

## AGENDA

REGULAR MEETING  
BOROUGH COUNCIL  
MALVERN BOROUGH

March 19, 2024  
7:30 PM

### Virtual Meeting Participation Option

**This evening's meeting of Malvern Borough Council allows for a virtual meeting option via Zoom. The information on how to participate virtually via telephone or video conferencing is provided below.**

**Borough Council Meeting Dial-In Information: 1-877-853-5247 (toll-free)**

**Meeting link: <https://us02web.zoom.us/j/84197019623>**

**When prompted, enter the following meeting ID, followed by the “#” symbol: 841 9701 9623. You will be placed in the waiting room and admitted by the host.**

**To unmute if using audio via telephone, please enter \*6.**

**Malvern Borough is not liable for any computer security problems that participants may experience.**

PRESIDING: Brendan Phillips, President

INVOCATION: Zeyn B. Uzman, Mayor

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:  
Council President Phillips  
Council Vice President Bones  
Council Member Finkbiner, Ph.D.  
Council Member Frederick  
Council Member Niemiec  
Council Member Riccetti  
Council Member Warner, Ph.D.  
Mayor Uzman

#### 1. ANNOUNCEMENTS

- a. Anyone present who is recording the meeting is asked to announce so at this time, in accordance with Resolution No. 840.
- b. Resolution No. 840 sets forth the conduct protocol for Borough Council meetings.
- c. As a courtesy, if you are participating via Zoom, please turn your camera on while speaking.
- d. Please check out the Borough's website calendar regularly for all up and coming events located throughout the Community.
- e. Come join the Egg Hunt hosted by Parks & Recreation on Saturday, March 23, 2024 at 11AM located at the Paoli Battlefield. Arrive early to meet the Bunny & bring your own basket!
- f. Great Valley School District is proposing to redistrict. Please reach out to the School District if you are interested in not having the boundary line split in Malvern Borough.
- g. The Borough Office is closed on Friday, March 29, 2024 for the Holiday Weekend.

h. Borough Council met with its Legal Counsel in Executive Session on Tuesday, March 19, 2024 to discuss litigation matters.

2. APPROVAL OF AGENDA:

a. **MOTION:** To approve the agenda for the March 19, 2024 meeting of Borough Council as presented.

3. MINUTES & REPORTS

a. APPROVAL OF MINUTES

**MOTION:** To approve the minutes of the regular meeting held on Tuesday, March 5, 2024 as presented.

b. APPROVAL OF REPORTS

**MOTION:** To approve the Treasurer's Report, the Sub-Committee Reports for Finance and Administration, Public Safety, and Public Works, the Chief of Police Report, the Code Enforcement Department Reports, the Superintendent of Public Works Report, the Assistant Manager's Report, and the Manager's Report for the month of February 2024, as submitted.

c. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

- Finance & Administration
- Public Safety
- Public Works

The Public Safety Sub-Committee met on Monday, March 4, 2024 and discussed the following matters:

- Sub-Committee Meeting Schedule for the Remainder of Year 2024
- Sub-Committee Members for a total to not exceed five (5) per Borough Solicitor's recommendation at the 2/20/2024 Meeting
- Bridge Street Icy Sidewalks Complaint
- Oversize Vehicle Discussion from turning right off of Bridge Street onto King Street
- Crosswalk Traffic Studies
- Public Works Department – Reorganization Discussion

The Finance & Administration Sub-Committee met on Friday, March 8, 2024 and discussed the following matters:

- Potential Lease Agreement w/ PMA regarding Tennis Courts, Pavilion, and Playground
- Xpanse HR – Contract and Budget Discussion
- Advertisement of Public Works Labor Position & Permit and Administrative Assistant Position for Years 2024
- Vision Partnership Program (VPP) Grant Application Submission for Zoning & SALDO Task Force for Authorization by Borough Council at the March 19, 2024 Meeting
- Composting Program
- Year 2025 Budget
- Finalize Year 2024 Meeting Schedule for Sub-Committee Meetings

The Public Works Sub-Committee met on Tuesday, March 19, 2024 and will give a status report at the meeting.

4. SPECIAL BUSINESS

a. MALVERN BOROUGH EMERGENCY OPERATIONS PLAN - RESOLUTION NO. 857

**MOTION:** To authorize Resolution No. 857 as presented.

*The Pennsylvania Emergency Management Services Code mandates that municipalities prepare, maintain, and keep current an emergency management operations plan. This plan is required to be reviewed and updated every two (2) years.*

b. UPDATING FINANCIALS FOR THE STATEWIDE LOCAL SHARE ACCOUNT (LSA) FOR MALVERN FIRE COMPANY – RESOLUTION NO. 858

**MOTION:** To authorize Resolution No. 858 as presented.

*Borough Council approved authorization of the LSA grant application submission on behalf of the Malvern Fire Company at their November 8, 2023 meeting totaling \$489,000. The cost estimate for the water tanker that is requesting funding totals \$495,000. Malvern Fire Company shall fund the portion that is not received from grant subsidies. The PA Economic Department of Community & Economic Development reached out to Malvern Borough to request an updated resolution to move forward with the grant application submission. The resolution is required to match the cost estimate to move forward with the grant application submission process.*

c. APPLICATION FOR THE VISION PARTNERSHIP PROGRAM GRANT FOR THE ZONING PORTION OF THE ZONING & SALDO ORINDNACE OVERHAUL PROJECT – RESOLUTION NO. 859

**MOTION:** To authorize Resolution No. 859 as presented.

*The Chester County Planning Commission requires a 40% match relative to the Vision Partnership Grant. An estimated cost of \$83,000 has been provided by TCA, Inc. for Phase II of the Zoning & SALDO Amendment process. A total of \$120,000 has been budgeted in Capital Expenditures to complete this amendment project. The Borough's matching funding shall not exceed \$35,000 for this grant application submission.*

d. COMPOSTING PROGRAM

*Council Member Warner and Assistant Manager Badman will provide data and results on the trial composting program. Borough Council will discuss having individuals bring their composting buckets to the farmer's market and subsidizing the program. Borough Council may consider making a motion on this matter this evening after further discussion.*

5. UNFINISHED BUSINESS

a. ZONING HEARING BOARD

*There is one (1) new Zoning Hearing Board Application requesting the following relief from the Zoning Hearing Board:*

- *679 Monument Avenue, located in the R2 Residential Zoning District, requesting relief from Section (220-2401(A)(3)(c) and 220-2308(c) of the Borough Zoning Code to construct a swimming pool that is located 16 feet from the rear property line. The rear yard setback requirement is 40' feet. Additionally, the applicant is seeking relief to have a fence height of 4' feet in the front yard(s) Fences located in the front yard setback may not exceed 3.5' feet in height.*

b. ORDINANCE NO. 2024-1 FOR REALLOCATION OF FUNDS LOCATED IN THE YEAR 2024 GENERAL BUDGET

**PUBLIC HEARING:** Council President Phillips announces that Borough Council will now open a public hearing to consider Ordinance No. 2024-1. This ordinance will reallocate \$30,000 from Legal Services, Line Item #01-404-000 located in the General Fund Budget, to a line item titled HR Professional Services.

**ADOPTION:** Ordinance No. 2024-1 reallocating \$30,000 from Legal Services, Line Item #01-404-000 located in the General Fund Budget, to a line item titled HR Professional Services.

**MOTION:** To reallocate \$30,000 from Legal Services, Line Item #01-404-000 located in the General Fund Budget, to a line item titled HR Professional Services as presented.

