



**ADMINISTRATION & FINANCE COMMITTEE**  
**February 19<sup>th</sup>, 2020**  
**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 C. Sperger, Councilor A. MacHaffie.
- **Committee member absent:** Councilor M. Marlowe, Councilor J. Bruno,
- **Others present:** President D. Pancoe, Borough Manager G. Locke, Finance Director R. Ware and Police Chief A. DiValentino.

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

**Reports**

- **Tax Collector:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted that the tax bills went out early, therefore the Borough should be receiving payments approximately two weeks earlier than normal.
- **January Financial Report:** A written report was provided with the monthly meeting materials. Finance Director R. Ware noted the annual Borough Audit has been completed and the Borough is waiting for the final reports.
- **JCA:** None at this time.
- **Rec Board:** None at this time.

**New Business**

- **Sale of Police Vehicle Former K9 Unit (Expedition):** Chairperson D. Ballard noted the vehicle was auctioned off on Municibid, high bidder was non-responsive truck was re-listed for auction sale.
- **Purchase of New Police Vehicle Has Been Initiated:** Chairperson D. Ballard highlighted the police vehicle was in stock and has been sent to the outfitter for installation of accessories.
- **•Sale of Borough PW Trash Truck:** Chairperson D. Ballard highlighted that he trash truck was auctioned off as is for the sum of \$12,100. The funds were deposited in the 01 Fund and will be used towards the purchase of the new PW trash truck.

- **Police Department Canine Policy:** Chairperson D. Ballard noted that the funding for this vehicle is provided through the DEP 902 grant in the amount of \$170k, DEP 904 grant in the amount of \$10,000 and proceeds from the sale of the former trash truck. Borough Manager G. Locke reported that the trash truck will be delivered Friday, February 21<sup>st</sup> at 10 AM
- **Act537 Plan – Cheltenham Township Sanitary Sewer Sale:** Chairperson D. Ballard noted that Borough Council and Planning Commission have reviewed the Act537. Additionally, the Act537 was reviewed by the Borough Engineer who provided a comment. Cheltenham Township is requesting that a resolution be passed adopting the Act 537 in February. Borough Manager G. Locke noted that the Borough is looking to add language to the Resolution and has asked legal and the engineering firm to assist in the language.
- **2019 EPA – Brownfield Cleanup Fund – Cedar Street Moretti Park property** Chairperson D. Ballard noted that Plymouth Environmental has completed the remediation portion of the project and close out documents have begun to be processed.
- **2018 Small Water & Sewer Grant:** Chairperson D. Ballard noted National Water Main Cleaning Company has completed the spot repairs and has begun lining the pipe, which is expected to take approximately four weeks. 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:** Chairperson D. Ballard noted that this agenda item was requested by Mayor A. Dobbs regarding the proposed changes to K9 Policy and compensation for care of dogs. Police Chief A. DiValentino noted to Council that this change came about regarding the amount of compensation hours earned by the K9 handler for taking care of the dog off duty. Police Chief A. DiValentino was adamant that the handlers were not “paid cash”, however instead a day off each shift. Police Chief A. DiValentino also noted that he received compensation time for surrounding municipalities. Borough Manager G. Locke noted that the information Police Chief A. DiValentino provided is somewhat correct, however the officers are being paid to be off, as compensation time is at time and a half. Additionally, the officers have accrued compensation time, including as much as 800 hours, that the policy allows them to take off for. President D. Pancoe noted that the policy that was put in place was never approved by Council, Police Chief A. DiValentino noted that it had not been. Police Chief A. DiValentino also apologized and are now bringing the proposed policy change to Council.
- **FEMA SAFER Grant:** Chairperson D. Ballard noted the Borough awarded the recruitment portion of the SAFER Grant to The Communications Solutions Group. There was a “Visioning Session” held with both Firehouses on Thursday, February 6th. The session was successful, and Ms. Raffel will now compile all the information received. The next step will be a photo shoot of both Companies and that will take place in the next few weeks. The retention portion of this grant is moving forward and should be in place next month so members of the Fire Department can begin receiving the benefits of the grant.

## Old Business

- **2019 EPA – Brownfield Cleanup Fund – Cedar Street Moretti Park property:** Chairperson D. Ballard noted 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:** Chairperson D. Ballard 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. It was noted at the February Public Safety meeting, that the Fire Department will be looking for a new place to house the 94 Pierce Aerial Apparatus as Horsham is scheduled to receive their new apparatus in the beginning of March.
- **EV Charging Stations:** Chairperson D. Ballard noted the Borough was awarded \$9,000 for one charging station, two plugs, to be installed in the Town Square Leedom Street parking lot. An application for a \$1,000 rebate to PECO is being submitted for this project. Work is expected to commence in the Spring on this project.
- **Police Department Assessment:** Chairperson D. Ballard noted the Borough has contracted with WR Smeal who has begun the study of the Police Department. The study commenced the week of January 27th, with Mr. Smeal visiting the Police Department as recently as this week. The Borough and Police Department will continue to work with WR Smeal on any information needed to complete the study and assessment.
- **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.
- **Sanitary Sewer Asset Valuation:** Chairperson D. Ballard noted that there are no further updates at this time. Recently, the Borough began providing the requested information to PFM to value sanitary sewer system.
- **Sanitary Sewer Interceptor A Capital Project:** Chairperson D. Ballard noted that there are no further updates at this time. 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:** 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 there are no further updates at this time. Recently, the Borough has been notified that Abington Township has begun discussing design and costs. A coordination meeting is being arranged. The grant is 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.

Borough Manager G. Locke noted that the Borough received the Certificate of Payment for the demolition of the Cedar Street Morretti Park. Borough Manager noted that this was the only payment and the Borough will not be holding retainage, however this payment must go before

Council for approval. President D. Pancoe made a motion, seconded by Councilor K. Farrell to move the payment to BRB contractors in the amount of \$35,500 to full Council for the demolition of Cedar Street / Morretti Park. Motion approved unanimously.

President D. Pancoe noted that the Borough Administration along with the Solicitors Office and Borough Council regarding a payment made by Wells Fargo to Berkheimer. Once more information is received, President D. Pancoe will update the committee and Council accordingly.

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