



**ADMINISTRATION & FINANCE COMMITTEE**  
**January 15<sup>th</sup>, 2020**  
**7:00 p.m.**

**MEETING MINUTES**

**Call to Order:** Councilor K. Farrell called the meeting to order.

**Attendance:**

- **Committee members present:** Councilor K. Farrell, Councilor M. Marlowe, Councilor J. Bruno, Councilor C. Sperger, Councilor A. MacHaffie, and Councilor A. Khalil.
- **Committee member absent:** Chairperson D. Ballard.
- **Others present:** President D. Pancoe, and Finance Director R. Ware.

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

**Reports**

- **Tax Collector:** A written report was provided with the monthly meeting materials.
- **December Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted the annual Borough Audit is to begin next week.
- **JCA:** Councilor K. Farrell noted that Jean Brillman is the President, Chelsea Sperger is the Vice President, Stuart Tollen is the Secretary. Additionally, JCA will be holding a public meeting on March 3<sup>rd</sup> at Church of Our Savior.
- **Rec Board:** None at this time.

**New Business**

- **EV Charging Stations:** Councilor K. Farrell noted the Borough has applied for one charging station, two plugs, to be installed in the Town Square Leedom Street parking lot. The Borough was informed on Friday, January 3<sup>rd</sup>, that we were awarded the rebate in the amount of \$9,000. An application for a \$1,000 rebate to PECO is being submitted for this project.
- **Act537 Plan – Cheltenham Township Sanitary Sewer Sale:** Councilor K. Farrell highlighted the Borough received the draft Act 537 Plan from Cheltenham Township. Borough Council and Planning Commission reviewed the Act537 and provided comments. Additionally, the Act537 was reviewed by the Borough Engineer. A Resolution will be brought before Public Works and Administration & Finance in February for consideration as the Act 537 comment period has just closed. Susanne Lockhart, of Brown and Caldwell, will be appearing before Council on January 22<sup>nd</sup> to present and discuss the Act 537 Study.

- **2018 Small Water & Sewer Grant:** Councilor K. Farrell highlighted that National Water Main Cleaning Company has completed the spot repairs and has begun lining the pipe. This work will be non-excavation work, as it is Cured-in-place pipe. The Borough has been sending weekly communications through Social Media to residents as well as door hangers being placed on the affected homes.
  - **Police Department Canine Policy:** Councilor K. Farrell noted that this agenda item was requested by Mayor Allyson Dobbs regarding the proposed changes to K9 Policy and compensation for care of dogs. Due to Mayor A. Dobbs and Police Chief A. DiValentino not being in attendance, the item was tabled until the February Administration & Finance Committee meeting.
  - **Police Department Assessment:** Councilor K. Farrell noted that the Borough has received three proposals ranging from \$24,700 to \$43,500. The lowest proposal received was from WR Smeal, who is located in Centre County and has consulted with more than 140 municipalities within the Commonwealth including working with the Commonwealth of Pennsylvania, Department of Community Affairs and the Department of Community and Economic Development. The Borough has located funds in the budget to complete the assessment. A motion was made by President D. Pancoe, seconded by Councilor K. Farrell to move the proposal to full Council. Councilor C. Sperger had questions regarding the scope of the project and the information that would be received and collected. Due to Councilor C. Sperger having questions, President D. Pancoe withdrew her motion.
  - **2019 EPA – Brownfield Cleanup Fund – Cedar Street Moretti Park property** Councilor K. Farrell noted that Plymouth Environmental has completed the remediation portion of the project and close out documents have begun to be processed.
- 2019 Purchase of Fire Apparatus Vehicle:** Councilor K. Farrell noted that the 2019 Spartan Aerial Apparatus was delivered and placed in service. The 94 Pierce Aerial Apparatus has not been sold to date and is currently being stored at Horsham Fire Company at no cost. There are two outstanding invoices that once submitted will finalize the purchase process.
- **FEMA SAFER Grant:** Councilor K. Farrell noted that the Borough has advertised the Request for Proposal for the recruitment portion of the SAFER Grant. The RFP is due January 17th at 4:00 PM. The Borough is hopeful to have all proposals reviewed and the lowest responsible bidder placed on the January Council Agenda for award. To date, the Borough has provided the RFP to seven consultants.

### Old Business

- **2018 Pa DEP 902 Grant:** Councilor K. Farrell noted that the truck body install is 98% complete. The truck is expected to be delivered by February 1st. The funding for this vehicle is provided through the DEP 902 grant in the amount of \$170k.

- **2019 Montco 2040 Implementation Grant Application:** Councilor K. Farrell 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.
- **Sanitary Sewer Asset Valuation:** Councilor K. Farrell noted the Borough has begun providing the requested information to PFM to value sanitary sewer system.
- **Sanitary Sewer Interceptor A Capital Project:** Councilor K. Farrell 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.
- **ACT 511:** Councilor K. Farrell 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:** Councilor K. Farrell 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

**Adjournment:** On motion of Councilor K. Farrell, seconded by Councilor A. Khalil, the motion adjourning the meeting passed unanimously.