*The Finance and Administration Sub-Committee met on Friday, March 8, 2024 and recommended that \$30,000 be reallocated from legal services located in the general fund to a line item titled HR Professional Services as outlined in the Home Rule Charter per Section 903(D).*

c. **APPOINTMENT OF HUMAN RESOURCE PROFESSIONAL SERVICES FIRM**

**MOTION:** To authorize XParse HR to service Malvern Borough as outlined in the contract as presented.

*This matter was discussed at the Tuesday, March 5, 2024 Borough Council meeting and the Borough Solicitor has since reviewed and forwarded the contract in discussion this evening.*

6. **NEW BUSINESS**

a. **SEWER BILL LATE FEE WAIVER REQUEST**

*A waiver request was received from Ms. Susan Cook regarding her sewer bill payment due to there being an issue with receiving the mail timely. Borough Council may consider granting the waiver request this evening after further discussion.*

b. **RAFAELLA DRIVE EASEMENT WAIVER REQUEST**

*A waiver request has been received from Mr. Michael Neilio regarding building an in-ground pool and retaining wall 5' feet into a 15' feet easement owned by Malvern Borough. Borough Council may consider granting the waiver request this evening after further discussion.*

c. **SIGNAGE REQUEST FOR ZONING & SALDO ORDINANCE TASK FORCE PUBLIC FORUM MEETING**

*The Zoning and SALDO Task Force have requested yard signs be placed in Borough Parks and one (1) banner style sign outside Borough Hall to help boost attendance to the Public Forum meeting scheduled for Thursday, April 25<sup>th</sup>, 2024 at 7PM. Borough Council may consider granting the request this evening after further discussion.*

7. **PUBLIC FORUM**

Citizens/taxpayers are invited to bring before Borough Council any item not on the agenda.

8. **ADJOURNMENT**

REGULAR MEETING

Page 1

MALVERN BOROUGH  
1 East First Avenue  
Malvern, PA 19355

March 5, 2024  
7:30 PM

PRESIDING: President Phillips

INVOCATION: Angela Riccetti

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

PRESENT

Council President Phillips  
Council Vice President Bones  
Council Member Finkbiner, Ph.D.  
Council Member Frederick  
Council Member Niemiec  
Council Member Riccetti  
Council Member Warner, Ph.D.

ABSENT:

Zeyn B. Uzman, Mayor

1. ANNOUNCEMENTS

Council President Phillips asked in accordance with Resolution No. 840 if any member of the audience was recording the meeting. Mr. Hugo Schmitt and Mr. Richard Breuer recorded the meeting.

Council President Phillips announced Resolution No. 840 sets forth the conduct protocol for Borough Council meetings.

Council President Phillips requested as a courtesy, if you are participating via ZOOM, please turn on your camera while speaking.

Council President Phillips requested the Community to check out the Borough's website calendar regularly for all up and coming events located throughout the Community.

2. APPROVAL OF AGENDA

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, carried by a vote of 7-0, to approve the agenda for the March 5, 2024 are presented.

3. MINUTES & REPORTS

a. APPROVAL OF MINUTES

A motion was made by Council Member Niemiec, seconded by Council Vice President Bones, and carried by a vote of 7-0, to approve the minutes from the Tuesday, February 20, 2024, as amended. Council Member Finkbiner explained that the liquor license matter for the MBPA needs to include Burke Park in the motion.

## REGULAR MEETING

Page 2

### b. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

The Finance & Administration met on Monday, February 26, 2024 and discussed the following matters:

- Annual Pension Performance Review
- Sub-Committee Meeting(s) Open to the Public - Discussion of Additional Members for a Total to not Exceed five (5) Members & Start Date of when Sub-Committee meeting(s) will be Open to the Public
- Remote Work from Home Policy
- Potential Lease Agreement w/ PMA regarding Tennis Courts, Pavilion, and Playground was **tabled**
- Human Resource Consulting Firms to service Malvern Borough
- Appointment of Public Works Superintendent Position @ March 5, 2024 Borough Council Meeting

The Public Works Sub-Committee met on Friday, March 1, 2024 and discussed the following matters:

- Sub-Committee Meeting Schedule for the Remainder of Year 2024
- Sub-Committee Meeting(s) Open to the Public - Discussion of Additional Members for a Total to not Exceed five (5) Members & Start Date of when Sub-Committee meeting(s) will be Open to the Public
- Public Works Department – Reorganization Discussion
- Paoli Battlefield Mowing Schedule
- Pump House Roof Deterioration
- Old Lincoln Highway Repairs
- Park Beautification Projects

The Public Safety Sub-Committee is scheduled to meet on Monday, March 4, 2024 to discuss the following matters:

- Sub-Committee Meeting Schedule for the Remainder of Year 2024
- Sub-Committee Meeting(s) Open to the Public - Discussion of Additional Members for a Total to not Exceed five (5) Members & Start Date of when Sub-Committee meeting(s) will be Open to the Public
- Bridge Street Icy Sidewalks Complaint & Request  
Oversize Vehicle Discussion from turning right off of Bridge Street onto King Street
- Crosswalk Traffic Studies
- Public Works Department – Reorganization Discussion

## 4. SPECIAL BUSINESS

### a. APPOINTMENT OF PUBLIC WORKS SUPERINTENDENT

Walt Davis accepted the full-time public works superintendent position open with the Malvern Borough Public Works Department and has worked for the Borough for 40 years as the Assistant Public Works Superintendent.

Mr. John Buckley inquired about the hiring process.

REGULAR MEETING

Page 3

Borough Manager Loomis explained the hiring process.

Borough Council congratulated Mr. Davis on his promotion and thanked the Public Works Department.

b. OLD LINCOLN HIGHWAY INFRASTRUCTURE IMPROVEMENT PROJECT

The Borough Engineer has recommended that in order to optimize the design and minimize the costs for construction / field changes, the professional service provider Ingram, is recommending that the Borough spend a day onsite to complete test holes of roadway conditions to get accurate data for the onsite material.

Additional patching is also proposed when this work is completed to maintain the roadway until the final project is completed. The work proposed is considered a professional service and will cost approximately \$10,000 to \$15,000 to complete.

Public Works Superintendent Davis confirmed the Public Works Department is able to complete the patch work required.

Mrs. Jennifer Chomko inquired why the bids were rejected.

Council President Phillips explained that it is more cost effective to re-build the road versus accepting one of the bids which proposed to repair the roadway.

Mrs. Jennifer Chomko inquired how much the Borough Engineer's consulting costs were for this project.

Borough Engineer Daley responded that he did not have those costs in front of him.

Council President Phillips directed the public to send all questions to Borough Manager Loomis to respond accordingly to.

Mr. John Buckley inquired why the professional services provider Ingram was selected to complete the work.

Borough Engineer Daley explained that Ingram has performed services previously for this project and is educated on the conditions of the roadway and sewer issues.

Council Vice President Bones stated that there is ARPA funding to offset the cost of this project.

Council President Phillips explained there has been a decade of discussion to fix this issue. It is important for the health, safety, and welfare of the Community this project be completed in a timely manner.

A motion was made by Council Member Riccetti, seconded by Council Vice President Bones, and carried by a vote of 7-0, to authorize the proposed professional services work as presented.

c. 551 SUGARTOWN ROAD/ 679 MONUMENT ROAD ESCROW RELEASE

The Borough Engineer has reviewed the project status and site conditions for 551 Sugartown

REGULAR MEETING

Page 4

Road/ 679 Monument Avenue and prepared a recommendation for a partial release of escrow funds totaling \$79,116.86.

