



**ADMINISTRATION & FINANCE COMMITTEE**  
**Wednesday April 20<sup>th</sup>, 2022**  
**7:00 p.m.**  
**700 Summit Avenue, Jenkintown, Pennsylvania**

**MINUTES**

**Call to Order:** Councilor D. Ballard called the meeting to order at 7:55 PM.

**Councilors Present:** President J. Conners, Councilor J. Bruno, Councilor D. Pancoe, Councilor A. MacHaffie, Councilor C. Sperger, Councilor M. Marlowe, Councilor D. Ballard, Councilor A. Bartlett, Councilor A. Khalil

**Councilors Absent:**

**Others Present:** S. Smith (ZOOM), Mgr. G. Locke, Mayor G. Lerman, Fire Marshal K. Lynch, Maureen Lucak (ZOOM)

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

**Reports**

- Tax Collector – No report at this time
- February - Financial Report – Report provided in the packet.
- JCA: Councilor K. Sperger mentioned the Arts Festival planning is ongoing – 10 more volunteers than last year (14 total) – meeting once a month. They are working with the school on the spring flower project. The \$3,000 scholarship is open to any Jenkintown senior. The Night Market will begin after the Sunset 5K. Parking for the Market will be blocked on inside Town Square with additional parking at Immaculate. The JCA will be visiting local businesses to collect updated contact information for a revised map of all businesses in the area (directory)
- Rec Board: Councilor A. Bartlett mentioned the Summer Music Series is booked out and aligned with the Night Market.
- EAC – Maureen Lucak (ZOOM) – Borough Block by Block Cleanup event is this Saturday, April 23. Some employees of Fil-A-Bagel and Olive Lucy will be assisting with the clean-up effort. JAC members who can will be at the Cedar Park Street Grand Opening. The Vernon/Vista Rd Island – approval was granted to begin work this week (Public Works) weather permitting.

**New Business/Items for Discussion**

**1. End of Year Financial Report / 2021 Borough Audit**

- Barbicane, Thorton & Company was on site Tuesday, February 2<sup>nd</sup>, as part of performing the 2021 Audit. A majority of the audit was completed remotely.
- Audit has now been completed. The Borough will be informed when report has been completed and Auditor will be invited to Council to provide report.

## **2. Garage Rental / Lease Agreement with Pioneer Fire Co.**

- Lease agreement mirroring legal agreement sent to Pioneer for signing and payment of rent to begin 1/1/22.
- Pioneer Fire Company has issued a letter to the Borough through their Attorney that they no longer agree with the legal agreement they had entered into with the Borough, and would be vacating the garage the Borough had built for the purpose of renting to them by May 15.
- At this time, it is unclear if all other terms of the agreement will remain in place?
- Back rent not requested in initial lease issuance or request.
- Lawyers from both sides engaging in discussion, some of Pioneer's demands apparently include; rent reduction by 2/3, insurance by the borough of Pioneer property/goods, and utilities.

## **3. Solid Waste – Delinquent Account Collection**

- In an effort to stabilize the Solid Waste Fund a comprehensive review of all expenses and revenues was performed.
- The Borough utilized the Solid Waste billing software to develop a report of substantial delinquent accounts.
- Those accounts with substantial delinquent balances will receive individual correspondence in an attempt to expedite the process of reconciling the debt.
- Past Due Solid Waste Bills were included on the Solid Waste bills that were mailed. Some of those past due funds were collected as a result.
- Additionally, past due Rental license fees were listed on the Solid waste bills that were mailed for the first time. This led to confusion and negatively affected residents leading to a couple dozen complaint phone calls from residents without having much of a positive collection benefit. This practice will be discontinued and the rental license billing program will need to be modernized in a different manner.
- A complete plan of action will be deployed with collection being the goal in lieu of liens.

## **4. PA Dep Chapter 94 - Connection Management Plan**

- Annual submission of Chapter 94 Connection management plan was completed prior to the deadline.
- Plan includes all work performed, EDU flow calculations for all current, future and possible projects within the Borough.

## **5. Interceptor A Conveyance Pipe – Abington/Jenkintown**

- There is a 12" sanitary sewer conveyance line that runs in Abington Township parallel to Runnymede Avenue.
- Jenkintown's Runnymede Avenue sewer meter station and Abington's Stuart Avenue sewer meter station tie into this line to be carried to Cheltenham. The meters leaving this line are exceeding the flow entering this line.
- The two Municipalities have begun researching records and plans but all indications are that it may be jointly owned by Abington/Jenkintown and not Aqua as previously thought.
- There is a manhole cover close to the creek that was found dislodged and open to external flow when Forman Riggins walked the entire length of the conveyance line with the Abington Engineer. The Borough is going to install a bolt down cover on that manhole to keep external flow out of the system.

