



ADMINISTRATION & FINANCE COMMITTEE

October 16th, 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 M. Golden, Councilor K. Farrell, Councilor A. MacHaffie, and Councilor A. Khalil.
- **Committee member absent:** Councilor J. Lugar, Councilor M. Marlowe and Councilor C. Soltysiak.
- **Others present:** 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.
- **September Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that the auditors were here during the month of September auditing the pension funds. Finance Director R. Ware noted there were no findings, however official documentation should be received by the Borough within the coming weeks.
- **JCA:** No Report. Chairperson D. Ballard noted that he along with Vice President J. Connors were judge at the chili cook off event. Chairperson D. Ballard noted that he had a great time at the event.
- **Rec Board:** None at this time.

New Business

- **2020 Public Budget Workshops:** Chairperson D. Ballard noted that he has joined the Administration working on the 2020 Borough Budget and the first Public Budget Workshop was held earlier this evening here at Borough hall. Borough Administration will continue to work internally on the budget and the next public workshop will be held on Tuesday, October 29th at 6:00 PM here at Borough hall.
- **EV Charging Stations:** Chairperson D. Ballard noted the EAC researched the feasibility of participating in the DEP funded EV charging station program. The Borough Planning Commission reviewed possible locations for installations. Of the three possible locations being discussed are the Town Square parking lot, Library lot and street parking on West at the SEPTA train station. This project will be on the agendas of the EAC, A&F, Council and Planning Commission this month so that the grant submittal can be completed and submitted prior to the December

deadline. The Committee has authorized Lucinda Bartley, on the Planning Commission, and Andrea McCarthy, EAC member, to assist the Borough Administration on the grant and supporting documentation for the EV Charging stations.

- **2018 Small Water & Sewer Grant:** Chairperson D. Ballard highlighted a preconstruction meeting was held October 10th. National Water Main Cleaning Company is currently scheduled to begin work the week of October 21st and be completed by December 21st. All work will be non-excavation work, as it is Cured-in-place pipe. 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 Sanitary Sewer Drainage basin. There was a change order issued to reduce the scope of work by \$100,000 to bring the project within budget.
- **2019 EPA – Brownfield Cleanup Fund – Cedar Street Moretti Park property:** Chairperson D. Ballard highlighted that Plymouth Environmental has scheduled the remediation to begin the week of October 21st. The Borough is notifying adjacent property owners. During the August Council meeting, the Borough awarded the contract to Plymouth Environmental Co. Inc., in the amount of \$35,877.50. This funding was provided through an EPA grant with no match.

Old Business

- **2019 Purchase of Fire Apparatus Vehicle:** Chairperson D. Ballard noted that the financing proposal from US Ban Corp in the amount of \$300,000 was approved by council and is being processed by the Borough Administration to continue moving the purchase process forward.
- **Committee Spending Policy:** Chairperson D. Ballard highlighted that during the September's A&F meeting revisions were made to this policy text. The final text is now completed, and will be before full Council for consideration for adoption as official administrative policy.
- **2018 Pa DEP 902 Grant:** Chairperson D. Ballard noted that there are no further updates at this time. Last month, the Borough was informed that the truck build has been completed and was delivered to Grand Turk who will be installing the truck body. The truck body has been delayed due to steel tariffs. Delivery is still expected in late 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 one of the project if not.

- **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. 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.

- **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 the Borough has been notified that Abington Township has begun discussing design and costs. A coordination meeting is being arranged. 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.
- **DCED Greenways, Trails and Recreation Program (GTRP) and the Community Conservation Partnership Program (C2P2) Grants:** Chairperson D. Ballard noted the Borough was awarded \$75,000 with the GTRP grant, for the construction of the Cedar Street Moretti Park. Project is set to begin in 2020.
- **2018 Pa DEP 904 Recycling Grant:** Chairperson D. Ballard noted the 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.

Councilor A. Khalil wanted Borough Manager G. Locke to review the idling grant. Borough Manager G. Locke noted that he will look into it and report back to the committee.

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