The release encompasses all improvements detailed on the construction cost breakdown including but not limited to demolition, erosion control, roadway construction, storm drainage, sanitary sewer, water service, landscaping, and miscellaneous items. Construction of these improvements were inspected by EB Walsh and found to be acceptable.

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 7-0, to authorize a partial escrow release in the amount of \$79,116.86 as presented.

d. HUMAN RESOURCE PROFESSIONAL SERVICE CONSULTANT TO SERVICE MALVERN BOROUGH

Borough Council discussed Xpanse HR and The O'Connor Group providing human resource services to the Borough.

Borough Council Phillips explained the interview process.

Council Member Niemiec explained that most organizations offer these services to their organizations(s).

Mr. John Buckley inquired as to the cost of the consultant.

Council President Phillips explained that the Xpanse HR firm started at \$150 per hour.

Mr. Fred Mannis inquired if there will be a contract.

Council President Phillips explained that there will be a professional services contract and the human resource firm will mitigate the cost that has been incurred by the Borough Labor Attorney to handle human resource matters.

Mrs. Cathy Raymond inquired what is the intention of the human resource firm and what services will they be providing to the Borough.

Mr. Joe Lorusso inquired why is this service being hired and the Borough not relying on the Borough's Labor attorney.

Council Member Finkbiner and Council Member Niemiec explained that this service will save money for the Borough in the long run.

Mr. Joe Lorusso inquired where the Borough Manager's training expenses are being paid from.

Borough Manager Loomis confirmed the training expenses are being paid from the professional development line item of the general fund.

Mrs. Jennifer Chomko inquired what the difference between professional development and professional services is.



REGULAR MEETING

Page 5

Borough Solicitor Yaw explained that Mrs. Chomko's three (3) minutes of comment period have concluded.

Borough Council directed the Borough Solicitor to finalize the terms of the contract with Xpanse HR.

5. UNFINISHED BUSINESS

a. VALLEY VIEW ROAD AND MINER STREET – AUTHORIZE ADVERTISEMENT OF PARKING MODIFICATION ORDINANCE AND AMENDMENT

The Mayor and Police Chief proposed no parking on both sides of Miner Street, from Old Lincoln Highway north to Valley View Road at the January 2 and January 16, 2024 Borough Council meetings. Additionally, parking restrictions may be considered for up to 50 feet from the intersection of Valley View Road and Miner Street because cars parked within that area create potential visual obstructions. Finally, consideration of restrictions to traffic flow may be considered and specifically to create one-way restrictions for Valley View Road and Miner Street such that all vehicles must enter going right when entering the circle and follow it around north on Miner Street and back south on Valley View Road as a one way only. Three street parking spaces are proposed to remain to assist with limited parking in the area.

Borough Council directed that temporary no-parking signage be posted to better understand the residents' feedback on this matter at their January 2, 2024 meeting. Borough staff has kept a log of all responses received to date, as well as distributed a diagram to the Valley View Road and Miner Street residents, sent a Constant Contact notification, and posted the Borough website.

The Borough Engineer explained that the ordinance has been written to provide for three (3) parking spaces.

Mr. Michael Dudas thanked Borough Council, the Borough Engineer, and the Police Chief for including these spaces.

Mr. John Buckley commented on parking on the circle portion of the road.

A motion was made by Council Vice President Bones, seconded by Council Member Riccetti, and carried by a vote of 7-0, to authorize advertisement of parking modification Ordinance Amendment for Valley View Road and Miner Street as presented.

b. AMENDMENT TO THE FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Borough Council directed staff to update the Five Year Capital Improvement Program for Malvern Borough to include the corresponding section(s) of the revised Comprehensive Plan for each line item. Additionally, the Composting Program has been added and the King Street Planting project wording has been revised for clarification purposes.

A motion was made by Council Vice President Bones, seconded by Council Member Warner, and carried by a vote of 7-0, to authorize the amended five (5) year capital improvement program as presented

REGULAR MEETING

Page 6

c. ZONING HEARING BOARD

There are no new Zoning Hearing Board applications before the Zoning Hearing Board.

6. NEW BUSINESS

7. PUBLIC FORUM

Mr. John Buckley commented Old Lincoln Highway, the trail connection, sidewalks for First Avenue, and the bridge.

Mrs. Cathy Raymond read a statement from the Concerned Malvern Residents (CMR) that commented on the Borough's trash collection services, the proposed trail connection, the Borough's spending on lawyers, the and payment of bills by the Borough.

Mr. Joe Millett inquired if there was a planning study conducted for the trail connection and why Malvern Prep was not reached out to on this matter.

Council Member Finkbinder explained that the trail is part of a requirement designated in a resolution from Year 2017.

Council Vice President Bones and Council Member Niemiec explained the history of the Paoli Battlefield and the importance of the trail connection.

Ms. Gail Newman commented that the trail is not needed and Malvern Prep is not in support of the trail.

Borough Manager Daley confirmed that Malvern Prep issued a support letter for the trail connect and grant funding request.

Mrs. Jennifer Chomko referenced the 2017 resolution and made comments on not being in favor of the proposed trail connection.

Mr. Fred Mannis is not in support of the trail connection due to the cost of the project.

Council Vice President Bones and Council Member Niemiec offered to walk the area with Mr. Mannis. Mr. Mannis will schedule a time to walk the area with them and thanked both Council Members for their offer.

8. ADJOURNMENT

All business having been discussed, a motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 7-0, to adjourn the meeting at 9:08 PM.

Respectfully submitted,  
Tiffany M. Loomis  
Borough Manager/Secretary

<b>Treasurer Report February 2024</b>			<b>March 19, 2024</b>
<b>GENERAL FUND:</b>			
January 1, 2024 Opening Cash Balance		\$ 1,364,915.50	
2024 General Fund Budget		\$ 4,475,248.00	
Year-to-Date - Revenues		\$ 866,883.52	
Year-to-Date - Expenditures		\$ 1,056,374.89	
January Opening Cash Balance			\$ 1,088,837.04
February Revenues			* 718,473.18
Total Revenues and Opening Cash Balance			\$ 1,807,310.22
February Expenses			** 631,886.02
February 29, 2024 Closing cash balance			<b>\$ 1,175,424.20</b>
800,000 Special MM Acct.	National Bank of Malvern	\$ 1,175,424.20	
<b>PLIGT CLASS I</b>			
February Opening Cash Value		\$ 500,000.00	\$ 811,089.79
Deposits			\$ 10,017.56
Interest			
February Closing Balance	PLGHIT PRIME TERM 100K	Interest	<b>\$ 821,107.35</b>
<b>1ST RESOURCE BANK</b>			
Opening Cash Balance			\$ 250,244.18
Interest			\$ 588.39
Total Revnes			\$ 250,832.57
February Transfer to CD			
Closing Cash balnace			<b>\$ 250,832.57</b>
	1st Resource Bank CD	\$ 205,000.00	
<b>MERIDIAN BANK CHECKING</b>			
February 1, 2024 Opening Cash balance			\$ 68,595.89
February Revenues			\$ 163.06
February 29, 2024 Closing Cash Balance			\$ 68,758.95
Total Revenues and Opening Cash Balance			<b>\$ 68,758.95</b>
February Expenses			* \$ -
February 29, 2024 Closing Cash Balance			<b>\$ 68,758.95</b>
		\$ 68,758.95	
<b>CAPITAL RESERVE FUND:</b>			
January 1, 2024 Opening Cash Balance		\$ 1,734,155.86	
2024 Capital Reserve Budget		\$ 3,113,750.00	
Year-to-Date - Revenues		\$ 1,491.91	
Year-to-Date - Expenditures		\$ -	
February 1, 2024 Opening Cash Balance			\$ 1,735,647.77
February Revenues			1,375.36
Total Revenues and Opening Cash Balance			1,737,023.13
February Expenses			56,192.65
February 29, 2024 Closing Cash Balance			<b>\$ 1,680,830.48</b>
February Payroll	National Bank of Malvern	\$ 1,680,830.48	
**	\$ 21,971.02		
<b>LIQUID FUEL FUND:</b>			
January 1, 2024 Opening Cash Balance		\$ 185,968.90	
2024 Liquid Fuels Budget		\$ 90,000.00	
Year-to-Date Revenues		\$ 305.03	
Year-to-Date Expenditures		\$ -	
February 1, 2024 Opening Cash Balance			\$ 186,126.45
February Revenues			147.48
Total Revenues and Opening Cash Balance			186,273.93
February Expenses			* -
February 29, 2024 Closing Cash Balance			<b>\$ 186,273.93</b>
	Savings Account	\$ 186,273.93	

