



**ADMINISTRATION & FINANCE COMMITTEE**  
**September 18<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 K. Farrell, Councilor M. Marlowe, Councilor J. Lugar, Councilor A. MacHaffie, and Councilor A. Khalil.
- **Committee member absent:** Councilor M. Golden, and Councilor C. Soltysiak.
- **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.
- **August Financial Report:** A written report was provided with the monthly meeting materials.
- **JCA:** No Report. Councilor K. Farrell noted that the fest went well and was well attended.
- **Rec Board:** None at this time.

**New Business**

- **2020 Budget Schedule: Motion to advertise schedule to full Council:** 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. Councilor M. Marlowe noted that it is candidate night at Beaver Hill on October 16<sup>th</sup>. Chairperson D. Ballard made a motion, seconded by Councilor A. MacHaffie, to move the 2020 budget schedule as presented to full council with the notation to discuss the October 16<sup>th</sup> date. Motion approved unanimously.
- **2018 Pa DEP 904 Recycling Grant:** Chairperson D. Ballard noted this grant submittal has been completed, notarized and submitted to the County prior to deadline. In 2017 the Borough was awarded \$17,744 which was an increase of \$9,000 from the 2016 award amount. Borough Manager G. Locke noted that he is working with the Art Teacher, Jason Slowick, to discuss a design for the truck.

- **2017 Green Light Go: Engineers Recommendation for Payment:** Chairperson D. Ballard noted that this grant funding completed the update of the Borough traffic lights to LED, installed battery back-ups and four portable generators. The project has been completed. PennDOT has completed their final inspection (paperwork in packet) and all intersections and crossings are working per permit design. The grant closeout paperwork has commenced. The recommendation for payment is in the amount of \$65,845. Chairperson D. Ballard made a motion, seconded by Councilor A. MacHaffie, to move the payment recommendation for the 2017 Green Light Go Grant to full Council. Motion approved unanimously.
- **2019 Purchase of Fire Apparatus Vehicle:** Chairperson D. Ballard noted that the cost is being finalized. Change order #4 for the equipment / tools was discussed at PS but there was no quorum. Fire Chief K. Lynch appeared to discuss the purchase order for tools and equipment. Fire Chief K. Lynch noted that this purchase does not have to do with the construction of the truck, however the tools and equipment on the truck. Fire Chief K. Lynch noted that some of the equipment is replacement and some is to bring the equipment into NFPA standards. Chairperson D. Ballard made a motion, seconded by Councilor K. Farrell, to move the purchase for tools and equipment for the new fire apparatus to full Council. Motion passed unanimously. Finance Director R. Ware went through the three options for payment. After discussion, the Committee asked Finance Director R. Ware to bring all options and a recommendation before Council.
- **EV Charging Stations:** Chairperson D. Ballard noted the EAC has been researching the feasibility of participating in the DEP funded EV charging station program. The information as provided at the August 20th Planning Commission meeting for discussion on possible locations for installations. The three locations being discussed are the Town Square parking lot, Library lot and street parking on West at the SEPTA train station. This project will need to be submitted by the end of December to qualify for grant funding. Borough Manager G. Locke noted that the locations are conceptual and the Borough along with the EAC are continually working out the details.
- **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 to National Water Main Cleaning Company. Contracts have been signed and the project is expected to begin in October and be completed early 2020. Funds will be used to repair the West Avenue Sanitary Sewer Drainage basin.
- **2019 PECO Green Region Grant – Cedar Street Moretti Park:** Chairperson D. Ballard noted the Borough is working with the Borough Engineer on this grant submittal and will be bring a resolution to submit the application before Council in October. The project will be for the porous paving path or possibly a small solar project for the roof of the proposed structures. The 2017 PECO Green Region Grant closeout has been finalized and accepted.
- **2019 EPA – Brownfield Cleanup Fund – Cedar Street Moretti Park property:** Chairperson D. Ballard noted during the August Council meeting, the Borough awarded the contract to Plymouth Environmental Co. Inc., in the amount of \$35,877.50. The remediation/demolition work is expected to take place within the coming weeks with demolition to closely follow.

## Old Business

- **2019 County Transportation Program (CTP) Grant:** Chairperson D. Ballard noted that there are no further updates at this time. The Borough submitted the grant application prior to the August 2nd deadline. Application for grant funding to cover cost of portions of roadway paving that is Borough responsibility during infrastructure upgrade to Eastside of Borough on Newbold, Vernon and Homestead Roads.
- **2018 Pa DEP 902 Grant:** Chairperson D. Ballard highlighted that the Borough was informed last week that the truck build has been completed and was delivered to Grand Turk who will be installing the truck body. The 902 Grant is for the purchase of a new “trash” leaf/yard waste collection truck. It currently appears as though the complete truck should be received in December of 2019.
- **2019 Montco 2040 Implementation Grant Application:** Chairperson D. Ballard noted that there are no further updates at this time. 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. Partial payments have been made. Final payments will be scheduled after final billing issues have been resolved.
- **Consideration of borough-facilitated loan program for required residential improvements:** Chairperson D. Ballard noted that there are no further updates at this time. 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.
- **ACT 511:** Chairperson D. Ballard noted that there are no further updates at this time. 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.
- **2017 CFA Multi-Modal Grant – Update:** Chairperson D. Ballard noted that it was brought to the Borough Administrations attention at the last PW public meeting that Abington Township held an informational meeting on this project on August 16th. The administration has reached out to Abington to be included on future planned meetings so Jenkintown Residents can be made aware of the meetings as well. A meeting has been scheduled with Borough Administration and Abington Administration to coordinate efforts on this project.
- **DCED Greenways, Trails and Recreation Program (GTRP) and the Community Conservation Partnership Program (C2P2) Grants:** Chairperson D. Ballard noted the grant awards are scheduled to be announced in late 2019. 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. Borough

Manager G. Locke noted that the Borough was just notified that they have been awarded \$75,000.

#### **Other Business**

- **Pennoni Gateway Payment Approval (Motion to full Council):** Borough Manager G. Locke noted payment number one in the amount of 62,192.70 to James R. Kenny Excavating for the Southern Gateway project. A credit change order will be processed to cover the cost of the lighting equipment that has been ordered by the Borough. Chairperson D. Ballard made a motion, seconded by Councilor K. Farrell, to move the payment approval to full Council. Motion approved unanimously.
- **Pension MMO Calculations:** Finance Director R. Ware highlighted that the Borough received the MMO, Minimum Municipal Obligation. This year's obligation for the police pension is in the amount of \$286,407 and Non-uniform pension in the amount of \$100,341.
- **Committee Spending Policy:** Finance Director R. Ware noted that as originally discussed by the committee. Any single purchase in excess of \$1,000 or 25% of annual budgeted amount, whichever is less, shall be approved in advance by the Administration and Finance committee. This shall include the spending of any funds in the committee's dedicated bank account. Additionally, any committee wishing to carryforward unspent annual budgeted funds shall present a request to the Administration and Finance committee for their approval. Such presentation shall include a specific item, including description and price, and shall also include the prospective schedule for acquisition. At A&F's discretion, funds for approved projects may be deposited in the committee's dedicated bank account or presented as an increased budget amount in succeeding years. Chairperson D. Ballard made a motion, seconded by Councilor K. Farrell, to move the resolution pertaining to the Committee Spending Policy to full Council. Motion approved unanimously.

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