



**ADMINISTRATION & FINANCE COMMITTEE**  
**February 16<sup>th</sup>, 2022**  
**7:00 PM**  
**700 Summit Avenue, Jenkintown, Pennsylvania**

**MINUTES**

**Call to Order:** Councilor D. Ballard called the meeting to order at 8:05 PM

**Council Members Present:** Councilor J. Bruno, Councilor D. Ballard, Councilor A. MacHaffie, Councilor A. Khalil, Councilor C. Sperger, Councilor D. Pancoe

**Council Members Absent:**

**Others Present:** Mgr. G. Locke, Gardems Andre, Pam Lynch

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

**Reports**

- **Tax Collector:** Gardems Andre reported a loss in the Pension due to Market fluctuations. The Audit is currently underway.
- January - Financial Report – Report provided in Drop Box
- **JCA:** Councilor C. Sperger said their main focus is the Arts Festival 2022 (September 18, 2022) with the first organizational meeting scheduled for February 22, 2022. They will be teaming up with EAC to do rehab work at Yorkway Place. Councilor C. Sperger also mentioned updating holiday décor for November/December. A public meeting will be held in May. Councilor A. Khalil asked about budgeting for a mural for the Police Station. Councilor C. Sperger said the 2022 budget has already been planned out but perhaps for the future it could be considered.
- **Rec Board:** Pam Lynch asked who she could contact about using Cedar Street Park for the Spring Egg Hunt. Mgr. G. Locke suggested the grass would not be ready.
- **EAC:** No updates at this time- no representation in the meeting.

**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.
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 sent a letter that they did not agree with terms of lease.

- Back rent not requested in initial lease issuance or request.
- Lawyers from both sides engaging in discussion.
- (01:15:53) Councilor J. Bruno asked who initiated getting the lawyers involved. Mgr. G. Locke explained the chain of events that started with the Lease Agreement. Additional discussion between Councilors A. Khalil, J. Bruno and D. Ballard about taking back the garage and other uses previously discussed.

### 3. COVID 19 Policy Update

- Policy updated – there was a sentence within the policy (Pg. #8, #4) that conflicted with Act-17 and that sentence has been removed.
- This policy is a guideline / handbook detailing what measures are to be taken in the case of exposure or illness and follows CDC guidelines.
- Policy adopted by full Council for Non-Union personnel.
- JPBA President Officer Matteo, has responded and currently the Borough is working with the Borough's Labor Attorney and the PBA Attorneys to discuss the proposal put forth by the JPBA.
- (01:20:16) Mgr. G. Locke described in detail why a sentence related to Benefits and Compensation had to be removed from the policy.

### 4. Solid Waste/Recycling Collection Contract

- Advertisement for bids ran on Tuesday February 15<sup>th</sup>.
- Mandatory pre-bid meeting will be held on February 21<sup>st</sup> at 10:00 AM at Borough Hall
- Bids to be opened on March 8<sup>th</sup> at 9:00 AM at Borough Hall. The recommendation to move forward through this Committee in March to move to March full Council for award.
- Current contract expires 3/22

### 5. Civil Service Commission

- Civil Service met earlier this evening to discuss a Resolution for an Amendment of a change to the Borough's Civil Service Rule.
- This amendment to the CSR would align the Rules with the State Borough Code as they pertain to the hiring of the Chief of Police.
- A special Council meeting is to be held tomorrow, February 17<sup>th</sup> at 6:00 PM to consider that Resolution of the Amendment to the CSR's.

### 6. School Zone Extension – Walnut Street

- The Borough Administration and Engineer have explored utilizing the MONTCO 2040 Implementation Grant to fund the construction of this project. "The 2<sup>nd</sup> phase of the project".
- The MONTCO 2040 Implementation Grant would leave a balance of 12K for the approximately 80K project, ways of closing that 12K gap are currently being investigated.
- This Grant must be submitted by March 1<sup>st</sup>, so permission to submit with a Resolution will be brought to Admin & Finance for Motion to Full Council later this month if this concept of Funding is acceptable to Borough Council. (01:28:01) Councilor D. Ballard made a motion, seconded by Councilor C. Sperger, to move this to Full Council. The motion passed unanimously.
- The PennDOT permit plan has been approved for the extension of the School Zone on Walnut Street from West Avenue to Hillside Avenue. This was the 1<sup>st</sup> of the 3 phases of

the project. The approval of this permit plan was a huge success for this unconventional project, and it should improve the safety of pedestrians traveling to and from the school.