<b>SEWER FUND:</b>			
January 1, 2024 Opening Cash Balance		\$	2,159,665.49
2024 Sewer Budget		\$	1,056,405.00
Year-to-Date - Revenues		\$	10,301.51
Year-to-Date - Expenditures		\$	106,752.83
February 1, 2024 Opening Cash Balance			\$ 2,063,214.17
February Revenue			212,735.41
Total Revenues and Opening Cash Balance			\$ 2,275,949.58
February Expenses			36,769.07
February 29, 2024 Closing Cash Balance			<b>\$ 2,239,180.51</b>
500,000.00 in MM Acct.	National Bank of Malvern	\$	2,239,180.51
<b>SUMMARY ALL FUNDS February 2024</b>			
January 1 2024 Opening Cash Balance		\$	6,571,218.22
2024 All Budgets		\$	9,491,480.00
Year-to-Date - Revenues All Funds		\$	1,107,279.17
Year-to-Date - Expenditures All Funds		\$	1,256,089.44
February 1, 2024 Opening Cash Balance			\$ 6,203,755.29
February Revenues	All Funds		943,500.44
Total Revenues and Opening Cash Balances All Funds			\$ 7,147,255.73
February Expenses			724,847.74
February 29, 2024 Closing Cash Balance			<b>\$ 6,422,407.99</b>
		<b>\$</b>	<b>6,422,407.99</b>
<b>SIDEWALK FEE-IN-LIEU ACCOUNT:</b>			
February 1, 2024 Opening Cash Balance			\$ 33,547.11
Revenue			2.75
Total Revenues and Opening Cash Balance			\$ 33,549.86
Expenses			
February 29, 2024 Closing Cash Balance			<b>\$ 33,549.86</b>
<b>ARPA 2022 ACCOUNT</b>			
February 1, 2024 Opening Cash Balance			\$ 949,252.42
Revenue			\$ 1,434.17
Total Revenues and Opening Cash Balance			\$ 950,686.59
Expenses			\$ 85,532.24
February 29, 2024 Closing Cash Balance			<b>\$ 865,154.35</b>
<b>CONTINGENCY FUNDS:</b>			
	<b>General Fund Contingencies</b>		\$ 318,565.76
	National Bank of Malvern	Interest	\$757.25
		TOTAL	<b>\$ 319,323.01</b>
	<b>Sewer Fund Contingencies</b>		\$ 444,247.31
	National Bank of Malvern	Interest	\$1,056.00
			<b>\$ 445,303.31</b>
	<b>National Bk of Malvern CD</b>	6 Month	<b>\$ 204,612.60</b>
	<b>6 Months</b>	interest	
February 10, 2024 rolled over to 10 month CD	<b>National Bk of Malvern CD</b>	total	<b>\$ 204,612.60</b>
	6-Aug-24	<b>National Bk of Malvern CD</b>	12 Month
			<b>\$ 200,000.00</b>
	22-Sep-24	<b>1First Resource Bank CD</b>	15 Month
			<b>\$ 205,000.00</b>
<b>TOTAL IN ALL ACCOUNTS</b>			
			<b>\$ 8,695,351.12</b>
	Respectfully Submitted by,		
	Mary Lou Whitcomb		
	Borough Treasurer		

March 19, 2024

To the President and Members  
Malvern Borough Council  
Malvern, PA 19355

Dear Council Members:

We, the undersigned members of the Finance and Administration Committee, submit the following report for the month of February.

Bills to be paid from the General Fund for Finance and Administration in the amount of \$ 110,299.16. Bills to be paid for Tax Collection in the amount of \$ -0.00. Bills to be paid for Capital Reserve Fund in the amount of \$ 56,192.65, have been examined and approved for payment.

Respectfully submitted,

---

Amy Finkbiner, Ph.D., Chair

---

Brendan Phillips

---

Zoe Warner, Ph.D.

March 19, 2024

To the President and Members  
Malvern Borough Council  
Malvern, PA 19355

Dear Council Members:

We, the undersigned members of the Public Safety Committee, submit  
The following report for the month of February.

Bills to be paid from the General Fund for Police in the amount of  
\$ 125,718.99 for Code Enforcement in the amount of \$ 11,395.18 and  
for Malvern Fire Company in the amount of \$ 2,683.47 have been  
Examined and approved for payment.

Respectfully submitted,

---

Brendan Phillips, Chair

---

Amy Finkbiner, Ph.D.

---

Lynne D. Frederick

March 19, 2024

To the President and Members  
Malvern Borough Council  
Malvern, PA 19355

Dear Council Members:

We, the undersigned members of the Public Works Committee, submit the following report for the month of February.

Bills to be paid from the General Fund for Highways in the amount of \$ 60,519.12. For Trash & Recyclables in the amount \$ 30,489.33 for Park and Recreation in the amount of \$5,097.82, have been examined and approved for payment. Bills to be paid from the Sewer Fund in the amount of \$ 36,769.07, have been examined and approved for payment.

