

Borough of Bryn Athyn  
Finance Committee  
Meeting Minutes

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October 16, 2018  
6:00pm

In attendance:	Duane Hyatt, Chair	Scott Cooper
	Chris Carter	Lach Brown
	Vikki Trost	Ken Schauder
	Jeff Elsing	Dave Jaslow
	Glenn Gurney	Mark Pennink
		Steve Gray
		Reid Heinrichs

The meeting was called to order by Chairman Duane Hyatt at 6:00pm.

**Previous Meeting Minutes**

The September 18, 2018 meeting minutes were approved.

**2019 BUDGET**

**Fire Company**

The Fire Company employs two full-time employees to cover 24 hour shifts. They are operating with a deficit; grant monies have offset the deficits. The Fire Company has not funded their reserves for five years. Current reserves are just under \$4 million.

The Fire Company appreciates the increase given this year and requests no increase for 2019. BAFC asked the Finance Committee to consider building in an increase. A merger with Huntingdon Valley Fire Company may increase costs for BA Fire Company.

BAFC noted that the Fire Truck Reserve Fund is now financing the newest truck debt service and that reserve funds are not being increased.

BAFC Treasurer Ken Schauder offered to sit down and review Fire Company operations with any member of the Committee.

**Public Works**

Mark Pennink explained that road line painting needs to be done every year because the lines do not hold up for more than one year. The actual cost to stripe all borough roads is \$12,000.

The Borough Council approved \$25,000 to be contributed to the Lower Moreland Township Bethayres Streetscape Project; \$12,500 from Reserves to be paid in 2018 and \$12,500 to be budgeted for 2019.

Mr. Pennink plans to use his \$5,000 sidewalk budget along Buck Road this year.

The sidewalk conversation progressed into a discussion of who is legally responsible for sidewalk construction and improvements. The Committee will discuss and make recommendations to Borough Council regarding sidewalks at a later meeting.

Mr. Pennink passed around an estimate from Nick Rose for costs to prepare and evaluate conceptual plans and potential designs for improvements to Alden Road. The estimate was \$15,000 to \$20,000. Vikki Trost will distribute the estimate to members of Council.

The Capital Improvement request is \$30,000 over the 2018 budget. Mr. Pennink would like to continue his paving schedule on Tomlinson Road. It was noted that in recent years' paving projects, the thickness of asphalt has been increased to improve the life span of borough roads.

### **Police Department**

Chief Gray explained that he has finally achieved the staffing level that he had planned last year with four full-time and three part-time police officers. One of the part-timers is filling the previous full-time shift of the fifth full-timer. Overtime for the part-timer was discussed; Vikki Trost will consult with the solicitor on the requirements for overtime for part-timers.

The Pension MMO for 2019 is \$10,000 due to the lower payroll and the no longer distressed condition of the pension plan. The Committee agreed to budget \$60,000 for the pension since the increasing salaries of the new full-time employees will elevate in the next few years; the Committee will decide during 2019 if all should be deposited into the fund.

### **Sewer Department**

Reid Heinrichs reported that he has budgeted a 5% rate increase. Since the increase was not based on the new billing system that will be used next year, Reid will rework the budget to back into the required revenue numbers for 2019.

Reid reported that the Construction item in the budget is for installing risers to raise the lids of the sewer clean-outs. There was a discussion about the homeowner's responsibility for the lids.

Glenn Gurney noted that the easement for the Sycamore Pump Station is incorrect; the pump station was put outside of the actual easement. This needs to be corrected.

Reid said that he did not understand the purpose of the Administrative Support budget item and so he lowered it in his budget to \$2,000 for 2018. It has been restored to \$8,000 for 2019. Duane Hyatt suggested that the funds be transferred at least quarterly to the General Fund.

### **Committee Discussion**

Duane asked for a percentage comparison for insurance costs to last year.

The Finance Committee will ask Borough Council to make policies for sidewalks, trees, sewer risers & lids and parking on sidewalks. The Committee agreed that who pays for these items are not handled consistently from year to year, nor from resident to resident. The inconsistency can cause resentment and makes budgeting these expenses more difficult.

Vikki will update the top of the General Fund Budget spreadsheet with assessed valuation and delete the 1% tax increase for 2019 as the committee has not yet decided on a recommended tax rate.

Vikki will update the General Fund Budget will adjustments to include:

- Building Permit Revenue increase from \$15,000 to \$18,000
- Legal Expense increase from \$20,000 to \$22,000
- Look into Fire House Utility bills with Jim Adams
- Police Pension decrease from \$70,000 to \$60,000
- Consult Solicitor on Part-time Police Overtime requirements
- Building Permit Expense increase from \$12,000 to \$15,000

Glenn Gurney will rework the Sewer Fund Budget with Reid Heinrichs.

The meeting was adjourned.

### ***For the next meeting:***

- 1. Vikki will distribute the Protract Engineering cost estimate for Alden Road Improvements to Borough Council***
- 2. Vikki will consult with Rex Herder on overtime requirements for part-time police officers***

- 3. Reid Heinrichs and Glenn Gurney will rework the Sewer Fund Budget with new billing revenue**
- 4. Vikki will contact Rex Herder regarding revising the easement for the Sycamore Road Pump Station**
- 5. Vikki will revise the General Fund spreadsheet with the Committee's instructions listed above.**
- 6. Vikki will send a reminder to the committee regarding the next meeting on the Friday prior to the meeting.**

***Next meeting date: October 30, 2018 at 6:00pm in Borough Hall.***