- Abington has a current contract to video and grout/reline sanitary sewer in the Township and their Engineer is going to investigate using that contract to video inspect this line to determine its condition. The cost will be determined and brought back to Council if the Borough is asked to share in that cost.

## **Ongoing Business**

### **1. COVID 19 Policy Update**

- The Borough's COVID-19 Policy adopted by Borough Council, is in place for both Uniform and Non-union employees and serves as a guideline detailing what measures are to be taken in the case of Covid-19 exposure or illness following CDC guidelines.

### **2. Borough Hall – Emergency Roof Replacement**

- The roof project has been completed and it has not leaked through several storms.
- The Funding reimbursement request through Keystone Communities Program Grant is being processed by the Borough Manager in the amount of \$50K (Total 50K)
- The roof construction began Thursday, January 6th, 2022 and was completed in late January. The project is expected to last one week (weather permitting).
- The roof construction was completed and passed final inspection. A subsequent leak was experienced during the following storm. The Contractor returned and found the issue. It was determined there had been an existing roof vent that had been improperly terminated. The temporary repair stopped the leak during the storm that was taking place. The permanent repair is being completed to the area.
- The Borough Engineer has worked with the Contractor on Certified Payroll submittal and the Manager has received and is processing the payment request to the Contractor in the amount of \$52,800.
- The payment of \$52,800 was issued to the Contractor.
- The Manager worked with Senator Haywood's Office to obtain funding for this unbudgeted emergency repair, the Borough signed the Contract for the 'Keystone Community Grant' in the amount of \$50,000

### **3. ECollect Consultant Contract**

- No update on outcome of meeting tonight.
- Contract being reviewed and meeting being set with Solicitor and Consultant to ensure goals of proposal were met and progress report on Business Tax Collection is finalized for report to Council.

### **4. American Rescue Plan Act of 2021**

- 2022 is the last Budget cycle with this revenue assistance. Itemized reporting begins this month (April 2022) following Annual Borough Audit Process.
- Borough Manager and Staff have been attending training on reporting of Funding reporting requirements.
- No other updates this evening.
- As a part of the American Rescue Plan Act of 2021, over \$6 billion has been allocated to Pennsylvania counties, cities and local governments to support the COVID-19 response efforts, replace lost revenue, support economic stabilization, and address systemic public health and economic challenges.

- Jenkintown Borough is eligible for an allocation of up to \$462,637.92 from federal funding, which will be funded in two equal parts in 2021 and 2022.
- Most significantly for the borough, funding may be used to replace lost public sector revenue and address economic challenges, since future tax revenues remain uncertain as economic activity in the borough resumes and there are possible significant reassessments of some local property values.

#### **5. 2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**

- These grant awards were expected to be announced at the end of 2021 but have not been released at this time. Award notices are now expected in May 2022.
- No new updates this evening.
- PW and the Administration has been working with the Dep and the Equipment Manufacturer to put the grant application together.
- The Leaf Collection Trailer is nearing the end of it's life cycle, having the transmission removed 3 times and the clutch replaced twice. Year before last it broke down during leaf season and we were fortunate to have another Municipality lend us a machine while we repaired ours.
- The cost of a new leaf collection trailer is approximately \$140,000.
- The Grant is a 90% / 10% Match Grant. The Grant Submittal is Due September 24<sup>th</sup>, 2021.
- Council will be asked to support and commit to the grant at the September 23<sup>rd</sup> Borough Council meeting so that the application can be made
- Council voted to support the submittal of the grant and the grant was submitted prior to the deadline

#### **6. Sanitary Sewer Rate Study – Keystone Alliance Consulting**

- No update this evening.
- Aqua held a meeting with the Borough, Abington and Cheltenham to discuss some downstream Engineering modeling that may produce some Engineering estimates of probable cost for the final phase construction.
- During that meeting EDU releases were discussed as well as the Chapter 94 Connection Management Plan.
- Aqua is still analyzing the flow data coming into the downstream pipe from Philadelphia to determine how to address the final phase of the conveyance system.
- The Borough Administration provided the requested information and is working with Keystone Alliance Consulting to provide the latest information available.
- During the May Council meeting, Borough Council approved the proposal from Keystone Alliance Consulting to perform a sewer rate study that would update borough information to reflect the appropriate costs of sewer costs.
- A sewer rate study allows a Municipality to set a fair sewer rate that allows for upkeep of the system and future construction needs of the conveyance system downstream.
- Rate Study is still progressing, the administration is in communication with the consultant while Aqua Pennsylvania is working to provide the Engineers estimate of probable construction cost for the final phase of the downstream conveyance system in Cheltenham (Interceptor 'A').
- Once Aqua Pennsylvania provides the Engineers estimate of probable cost, this rate study can be completed and presented to Council at a Public meeting.