Respectfully submitted,

---

Joseph Bones, Chair

---

Mark Niemiec

---

Angela Riccetti

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 1

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>01</b>		<b>GENERAL FUND</b>						
01400	000	BORO COUNCIL & MAYOR COMPENSATION	8,400.00				8,400.00	100
	001	SALARY - SECRETARY/MANAGER	83,283.00	6,406.40	16,016.00		67,267.00	81
	002	SALARY - TREASURER/ADMIN. ASST.	57,038.00	4,387.20	10,968.00		46,070.00	81
	003	ASSISTANT MANAGER	56,222.00	4,324.80	10,812.01		45,409.99	81
	021	SALARY & WAGES - CLERKS	12,168.00	960.22	1,940.10		10,227.90	84
	033	TELEPHONE & COMMUNICATIONS	15,500.00	1,324.89	2,189.89		13,310.11	86
			232,611.00	17,403.51	41,926.00	0.00	190,685.00	82
01401	000	REAL ESTATE TAX REFUNDS	6,500.00				6,500.00	100
			6,500.00	0.00	0.00	0.00	6,500.00	100
01402	020	MATERIALS & SUPPLIES	5,000.00	515.13	992.59		4,007.41	80
	021	CONFERENCES, SEMINARS, MEETINGS	5,000.00				5,000.00	100
	022	DUES & MEMBERSHIPS	4,555.00	200.00	2,114.08		2,440.92	54
	023	OFFICE EQUIP. MAINTENANCE & EXPENSE	32,000.00	1,109.33	3,971.23		28,028.77	88
	024	GENERAL EXPENSE	32,500.00	1,635.61	4,486.22		28,013.78	86
	025	ADVERTISING & PRINTING	8,000.00	665.34	665.34		7,334.66	92
	030	AUDITING SERVICES	34,500.00		5,500.00		29,000.00	84
			121,555.00	4,125.41	17,729.46	0.00	103,825.54	85
01403	012	COMMISSIONS-EARNED INC. TAX COLL.	20,000.00				20,000.00	100
	013	EIT TAX COLLECTION STUDY GROUP EXP	500.00				500.00	100
	014	GENERAL EXPENSE	150.00				150.00	100
			20,650.00	0.00	0.00	0.00	20,650.00	100
01404	000	LEGAL SERVICES	175,000.00	24,526.00	25,226.00		149,774.00	86
	002	LEGAL SERVICES-RIGHT-TO-KNOW	45,000.00	2,177.00	2,177.00		42,823.00	95
			220,000.00	26,703.00	27,403.00	0.00	192,597.00	88
01406	200	WORKERS COMPENSATION	13,161.00		2,803.43		10,357.57	79
	220	INCOME PROTECTION INSURANCE	3,239.00	388.47	581.74		2,657.26	82
	221	GROUP LIFE INSURANCE	1,850.00	204.12	306.18		1,543.82	84
	222	HOSPITALIZATION INSURANCE	72,105.00	5,366.97	10,414.78		61,690.22	86
	223	DENTAL CARE INSURANCE	4,339.00		1,931.94		2,407.06	56
	224	SOCIAL SECURITY TAX- BOROUGH	39,733.00	1,942.59	4,573.63		35,159.37	89
			134,427.00	7,902.15	20,611.70	0.00	113,815.30	85
01407	021	OFFICE SUPPLIES	8,000.00		441.19		7,558.81	95
	022	COMPUTER SUPPLIES	9,000.00				9,000.00	100
	025	REPAIRS AND MAINTENANCE	18,000.00	1,388.95	1,664.38		16,335.62	91
	026	SMALL TOOLS AND MINER EQUIPMENT	5,000.00				5,000.00	100
			40,000.00	1,388.95	2,105.57	0.00	37,894.43	95



Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 2

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>01</b>		<b>GENERAL FUND</b>						
01408	000	ENGINEERING SERVICES	40,000.00	3,829.50	3,829.50		36,170.50	90
			40,000.00	3,829.50	3,829.50	0.00	36,170.50	90
01409	020	MATERIALS & SUPPLIES	10,000.00	1,179.99	1,179.99		8,820.01	88
	021	UTILITIES	35,000.00	3,470.12	5,886.79		29,113.21	83
	022	GENERAL EXPENSE	2,500.00				2,500.00	100
	023	MAINTENANCE & REPAIRS	65,000.00	14,963.53	23,326.47		41,673.53	64
	024	ALARM SYSTEM EXPENSE	588.00				588.00	100
			113,088.00	19,613.64	30,393.25	0.00	82,694.75	73
01410	010	SALARY - CHIEF OF POLICE	147,744.00	11,364.80	22,729.60		125,014.40	85
	011	SALARY & WAGES - PATROLMEN	666,393.00	47,525.24	96,750.35		569,642.65	86
	012	SALARY & WAGES - CLERICAL	78,545.00	5,449.60	10,899.20		67,645.80	86
	015	SALARY & WAGES-PART TIME PATROLMEN	94,000.00	6,888.00	17,224.00		76,776.00	82
	018	SALARY & WAGES -OVERTIME	76,000.00	5,100.01	13,759.95		62,240.05	82
	019	MAINTENANCE - OFFICE EQUIPMENT	5,000.00		494.76		4,505.24	90
	020	MATERIALS & SUPPLIES	4,000.00	98.28	200.75		3,799.25	95
	021	UNIFORMS	16,000.00	140.97	140.97		15,859.03	99
	022	AMMUNITION	5,000.00				5,000.00	100
	023	TRAINING - EDUCATION	9,000.00				9,000.00	100
	024	ADVERTISING & PRINTING	5,000.00				5,000.00	100
	025	TELEPHONE & COMMUNICATIONS	10,000.00	2,159.77	3,041.24		6,958.76	70
	026	VEHICLE MAINTENANCE & REPAIRS	19,400.00	315.35	715.30		18,684.70	96
	027	MAINTENANCE - TRAFFIC SIGNALS	2,000.00	1,982.00	1,982.00		18.00	1
	029	GAS & OIL	17,000.00	2,918.49	3,988.40		13,011.60	77
	030	TIRES	2,000.00	25.00	25.00		1,975.00	99
	031	ENERGY - TRAFFIC LIGHTS	2,500.00	165.52	332.83		2,167.17	87
	032	GENERAL EXPENSE	29,000.00	815.52	3,270.65		25,729.35	89
	033	GENERAL EXPENSE- OTHER	1,000.00				1,000.00	100
	042	DUES & MEMBERSHIPS	8,000.00	3,060.00	3,205.00		4,795.00	60
	043	BODY AND DASH BOARD CAMERAS	25,000.00	10,187.94	10,187.94		14,812.06	59
	070	CAPITAL EXPENDITURES	78,000.00	175.00	57,138.01		20,861.99	27
	071	IT NETWORKING SERVICES & EXPENSES	38,000.00	4,690.18	4,690.18		33,309.82	88
	072	COMPUTER HARDWARE	18,000.00				18,000.00	100
	200	WORKERS COMPENSATION	14,000.00		2,803.44		11,196.56	80
	220	INCOME PROTECTION SERVICES	6,500.00	948.51	1,492.36		5,007.64	77
	221	GROUP LIFE INSURANCE	4,000.00	567.00	869.40		3,130.60	78
	222	HOSPITALIZATION INSURANCE	190,000.00	15,249.75	30,180.34		159,819.66	84
	223	DENTAL CARE INSURANCE	15,000.00	111.03	4,607.43		10,392.57	69
	224	SOCIAL SECURITY TAX BOROUGH	80,000.00	5,781.03	12,228.17		67,771.83	85
	228	POLICE PROFESSIONAL LIABILITY INSUR	18,000.00				18,000.00	100
	320	UNIFORMED PENSION PLAN	67,137.00				67,137.00	100
			1,751,219.00	125,718.99	302,957.27	0.00	1,448,261.73	83
01411	020	CONTRIBUTION VOLUNTEER FIRE COMPANY	152,088.00				152,088.00	100

