



ADMINISTRATION & FINANCE COMMITTEE
January 19, 2022
7:00 P.M.
700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: Councilor D. Ballard called the meeting to order at 7:19 P.M.

Council Members Present: Councilor D. Ballard, Councilor A. MacHaffie, Councilor A. Khalil, and Councilor C. Sperger

Council Members Absent:

Others Present: Manager G. Locke, Fire Marshal K. Lynch, Finance Director Gardems Andre

Public Comment: None at this time.

Reports

(00:19:45) The new Finance Director Gardems Andre gave a few updates related to Chief DiValentino settlement completion to receive monthly Pension checks as well as other disbursements for the Police Department. He also gave a couple of updates in Tax Collection and Sewer Bill Improvements.

- Tax Collector
- December - Financial Report
- JCA: Councilor C. Sperger mentioned working with the owner of Yorkway Place for an upcoming project (did not catch details as she called in via cell phone). She mentioned the first meeting for the Arts Festival is sometime in February. The Arts Festival with September 18th. Councilor D. Ballard asked if an updated map of the local businesses could be put together for Towns Square.
- Rec Board – Volunteers are always welcome – contact info is available on Jenkintown Borough’s website.
- EAC: Maureen Lucak mentioned three new members to their team. They will be looking for ways to assist when the police cars are up for repair in a couple of years.

New Business/Items for Discussion

1. End of Year Financial Report / 2021 Borough Audit
 - Finance Director G. Andre is working to complete end of year closeouts.
 - The Borough has been in communication with the Borough’s Auditor, Barbicane Thorton & Company to set the 2021 audit.
 - At this time, Barbicane, Thorton & Company has scheduled the Audit for February 1st, 2022 and are hopeful that they will begin the audit remotely.

2. Borough Hall – Emergency Roof Replacement
 - 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.
 - Council voted to approve the emergency roof replacement contract with Franco Roofing.
 - The roof construction began Thursday, January 6th, 2022 and lasted about one week.

3. Borough Hall Building – Building concerns being addressed
 - 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.
 - Two items remain for PA L&I compliance: Roof replacement and final inspection. Manager Locke attended a State Labor & Industry hearing Nov. 9th requesting an extension of time to perform the roof project (which was granted until 2/15). Once these two items are completed the complaint will be closed out.

4. Solid Waste and Recycling Collection Contract
 - Current contract expires in March and needs to be put out for rebidding.
 - As a result, we expect the collection fees will increase 25-30%.
 - Move contract rebidding process to Full Council in order to approve advertising. Councilor D. Ballard made a motion, seconded by Councilor J. Bruno. Motion Passed unanimously.

5. New Fee Schedule for 2022
 - Move to Full Council permission to advertise the new fee schedule. A motion was made by Councilor D. Ballard and seconded by Councilor A. MacHaffie. Motion Passed unanimously.

6. E-Collection Contract
 - Contract under review and a meeting with the Solicitor and Consultant to be scheduled.

7. COVID 19 Policy Update
 - Policy update / changes given by Fire Marshal Lynch.
 - Policy adoption to full Council. A motion made by Councilor D. Ballard and seconded by Councilor A. MacHaffie was approved unanimously.

8. Emergency Management Coordinator
 - Due to the retirement of Chief DiValentino, the Borough needs to appoint a new Emergency Management Coordinator.
 - Fire Marshal Kevin Lynch has worked to obtain the certifications required to hold this position.
 - Move to Full Council to nominate Fire Marshal K. Lynch the (Deputy Chief) Emergency Management Coordinator until a new Police Chief has been hired. A motion made by Councilor D. Ballard, seconded by Councilor J. Bruno passed unanimously. (00:42:53) A discussion held between Fire Marshal K. Lynch, Councilors A. Khalil, J. Bruno, D. Ballard and Manager G. Locke defining this role – should Interim be included in the title? Is this position automatically given to the Chief of Police? Is it written in the code the Chief of Police assumes it? The motion was made and seconded by Councilor A. MacHaffie to

appoint Fire Marshal K. Lynch the Emergency Management Coordinator (removing the term interim) and passed unanimously.

Ongoing Business

1. American Rescue Plan Act of 2021

- No 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.

2. Ford Explorer 33K1 – Returning former K9 Vehicle to Service

- The cleaning and deodorizing of the interior of the vehicle has been completed by PW.
- ESI has reinstalled the equipment that had been improperly removed.
- The car was inspected and did not need any repairs to pass that inspection.
- The car will now be turned back over to the PD Fleet.
- The car was returned, and the Manager was presented with an extensive deficiency list of equipment the PD had anticipated being installed (Computer, Long gun lock etc...). With no budgeted funds for this equipment a proposal was made by the Manager to re-badge the vehicle and utilize it for Parking Enforcement and or Code Enforcement for 2022 until monies could be budgeted to outfit the vehicle as the PD desires for 2023 and return it to the PD fleet as planned.
- Both P.E. and C.E. use their private vehicles or P.E. relies on rides by Uniformed PD personnel to complete her duties enforcement and banking. This would bolster the P.E. program which is greatly needed as it has suffered with the new duties assigned to the P.E. Officer this year.
- It should be noted after this proposal was made the PD has notified the Manager that they have a computer and other items on the list they had compiled and had made plans to use the vehicle as an un-marked, court and errands to the lab. None of which had been previously discussed.
- Chief DiValentino reported to Public Safety this month that after further review should the vehicle be needed for Parking / Code Enforcement he supports that effort as the PD is set to receive a new vehicle in 2023 and they had planned to decommission this vehicle and can do without it in service. Rebadging the vehicle at Rodon signs is being scheduled so car can be placed back in Borough in service immediately.

3. 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. 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 24th, 2021.
- Council will be asked to support and commit to the grant at the September 23rd 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.

4. Sanitary Sewer Rate Study – Keystone Alliance Consulting

- No update this evening.
- 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.
- Additional information is being sought from Aqua Pennsylvania on the future construction costs of the downstream conveyance system (Interceptor 'A' final phase) to be provided for accurate rate modeling.
- 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.

5. 2009 Goodwin By-Pass Pump – Surplus Equipment

- 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 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.

6. 2018 DCED Grant Cedar to Walnut Street Storm Water Grant

- 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 must be taken to take into consideration as to what might be developed at that intersection considering the months of hearings.
- Project documentation is being finalized.
- Updates will be brought through this Committee and to full Council.
- Manager G. Locked mentioned receiving Land Development Plans for 93 York Road. These can now be reviewed to make sure everything falls in line to make the best use of the \$100K grant money.

7. 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 with Cheltenham Township Manager to finalize this billing issue and the project billing in general.

8. 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.

9. Statement of Interest Due May 1st.

- Gardems Andre mentioned the physical copy of this was received at their office, but it would be shared with those members who need to complete it.
- (01:05:47) Councilor J. Bruno asked if it is required to have an original wet signature on file. Gardems Andre confirmed there is an electronic signature available when completing it online.
- Fire Marshal K. Lynch recommended printing a copy before submitting online just in case we need to pull a copy.

10. Human Relations Commission

- Councilor A. Khalil mentioned she will be sharing an email with Councilor D. Ballard which includes questions from the HRC on financial matters that should be brought up during this committee meeting.

Adjournment: Councilor D. Ballard adjourned the meeting at 8:07 P. M.