## **7. 2009 Goodwin By-Pass Pump – Surplus Equipment**

- Due to the previous bidder not following through on the sale, the Borough relisted the Pump on Muni-bid auction website.
- The Pump sold for \$5,600. The winning bidder picked up the pump and paid with a Cashiers Check which was deposited in the Borough bank account.
- Final bid was accepted in the amount of \$4,350. The Contractor did not pick up the pump after several missed appointments and the pump has been relisted for auction.
- The Borough received this by-pass sewer pump, which was one of three purchased during the sanitary sewer main project in Cheltenham. They were used on a temporary basis during that sewer project.
- The pump has sat in the PW yard storage for years. Having no need for the by-pass pump, a real need for funds and very limited storage space, PW has now listed it for sale on Muni-Bid a government auction site.

## **8. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant**

- This grant funding was set to expire June 2022, a one-year extension was granted by the DCED to allow the closeout to be completed by June 2023.
- Plans have been finalized for bidding; scope was reduced to reflect budget constraints while keeping possible impending development.
- Publicly bidding for construction will be the next phase of the project and that is expected now that the winter weather has passed.
- The Borough has requested and received a one-year extension from the DCED to complete the construction and close out the grant. The work will focus on Cedar Street in the area and limited to work covered by the grant provided through the DCED (100K) with a \$15,000 match.
- Permission to advertise the construction of this project for public bid was approved by Council, September 23rd.
- The alternative plan has been completed. Costs and availability have changed substantially revisions are reflective of that.
- Care is be taken to take into consideration as to what might be developed at that intersection. Project documentation is being finalized.
- Updates will be brought through this Committee, Administration and Finance Committee and to full Council.

## **9. Sanitary Sewer Interceptor A Capital Project**

- Cheltenham's Solicitor has written a letter to the Borough Solicitor concerning payment and discusses litigation.
- The Solicitor has met with the Manager and written the Abington Solicitor in preparation for our meeting with Cheltenham to finalize the billing issues on the Interceptor A project.
- The Borough Administration has renewed efforts with Abington and Cheltenham Townships to resolve billing discrepancies and finalize the project.
- The Borough has received additional bills for this project that were not anticipated and are being evaluated. Some of these charges are included in the bills that are being disputed.
- A meeting was held with Abington, their Engineer and Solicitor and the Solicitor, Engineer from Jenkintown to confirm information.
- Now a meeting is being scheduled with Cheltenham Township's Representative hired to resolve this billing issue and the project billing in general.

#### **10. COVID 19 Policy Update**

- The Borough's COVID-19 Policy adopted by Borough Council, is in place for both Uniform and Non-union employees and serves as a guideline detailing what measures are to be taken in the case of Covid-19 exposure or illness following CDC guidelines.

#### **11. 2017 CFA Multimodal Grant – Washington Lane & Greenwood Avenue**

- No new updates this evening.
- This grant was awarded in conjunction with Abington Township.
- During the January Council meeting, a resolution was approved to complete improvements including the signal pole on the northeast corner to be replaced/relocated and the controller cabinet to be relocated to facilitate the stormwater and trail improvements at this location.
- Due to COVID-19, the Green Light Go funds have been withdrawn from the project which postponed improvements to three of the four corners of the intersection.
- Green Light Go Funding has been released and the entire traffic light system at the intersection portion of the project is back in the project scope.
- The Borough Traffic Engineer was Authorized to review the Traffic Light Plan submitted to PennDOT for the Washington Lane Greenwood Avenue Intersection.
- Abington will be moving forward with the Washington Lane phase of the project which will include storm water, curbing and sidewalk along the roadway as well as the traffic light upgrades at the intersection.

(01:16:48) Manager G. Locke mentioned receipt of an \$8300.00 check late today from FEMA which is reimbursement from the storms last year.

**Adjournment:** Councilor D. Ballard adjourned the meeting at 8:18 PM.