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 3

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>01</b>		<b>GENERAL FUND</b>						
01411	021	COST OF FIRE HYDRANTS	23,000.00				23,000.00	100
	022	VOL. FIRE CO. - WATER CONSUMPTION	3,000.00	567.47	921.29		2,078.71	69
	023	STATE WORKERS INS. FD. (SWIF)	44,855.00	2,116.00	2,116.00		42,739.00	95
	099	FOREIGN FIRE INS. MFC	36,300.00				36,300.00	100
			259,243.00	2,683.47	3,037.29	0.00	256,205.71	99
01414	010	SALARIS & WAGES - CODE ENFORCEMENT	147,468.00	9,804.22	21,028.91		126,439.09	86
	011	3RD PARTY INSPECTIONS	15,000.00				15,000.00	100
	020	GENERAL EXPENSE	6,500.00				6,500.00	100
	021	CONTRIBUTION TO PLANNING COMMISSION	2,500.00	525.00	525.00		1,975.00	79
	022	CONTRIBUTION TO ZONING BOARD	3,000.00				3,000.00	100
	023	CONTRIBUTION TO HISTORICAL COMMISS.	3,000.00	740.41	1,023.47		1,976.53	66
	024	CONTR. TO THE ENVIRONMENTAL ADV CO	1,000.00				1,000.00	100
	029	DONATION ACCOUNT	500.00				500.00	100
	221	REFUNDS- ZONING HEARINGS	750.00				750.00	100
			179,718.00	11,069.63	22,577.38	0.00	157,140.62	87
01415	000	EMERGENCY MANAGEMENT COORDINATOR	1,000.00	325.55	325.55		674.45	68
			1,000.00	325.55	325.55	0.00	674.45	67
01427	020	CONTRACTED SERVICES	201,886.00	24,645.58	48,872.91		153,013.09	76
	021	LANDFILL FEES & EXPENSES	85,000.00	5,843.75	12,529.12		72,470.88	85
			286,886.00	30,489.33	61,402.03	0.00	225,483.97	79
01430	010	SALARIES & WAGES - HIGHWAYS	252,635.00	19,433.94	38,867.88		213,767.12	85
	011	PUBLIC WORKS SAFETY EQUIPMENT	6,500.00				6,500.00	100
	018	SALRIES & WAGES-OVERTIME	30,000.00	2,190.98	10,630.33		19,369.67	65
	020	MATERIALS & SUPPLIES	8,000.00	856.52	1,370.59		6,629.41	83
	021	UTILITIES	10,000.00	2,457.41	3,123.43		6,876.57	69
	022	GENERAL EXPENSE	15,000.00	1,488.54	2,561.43		12,438.57	83
	023	EQUIPMENT RENTALS	4,000.00				4,000.00	100
	024	TELEPHONE & COMMUNICATIONS	7,500.00	639.53	1,370.32		6,129.68	82
	025	VEHICLE MAINTENANCE & REPAIRS	12,000.00	910.89	1,083.03		10,916.97	91
	026	GAS, OIL & TIRES	15,000.00	1,946.55	2,659.82		12,340.18	82
	027	MINOR EQUIPMENT PURCHASES	2,500.00				2,500.00	100
	200	WORKERS COMPENSATION	12,432.00		2,803.44		9,628.56	78
	220	INCOME PROTECTION INSURANCE	2,910.00	399.98	597.68		2,312.32	80
	221	GROUP LIFE INSURANCE	1,815.00	217.76	326.64		1,488.36	82
	222	HOSPITALIZATION INSURANCE	98,911.00	8,931.75	17,544.34		81,366.66	82
	223	DENTAL CARE INSURANCE	4,333.00		1,765.51		2,567.49	59
	224	SOCIAL SECURITY TAX - BOROUGH	25,656.00	1,956.98	4,390.45		21,265.55	83
			509,192.00	41,430.83	89,094.89	0.00	420,097.11	83

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 4

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>01</b>		<b>GENERAL FUND</b>						
01432	020	SNOW & ICE REMOVAL	20,000.00	9,757.20	10,519.70		9,480.30	47
			20,000.00	9,757.20	10,519.70	0.00	9,480.30	47
01433	020	STREET SIGNS & MARKINGS	10,500.00	74.10	74.10		10,425.90	99
			10,500.00	74.10	74.10	0.00	10,425.90	99
01434	020	STREET LIGHTING	30,000.00	1,393.84	4,586.61		25,413.39	85
			30,000.00	1,393.84	4,586.61	0.00	25,413.39	85
01436	020	MAINT. & REPAIRS - SEWERS & DRAINS	3,000.00				3,000.00	100
	053	STORMWATER FEES	2,000.00				2,000.00	100
			5,000.00	0.00	0.00	0.00	5,000.00	100
01437	020	REPAIRS TO TOOLS & MACHINERY	4,000.00	244.15	494.15		3,505.85	88
			4,000.00	244.15	494.15	0.00	3,505.85	88
01438	020	MAINTENANCE & REPAIRS - STREETS	30,000.00				30,000.00	100
			30,000.00	0.00	0.00	0.00	30,000.00	100
01439	070	CAPITAL EXPENDITURES	70,000.00	7,619.00	60,003.82		9,996.18	14
			70,000.00	7,619.00	60,003.82	0.00	9,996.18	14
01452	020	RECREATIONAL PROGRAMS	15,000.00	30.74	309.90		14,690.10	98
	021	MAINTENANCE & REPAIRS	10,500.00	103.80	1,568.80		8,931.20	85
			25,500.00	134.54	1,878.70	0.00	23,621.30	93
01454	010	SALARIES & WAGES - PARKS & REC.	58,102.00	4,493.67	9,007.00		49,095.00	85
	020	MATERIALS & SUPPLIES	6,825.00	394.92	394.92		6,430.08	94
	021	GENERAL EXPENSE	7,875.00	74.69	164.01		7,710.99	98
			72,802.00	4,963.28	9,565.93	0.00	63,236.07	87
01455	020	SHADE TREE MAINTENANCE	17,250.00				17,250.00	100
			17,250.00	0.00	0.00	0.00	17,250.00	100
01456	020	CONTRIBUTION TO LIBRARY	12,180.00				12,180.00	100
			12,180.00	0.00	0.00	0.00	12,180.00	100

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 5

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>01</b>		<b>GENERAL FUND</b>						
01483	020	NON-UNIFORMED PENSION FUND	23,653.00				23,653.00	100
			23,653.00	0.00	0.00	0.00	23,653.00	100
01486	026	CASUALTY - GENERAL LIABILITY	11,000.00				11,000.00	100
	027	AUTOMOBILE LIABILITY INSURANCE	4,153.00				4,153.00	100
	029	PUBLIC OFFICIALS LIABILITY INS.	7,389.00				7,389.00	100
	030	INLAND MARINE INSURANCE	9,383.00				9,383.00	100
	032	COMMERCIAL PROPERTY INSURANCE	2,490.00				2,490.00	100
	033	PROFESSIONAL DEVELOPMENT	10,000.00	2,495.00	2,495.00		7,505.00	75
	034	STAFF OUTREACH	5,000.00	1,838.00	1,913.00		3,087.00	62
			49,415.00	4,333.00	4,408.00	0.00	45,007.00	91
01489	010	MILITARY & CIVIC CONTRIBUTIONS	45,500.00	25,000.00	25,500.00		20,000.00	44
			45,500.00	25,000.00	25,500.00	0.00	20,000.00	44
01492	011	TRANSFER TO CAPITAL RESERVE FUND	158,359.00				158,359.00	100
			158,359.00	0.00	0.00	0.00	158,359.00	100
01	*****	GENERAL FUND	4,490,248.00	346,203.07	740,423.90	0.00	3,749,824.10	84

