



ADMINISTRATION & FINANCE COMMITTEE
Tuesday March 15th, 2022
7:00 p.m.
700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: Councilor D. Ballard called the meeting to order at 7:00 PM

Council Members Present: Councilor J. Bruno, Councilor D. Ballard, Councilor A. MacHaffie, Councilor D. Pancoe, Councilor M. Marlowe

Council Members Absent:

Others Present: Mgr. G. Locke, Maureen Lucak, Kelly Hudson, Fire Marshal K. Lynch, Gardems Andre

Public Comment:

Reports

- JEAC – (00:01:53) Kelly Hudson presented some ideas about cleaning up and beautifying Jenkintown. She is a resident on Wyncote Road with four daughters.
- Home and School Association – Terracycle Program – The Borough will have a single collection bin for this program. The proceeds will go directly to Jenkintown Elementary’s Home and School Association. Margaret Leery will collect on a regular basis.
- Tax Collector – G. Andre mentioned February numbers are similar to January (Pensions).
- January - Financial Report – Roof Repair payment made. We are awaiting grant monies to come in. Audit almost completed.
- JCA – No Updates at this time.
- Rec Board – No Updates at this time.
- EAC – (00:26:51) Maureen Lucak mentioned a Pollinator Garden at Vista Road and Vernon Road. She shared a list of recommended plants that could be included. There was discussion between M. Lucak, Mgr. Locke, Councilors D. Pancoe and D. Ballard whether to notify the community about this project. (00:40:09) Councilor D. Ballard made a motion, seconded by Councilor J. Bruno to move this item to Full Council.

New Business/Items for Discussion

1. End of Year Financial Report / 2021 Borough Audit

- Barbicane, Thorton & Company was on site Tuesday, February 2nd, as part of performing the 2021 Audit. A majority of the audit was completed remotely.
- Audit has been completed. The Borough will be informed when report is complete 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 sent 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, some of Pioneer's demands apparently include; rent reduction by 2/3, insurance by the borough of Pioneer property/goods, and utilities.

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 responded and currently the Borough is working with the Borough's Labor Attorney and the PBA Attorney. The Labor Attorney recommended moving forward with adoption of the policy at Full Council on March 23rd.
- (00:50:21) Councilor D. Ballard made a motion, seconded by Councilor J. Bruno to move this to Full Council.

4. Solid Waste/Recycling Collection Contract

- Advertisement for bids ran on Tuesday February 15th.
- Mandatory pre-bid meeting will be held on February 21st at 10:00 AM at Borough Hall
- Bids to be opened on March 8th 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.
- Three bids were received and opened. The apparent low bidder is the current hauler Republic Services.
- The contract bid on by the three proposers includes three contract years (April 2022 to March 2025) and two option years (April 2025 to March 2027)
- The apparent low bid contract includes a \$115K annual increase from the most recent annual solid waste and recycling fee of \$305K in the first year, and a \$15K increase each year after. In the first year of the new contract as bid, this represents a 38% increase in collection fees from last year, which was the last year of the expiring contract. Since for the 2022 budget, the borough projected an increase of about 27% for the first year of the new contract, there will initially be a shortfall in solid waste collections for the year.
- For reference, under the proposed new bid, the cost of solid waste and recycling pickup and disposal on a per household per week basis is about \$6.20 per household per week, and would increase by about \$0.20 per household per week each future year. The most recent year of the old solid waste contract ran at about \$4.65 per household per week.
- Current contract expires 4/1
- (00:54:09) Councilor D. Ballard made a motion, seconded by Councilor A. MacHaffie to move the acceptance of the low bid to Full Council.

5. 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.
- A complete plan of action will be deployed with collection being the goal in lieu of liens.

6. Civil Service Commission

- Civil Service will need a member appointed and it is recommended by Civil Service to appoint one alternate member as well.
- Discuss having Civil Service Solicitor review civil service regulations for apparent issues.
- Eventually meeting with civil service commission to review regulations.

7. School Zone Extension – Walnut Street to Hillside Avenue

- The Borough Administration and Engineer had explored utilizing the MONTCO 2040 Implementation Grant to fund the construction of this project. “The 2nd phase of the project”.
- The MONTCO 2040 Implementation Grant would leave a balance of 9K for the approximate 58K project, ways of closing that 9K gap are currently being investigated.
- This Grant has been submitted by March 1st. Permission to submit with a Resolution was brought to Admin & Finance, Motioned to Full Council and approved for submittal at Borough Council.
- 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 1st 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 3rd phase will follow which is the construction of the proposed project.

Ongoing Business

8. Borough Hall Building – Building concerns being addressed

- Last of ceiling tiles were replaced and Final Inspection was passed 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. 9th requesting an extension of time to perform the roof project (which was granted until 2/15).

9. 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. 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 roof project has been completed and it has not leaked through several storms.
- 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 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

10. 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.

11. 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 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.

12. 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 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 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

13. 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. The 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.

14. 2009 Goodwin By-Pass Pump – Surplus Equipment

- 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.

15. 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 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 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.

16. 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 held with Abington, their Engineer and Solicitor and the Solicitor, Engineer from Jenkintown to confirm information prior to the meeting with Cheltenham Township Manager and their Solicitor to finalize this billing issue and the project billing in general.

17. 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 is reported to have been released and this portion of the project is back in the project scope.
- These three (3) corners of that intersection improvement will be addressed when the Green Light Go funding is released.
- 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.

Adjournment: Councilor D. Ballard adjourned the meeting at 8:06 PM.