

Borough of Bryn Athyn  
Finance Committee  
Meeting Minutes

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December 15, 2020  
6:00pm

In attendance: Duane Hyatt, Chair  
Vikki Trost  
Glenn Gurney  
Chris Carter  
Jeff Elsing  
Steve Gray

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

**MINUTES**

The Committee approved the November 17, 2020 meeting minutes

**MUNICIPAL BUILDING LEASE**

The current lease between the Borough and the Academy of the New Church was for a thirty (30) year term beginning January 1, 1991. After the initial thirty (30) years, the lease will renew indefinitely, however either party may terminate the lease by giving five (5) years notice. Chris Carter advised that the Borough should not automatically renew the lease. Mr. Hyatt noted that the BA Fire Company would like to extend the lease. Mr. Hyatt has been discussing the lease with the Fire Company as a representative of the Academy for the past eighteen (18) months. Mr. Hyatt has a new draft of the lease and he will bring the topic up to Borough Council at the January meeting.

**CODIFICATION OF ORDINANCES**

Vikki Trost has solicited estimates to codify the Administrative Code of 1980. Jeff Elsing will appoint a sub-committee and devise committee activity descriptions. The committee will be added to the Borough Operations List.

**SEWER BILLING**

The Committee discussed whether there is a requirement in the current ordinances for quarterly billing versus annual billing.

## **BUILDING PERMIT FEES**

Vikki will invite Russ McLaughlin from BIU (Building Inspection Underwriters) to the January meeting to answer questions about the current permit fees.

## **SEWER RATES**

Glenn Gurney reported that the Sewer Committee is waiting for December data. Chris Carter recommended that 5% contingency be added to the expenses in the billing calculation. Any extra income can be applied to Reserves.

Mr. Gurney noted that the rate information was included in an email sent out on December 7, 2020. The recommended rates are:

<i>Category 2</i>	<i>\$1.325/100 gallons representing 45% of expenses</i>
<i>Category 3 &amp; 4</i>	<i>4.239/100 gallons representing 55% of expenses</i>

Estimated Revenue for 2021 Budget:

Category 2	\$169,529
Category 3& 4	\$207,748
Pass-Thru	<u>24,000</u>
TOTAL	\$401,277

Contingency (5%) will be added in the 2022 Budget.

## **2021 MEETING SCHEDULE**

Vikki distributed the 2021 Finance Meeting Schedule.

## **NEW ITEMS**

Mr. Gurney asked if there is a backup solution for employees Vikki Trost and Reid Heinrichs. This will be discussed at Borough Council.

The meeting was adjourned at 7:00pm.

***For the next meeting:***

- 1. Duane will bring the Municipal Building Lease to the attention of Borough Council***
- 2. Vikki will update the Sewer Budget Revenue***
- 3. Jeff will appoint a Codification committee***
- 4. Vikki will send a reminder to the committee regarding the next meeting prior to the meeting.***

***Next meeting date: January 19, 2021 at 6:00pm in Borough Hall.***