- If Funding were to be approved, the 3<sup>rd</sup> phase will follow which is the construction of the proposed project.

## Ongoing Business

### 7. Borough Hall Building – Building concerns being addressed.

- Last of ceiling tiles being replaced and Final Inspection being arranged with PA State Labor & Industry.
- All areas of concern have been remediated. All air quality tests have passed.
- In response to an anonymous complaint filed with the State Labor and Industry about concerns of conditions inside the PD, a thorough inspection was performed of the PD facilities and the entire Borough Hall building by Borough Code Inspection staff and an Inspector from PA Labor & Industry. All areas of concern have been remediated. All air quality tests have passed.
- Manager Locke attended a State Labor & Industry hearing Nov. 9<sup>th</sup> requesting an extension of time to perform the roof project (which was granted until 2/15).

### 8. Borough Hall – Emergency Roof Replacement

- 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. Permanent repairs are 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 application for a Funding request to Keystone Communities Program Grant was completed and filed to pay for the Contracted work in the amount of \$50K (Total 50K)
- 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.

### 9. 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.

### 10. American Rescue Plan Act of 2021

- 2022 is the last Budget cycle with this revenue assistance. Itemized reporting begins in April of this year following the Annual Borough Audit Process. 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.

#### 11. 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.
- 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 its life cycle, having the transmission removed 3 times and the clutch replaced twice. The 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.

#### 12. Sanitary Sewer Rate Study – Keystone Alliance Consulting

- No update this evening.
- Aqua has contacted the Borough to discuss some downstream Engineering modeling that may produce some Engineering estimates of probable cost for the final phase construction. A meeting is being arranged in the next couple weeks with Aqua and Abington.
- 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.

13. 2009 Goodwin By-Pass Pump – Surplus Equipment

- The final bid was accepted in the amount of \$4,350. The Contractor has not picked up and paid for the pump at this time.
- The Borough received this bypass 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 bypass 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.
- (01:36:13) Councilor J. Bruno asked how long do we have to wait before putting the equipment out for bid again? Mgr. G. Locke said we could now since J. Riggins has been in constant contact and despite snow clearing, the buyer has still not picked it up.

14. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant

- Plans have been finalized for bidding; scope was reduced to reflect budget constraints while keeping possible impending development. Public bidding for construction will be the next phase of the project and that is expected after the winter weather.
- 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 the Council, September 23rd.
- The alternative plan has been completed. Costs and availability have changed substantially revisions are reflective of that.
- Care is to 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, the Administration and Finance Committee and to full Council.

15. 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 is being arranged by our Solicitor with the Cheltenham Township Manager to finalize this billing issue and the project billing in general.
- (01:39:47) Councilor A. MacHaffie asked if there would be a liaison at the meeting. Mgr. Locke stated most of the communication has been between AQUA and Abington. The outstanding issue is regarding the amount being asked by Jenkintown to pay; it is more than originally discussed.

16. 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.
- These three (3) corners of that intersection improvement will be addressed when the Green Light Go funding is released.
- (01:37:18) Councilor C. Sperger asked when we might get any updates on this project. Mgr. G. Locke said we can ask our Traffic Engineer to provide a status. The funding for our three corners has been pulled back by the State; however, the funding for the fourth corner still has the funding and falls in Abington's jurisdiction. Councilor D. Pancoe asked can we ask about having the funding reinstated. Mgr. G. Locke said we can have one of our Traffic Engineers ask (M. Bickerton or K. Hassan).

**Adjournment:** Councilor D. Ballard adjourned the meeting at 8:42 PM.