected to take place in July/August 2019 with demolition to closely follow. Borough Manager G. Locke noted that an agreement between the Redevelopment Authority and the Borough would be coming before full Council.

Old Business

- **2017 Green Light Go Grant:** Chairperson D. Ballard highlighted that the project has been awarded to Lenni Electric Corporation who is scheduled to begin work Monday July 15th. Borough Manager G. Locke noted that three generators were delivered to the Borough today and that Lenni intends to be done by the end of the week.
- **Pa DEP 902 Grant:** Chairperson D. Ballard 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 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.
- **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 1 of the project if not.
- **Sanitary Sewer Interceptor A Capital Project:** Chairperson D. Ballard highlighted 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. Borough Manager G. Locke noted that he is having a meeting with Abington and Cheltenham next week to discuss the billing issues.

- **Consideration of borough-facilitated loan program for required residential improvements:** Councilor M. Golden noted that he, Councilor A. Khalil, and Chairperson D. Ballard met with Mike Schwartz who is the Vice Chair of PFHA. Mr. Schwartz gave great ideas on how to assist the residents. Councilor M. Golden noted that this group will also be meeting with the DCED and Senator Art Haywood.
- **2018 Small Water & Sewer Grant:** Chairperson D. Ballard 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. Borough Manager G. Locke noted that the bids have been opened and a recommendation for an intent to award will be coming before Council.
- **ACT 511:** Chairperson D. Ballard noted that 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 other updates at this time.
- **Purchase of Fire Apparatus:** Chairperson D. Ballard noted that the design and fit-out process are underway and on schedule. This purchase is being made from the 04 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. It was noted that the Borough is currently seeking a loan in the amount of \$1.2 million however the original truck purchase was for \$1,059,185.00. After much discussion, the Committee felt as though a presentation should be held regarding the purchase of the apparatus and the reason for the change orders implemented.
- **2017 CFA Multi-Modal Grant – Update:** Chairperson D. Ballard noted that the Borough has signed to accept the grant funding that was awarded through the multi-municipal application filed jointly with Abington Township. The award is for \$1,000,000 to fund the improvement to the intersection of Washington Lane and Greenwood Avenue and includes new traffic controls, HC Accessible curb cuts, storm water inlets/piping, sidewalk and curb. The Borough Engineer is meeting with Abington Township to begin discussing design and costs.
- **DCED Greenways, Trails and Recreation Program (GTRP) and the Community Conservation Partnership Program (C2P2) Grants:** Chairperson D. Ballard noted that these grant applications were submitted requesting funding to finance the construction of the Cedar Street Moretti Park utilizing the Engineered plans produced through the PECO 2017 Green Region Grant. The grant awards are scheduled to be announced in late 2019. If either grant is awarded the MONTCO 2040 Implantation Grant that has been awarded can be used for the required matching funds.

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