

Borough of Bryn Athyn  
Finance Committee  
Meeting Minutes

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July 16, 2024  
6:00pm

In attendance:        Duane Hyatt, Chair                                Jeff Elsing  
                                 Vikki Trost    Glenn Gurney

The meeting was called to order by Chairman Duane Hyatt at 5:00pm.

MINUTES

May Minutes were approved.

SEWAGE TREATMENT PLANT GENERATOR

Mr. Gurney reported that the bid specs are ready for advertising. The bid schedule was set as follows:    Advertise in Newspaper by: 8/21/2024  
                                 Bid Specs Active on PennBid: 8/26/2024  
                                 Last Date for Questions by Bidders: 9/23/2024  
                                 Pre-Bid Meeting Date: 9/16/2024  
                                 Submission Deadline and Bid Opening: 9/30/2024  
                                 Completion Date: TBD

It was agreed that the winning bidder must place the order for the Generator by a specific date and that work must commence within 30 days of the generator delivery. The project should be completed 60 days after commencement of the work.

The Committee agreed that Keystone should review all bids and oversee the project. Mr. Gurney will obtain costs for this service.

Vikki Trost will verify the final bid specification draft with Rex Herder and Glenn Gurney for the PennBid posting.

PECO Natural Gas Contract

Vikki Trost received a contract from PECO for the installation of the natural gas line to supply the new generator. The cost is \$32,516.82. Vikki will contact PECO to confirm that they will excavate for the new gas line. The Committee agreed that it is cost effective and more efficient to install a natural gas line as opposed to the proposed propane tanks. Jeff Elsing signed the PECO contract and Glenn Gurney approved the check request for the installation.

ADDITION OF FIFTH POLICE OFFICER

The Committee reviewed the revised spreadsheet prepared by Mr. Elsing. The cost for the balance of 2024 is minimal with a slight increase to the 2025 budget for a fifth full-time

officer. Mr. Elsing emphasized the resulting lower cost for overtime and part-time officers, and particularly emphasized the difficulty in recruiting part-time officers. The plan for a new hire will be presented to Borough Council at the August meeting.

#### ALDEN ROAD IMPROVEMENTS

Mr. Elsing reported that Public Works Chair Mark Pennink, Councilman Steve Huntzinger, Borough Engineer Nick Rose, Brian Horner and Mr. Elsing met today to review the Alden Road plans. Final plans are being prepared by Nick Rose and Brian Horner. The plan is to put the specs out to bid in October. The Finance Committee will review financing options, estimating the cost of the project between \$1.2 and \$1.6 million. The project will be presented with two options: Improve and leave the road as-is; or rebuild the road with drainage, sidewalks, and curbs.

#### TOMLINSON ROAD SIDEWALK PROJECT

Two bids were received and opened on July 15, 2024. The low bid is \$199,928; the high bid is \$516,810. Engineer Nick Rose and Solicitor Rex Herder have reviewed the bids and agree that the low bid is responsive and can be accepted.

#### PROJECT FINANCING OPTIONS

Jeff Elsing is working with a non-profit organization to seek grant funding. The grant funding will require a 30% funding match.

Mr. Hyatt asked if there were any ARPA funds remaining and requested an accounting of the ARPA funds for the next meeting.

Mr. Hyatt noted that there is \$1.6 million in current reserves and that the project can be financed with some of those funds. Vikki Trost obtained financing costs from Zach Williard at PFM. Mr. Hyatt asked what borrowing \$1 million would look like. The options did not show the actual rates used in the calculations; Vikki will get those rates and numbers for borrowing \$1 million from PFM.

#### 2023 BUDGET TRANSFERS

Vikki Trost reported that the 2023 Audit was completed in June with no findings and that the planned 2023 transfers to reserve funds should be made. The Finance Committee will recommend that Borough Council approve the 2023 transfers as shown below:

#### 2023 Budget Sewer Fund Recommended Transfers

429.377	Truck Reserve	\$15,000
429.132	Capital Upgrade	51,420
429.140	Capital Upgrade	13,500

429.126	Reed Bed Reserve	6,333
429.597	Collection System Reserve	<u>20,171</u>
		\$106,424
	Net Income 2023	\$163,110
	Proposed Transfers	<u>106,424</u>
	<b>Revised Net Income 2023</b>	\$56,686

**2023 Budget General Fund Recommended Transfers**

410.710	Police Car Reserve	\$10,500
432.112	Dump Truck Reserve	9,000
433.300	Road Lines	15,000
438.600	Capital Outlay Streets	53,545
	(Adjusted for ARPA Stormwater Project Expense)	
438.601	Public Works Reserve	<u>8,100</u>
		\$96,145

POLICE PENSION

The Vanguard statement reflected a gain in May and June. Duane Hyatt requested that we obtain a generic investment policy statement from Vanguard.

SEWER COLLECTIONS

Vikki Trost reported that all delinquent accounts were paid last month.

FIRE TRUCK RESERVES AND PROPOSED 2025 SPENDING

Vikki Trost reported that the current balance of the Fire Truck Reserve is \$202,163 which includes CD Capital Reserves (\$141,843) and PLGIT Prime reserves (\$60,320).

Mr. Elsing reported that Emergency Services Chief Mark Showmaker has preliminary numbers on the cost of new apparatus. Mr. Elsing is pushing for a lower percentage for the Bryn Athyn contribution. Chief Ken Schauder will prepare a cost projection for Bryn Athyn Fire Company moving forward without a merger with Lower Moreland.

VACANCY ON THIS COMMITTEE

The search continues...

## NEW ITEMS

Vikki Trost proposed adding the Time and Attendance module to our current Paychex payroll service. The cost would be an additional \$1,500 per year and would permit better recordkeeping, particularly for the police scheduling and paid time off. Mr. Elsing added that the service would save time and avoid frustration.

The meeting was adjourned at 6:28pm.

For the next meeting:

1. Vikki will send a meeting reminder to the Committee prior to the meeting.
2. Vikki will contact PLGIT/PFM for financing information.
3. Vikki will contact Vanguard for an investment policy statement.

Next meeting date: August 20, 2024 at 12:00pm in Borough Hall.