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 6

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>08</b>		<b>SEWER FUND</b>						
08429	010	SALARIES & WAGES - SEWER OP & MAINT	160,768.00	12,367.05	24,734.10		136,033.90	85
	020	MATERIALS & SUPPLIES	4,200.00				4,200.00	100
	021	UTILITIES	25,000.00	3,044.74	5,427.04		19,572.96	78
	022	MAINTENANCE & REPAIRS	15,000.00	393.25	962.45		14,037.55	94
	023	VEHICLE MAINTENANCE & REPAIRS	5,000.00				5,000.00	100
	024	GAS & OIL	6,000.00	540.56	738.70		5,261.30	88
	026	SEWAGE DISPOSAL VARIOUS	450,000.00		66,708.25		383,291.75	85
	027	MATERIALS & SUPPLIES	3,000.00				3,000.00	100
	028	GENERAL EXPENSE	10,500.00	1,379.06	1,379.06		9,120.94	87
	029	ENGINEERING	10,000.00	218.75	218.75		9,781.25	98
	030	TELEPHONE & COMMUNICATIONS	6,300.00				6,300.00	100
	031	ALARM SYSTEM EXPENSE	2,100.00				2,100.00	100
	101	SALARIES & WAGES - SEWER ADMIN.	104,627.00	8,071.87	19,719.76		84,907.24	81
			802,495.00	26,015.28	119,888.11	0.00	682,606.89	85
08430	070	CAPITAL EXPENDITURES	15,000.00				15,000.00	100
			15,000.00	0.00	0.00	0.00	15,000.00	100
08484	010	AUTOMOBILE INSURANCE	2,771.00				2,771.00	100
	200	WORKMEN'S COMPENSATION	12,054.00		2,803.44		9,250.56	77
			14,825.00	0.00	2,803.44	0.00	12,021.56	81
08486	011	CASUALTY - GENERAL LIABILITY	11,000.00				11,000.00	100
	013	SOCIAL SECURITY TAX -SEWER - BORO	20,941.00	1,532.10	3,340.76		17,600.24	84
	014	COMMERICAL PROPERTY INSURANCE	7,863.00				7,863.00	100
	015	PUBLIC OFFICIALS LIABILITY INS.	4,854.00				4,854.00	100
	016	DENTAL CARE INSURANCE	6,257.00		2,131.85		4,125.15	66
	017	INCOME PROTECTION INSURANCE	4,099.00	525.63	786.28		3,312.72	81
	019	HOSPITALIZATON & PRESCRIPTION INS.	98,634.00	5,918.32	11,653.10		86,980.90	88
	020	GROUP LIFE INSURANCE	2,420.00	281.24	421.86		1,998.14	83
			156,068.00	8,257.29	18,333.85	0.00	137,734.15	88
08492	013	TRANSFER TO SEWER CAPITAL RESERVE	114,094.00				114,094.00	100
			114,094.00	0.00	0.00	0.00	114,094.00	100
08	*****	SEWER FUND	1,102,482.00	34,272.57	141,025.40	0.00	961,456.60	87

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 7

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>20</b>		<b>SEWER CAPITAL RESERVE</b>						
20429	072	REPAIR OF SEWER LATERALS	120,000.00				120,000.00	100
	073	REPAIR JOINTS FOR I & I	150,000.00	125.00	125.00		149,875.00	100
	074	UPGRADE WET WELL PUMP ST.#2 RUTHLAN	25,000.00	2,034.00	2,034.00		22,966.00	92
	076	CONSTRUCTION FUND-VFSA & TT	50,000.00	337.50	337.50		49,662.50	99
	077	EJECTOR STATION #1 UPGRADE MONUMENT	410,000.00				410,000.00	100
			755,000.00	2,496.50	2,496.50	0.00	752,503.50	100
20	*****	SEWER CAPITAL RESERVE	755,000.00	2,496.50	2,496.50	0.00	752,503.50	100
<b>30</b>		<b>CAPITAL RESERVE FUND</b>						
30400	001	ZONING ORDINANCE AMENDMENTS UPDATE	120,000.00	4,272.05	4,272.05		115,727.95	96
	002	GENERAL CODE REFORMAT OF CODE ORDIN	5,000.00				5,000.00	100
	005	MAIN STREET TASK FORCE	25,000.00				25,000.00	100
	006	PROFESSIONAL SERV. FOR PUBLIC WORKS	20,000.00				20,000.00	100
	007	MICROSOFT 365-UPGRADE IT SYS. CLOUD	15,000.00				15,000.00	100
			185,000.00	4,272.05	4,272.05	0.00	180,727.95	98
30402	026	DOCUMENT IMAGING	15,000.00				15,000.00	100
			15,000.00	0.00	0.00	0.00	15,000.00	100
30409	000	MUNICIPAL BUILDING RENOV.	117,000.00				117,000.00	100
			117,000.00	0.00	0.00	0.00	117,000.00	100
30430	001	TRAFFIC ANALYSIS ENGINEER STUDIES	30,000.00	691.25	691.25		29,308.75	98
			30,000.00	691.25	691.25	0.00	29,308.75	98
30435	003	MUTIMODAL PEDESTRIAN-DCED GRANT	75,000.00				75,000.00	100
	006	RANDOLPH WOODS DEV./M-W GREENWAY TR	100,000.00				100,000.00	100
	007	RANDOLPH WOODS DEVELOPMENT-PHASE 1A	125,200.00	2,941.50	2,941.50		122,258.50	98
	008	OPEN SPACE ACQUISITION	100,000.00				100,000.00	100
	012	SIDEWALK IMPROVEMENTS	50,000.00				50,000.00	100
			450,200.00	2,941.50	2,941.50	0.00	447,258.50	99
30437	002	BRIDGE STREET REPAIRS	130,500.00				130,500.00	100
			130,500.00	0.00	0.00	0.00	130,500.00	100
30439	001	OLD LINCOLN HIGHWAY IMPROVEMENTS	646,350.00	3,562.50	3,562.50		642,787.50	100
	002	TRAFFIC SAFETY IMPROVEMENTS	50,000.00				50,000.00	100
	070	PAVING BOROUGH STREETS	350,000.00	181.25	181.25		349,818.75	100

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 8

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
			1,046,350.00	3,743.75	3,743.75	0.00	1,042,606.25	100
30445	001	Parking Facility Improvements	5,000.00				5,000.00	100
			5,000.00	0.00	0.00	0.00	5,000.00	100
30446	001	STREAMBANK STABILIZATION	844,150.00	906.25	906.25		843,243.75	100
	002	Drainage Improvements	75,000.00	43,637.85	43,637.85		31,362.15	42
			919,150.00	44,544.10	44,544.10	0.00	874,605.90	95
30454	001	Park Improvements	30,550.00				30,550.00	100
	003	PUMP TRACK	25,000.00				25,000.00	100
			55,550.00	0.00	0.00	0.00	55,550.00	100
30455	001	KING STREET- SHADE TREE PLAN	25,000.00				25,000.00	100
			25,000.00	0.00	0.00	0.00	25,000.00	100
30459	000	SIGNAGE THROUGHOUT THE BOROUGH	25,000.00				25,000.00	100
	001	Trail Construction	100,000.00				100,000.00	100
			125,000.00	0.00	0.00	0.00	125,000.00	100
30480	8932	GENERAL EXPENSE	10,000.00				10,000.00	100
			10,000.00	0.00	0.00	0.00	10,000.00	100
30	*****	CAPITAL RESERVE FUND	3,113,750.00	56,192.65	56,192.65	0.00	3,057,557.35	98

Malvern Borough Accounts Payable

Report Date 03/13/24

Expenditure Budget Status Report  
GL Period 2402

PAGE 9

Acct #	Sub #	Description	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
<b>35</b>		<b>HIGHWAY AID FUND</b>						
35492	000	TRANSFER TO GENERAL FUND	30,000.00				30,000.00	100
			30,000.00	0.00	0.00	0.00	30,000.00	100
35	*****	HIGHWAY AID FUND	30,000.00	0.00	0.00	0.00	30,000.00	100
			9,491,480.00	439,164.79	940,138.45	0.00	8,551,341.55	90

Legend:

Expenditure Budget Status Report Previewing to your screen

Starting at Fund 01400

MARPO3 run by Tiffany Loomis 8 : 51 AM



Acct #	Sub #	Description	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
01		GENERAL FUND					
01301	002	REAL ESTATE TAXES (DELINQUENT)	10,000.00	298.70	596.80	9,403.20	6
			10,000.00	298.70	596.80	9,403.20	6
01310	001	PER CAPITA TAX (PRIOR YEARS)	1,000.00	93.50	280.50	719.50	28
	010	REAL ESTATE TRANSFER TAX	250,000.00	31,801.00	52,831.80	197,168.20	21
	020	EARNED INCOME TAX (CURRENT)	1,800,000.00	38,100.00	38,100.00	1,761,900.00	2
	021	EARNED INCOME TAX (PRIOR YEARS)	500,000.00	352,875.68	423,986.83	76,013.17	85
	052	LOCAL SERVICE TAX (PRIOR)	55,000.00	26,041.26	34,429.95	20,570.05	63
			2,606,000.00	448,911.44	549,629.08	2,056,370.92	21
01320	001	BUILDING PERMITS & REGISTRATION	35,000.00	1,050.00	3,795.40	31,204.60	11
	002	PLUMBING PERMITS & REGISTRATIONS	3,000.00	254.50	896.50	2,103.50	30
	004	ZONING & SUBDIVISION PERMITS	5,000.00	425.00	650.00	4,350.00	13
	006	FRANCHISE FEE - COMCAST	82,000.00	18,285.99	18,285.99	63,714.01	22
	007	HOUSING & PROPERTY MAINTENANCE FEES	40,000.00	31,772.65	32,247.65	7,752.35	81
	071	INSPECTION FEES	8,000.00	550.00	1,300.00	6,700.00	16
			173,000.00	52,338.14	57,175.54	115,824.46	33
01321	033	PARKING PERMITS	2,000.00	300.00	360.00	1,640.00	18
			2,000.00	300.00	360.00	1,640.00	18
01330	000	VIOLATIONS OF ORDINANCES	4,000.00	899.36	1,293.81	2,706.19	32
	001	MOTOR VEHICLE CODE VIOL./ CRIMINAL		553.54	2,674.51	-2,674.51	
			4,000.00	1,452.90	3,968.32	31.68	99
01341	000	EARNINGS ON INVESTMENTS	50,000.00	15,646.76	24,535.63	25,464.37	49
			50,000.00	15,646.76	24,535.63	25,464.37	49
01342	000	RENTS OF PROPERTY	78,750.00	6,494.59	12,989.18	65,760.82	17
			78,750.00	6,494.59	12,989.18	65,760.82	16
01362	000	POLICE SPECIAL DUTY	7,500.00	400.00	400.00	7,100.00	5
	001	GRANTS	6,200.00		1,955.73	4,244.27	32
			13,700.00	400.00	2,355.73	11,344.27	17
01379	000	MISCELLANEOUS INCOME	30,000.00	4,048.35	4,048.35	25,951.65	14
	002	PD AUTO. PROT. DEVICE ALARM REGIST.	3,000.00	375.00	1,775.00	1,225.00	59
	003	PD COPIES OF ACCIDENT/MISC. REPORTS	550.00	45.00	60.00	490.00	11
	004	MISCELLANEOUS TAX CERTIFICATION & D	4,500.00	2,360.00	2,435.00	2,065.00	54
			38,050.00	6,828.35	8,318.35	29,731.65	22

Acct #	Sub #	Description	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
01		GENERAL FUND					
01395	000	REFUNDS	3,500.00	28.82	28.82	3,471.18	1
			3,500.00	28.82	28.82	3,471.18	1
01	*****	GENERAL FUND	2,979,000.00	532,699.70	659,957.45	2,319,042.55	22
08		SEWER FUND					
08341	000	EARNINGS FROM INVESTMENTS	30,000.00	3,759.93	7,797.33	22,202.67	26
			30,000.00	3,759.93	7,797.33	22,202.67	26
08364	010	SEWER RENTS	1,018,180.00	209,811.48	217,126.55	801,053.45	21
	012	OTHER INCOME - PENALTIES & INTEREST	48,586.00	220.00	295.00	48,291.00	1
			1,066,766.00	210,031.48	217,421.55	849,344.45	20
08	*****	SEWER FUND	1,096,766.00	213,791.41	225,218.88	871,547.12	21

Acct #	Sub #	Description	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
30		CAPITAL RESERVE FUND					
30340	000	EARNINGS FROM INVESTMENTS	10,000.00	1,375.36	2,867.27	7,132.73	29
			10,000.00	1,375.36	2,867.27	7,132.73	29
30	*****	CAPITAL RESERVE FUND	10,000.00	1,375.36	2,867.27	7,132.73	29
35		HIGHWAY AID FUND					
35341	000	EARNINGS FROM INVESTMENTS	2,000.00	147.48	304.99	1,695.01	15
			2,000.00	147.48	304.99	1,695.01	15
35	*****	HIGHWAY AID FUND	2,000.00	147.48	304.99	1,695.01	15
			4,087,766.00	748,013.95	888,348.59	3,199,417.41	22

Louis M. Marcelli  
Chief of Police

# MALVERN BOROUGH POLICE DEPARTMENT



**Date:** March 5, 2024  
**To:** Mayor Uzman  
Members of Borough Council  
**From:** Louis M. Marcelli, Chief of Police  
**Subject:** MONTHLY REPORT –February 2024

During the month of February, 2024, Members of the Police Department received 277 calls for service. Of the 277 calls, there was 1- Part 0 Crime and 3-Part II Crimes. The Members of the Department made 0 Criminal arrest for the month.

### Traffic Enforcement:

Traffic Citations –28; Warnings –33; Parking Tickets – 7 and Ordinances – 0.

### Alarms:

There were 2 police, 3 fire alarms and 2 EMS alarm.

### EMS, Medical and Ambulance:

There was a total of 17 calls.

### Accidents:

There were 2 property, 1 hit and run, 0 vehicle versus pedestrian, and 1 reportable crash for the month.

### Assistance to Malvern Police Department:

The Police Department received assistance from other Departments on 3 occasions.

1 East First Avenue, Suite 1, Malvern, PA 19355  
Police Radio: 610-647-1440 | Office: 610-647-0261 | Fax: 610-647-6166  
Email: [police@malvern.org](mailto:police@malvern.org)

Louis M. Marcelli  
Chief of Police

# MALVERN BOROUGH POLICE DEPARTMENT



## Assistance to Other Departments:

Members of the Department responded to assist other Departments on 2 occasions for miscellaneous police related issues.

## House Checks:

There were 12 house checks for the month.

## Fingerprinting:

No fingerprints were requested.

## Training:

**February 6<sup>th</sup>**-Annual range qualifications and training was completed by Chief Marcelli and the following Officers: Wilson, Dresden, Daniels, Garcia, and Rose.

**February 9<sup>th</sup>**- Corporal Dougherty and Officer Bury attended Distracting Driving training course

**February 28<sup>th</sup>**- Corporal Dougherty attended Bulletproof Mind training

cc: Tiffany Loomis  
Borough Manager

1 East First Avenue, Suite 1, Malvern, PA 19355  
Police Radio: 610-647-1440 | Office: 610-647-0261 | Fax: 610-647-6166  
Email: [police@malvern.org](mailto:police@malvern.org)

## PUBLIC WORKS SUPERINTENDENT REPORT

February 2024

### STREET DEPT:

Trash containers on King Street and all Public Parks are emptied weekly on Monday and Friday. Doggie Bag dispensers were checked and filled.

Cleaned storm drains

14 Mark outs were received from Pa One Call and completed.

Repaired various street signs.

Repaired various Pot Holes.

Salted & Plowed roads and cleaned sidewalks during snowstorm.

Repaired various streetlights.

Cut and cleaned up two downed trees in Randolph Woods

Installed new seasonal lights on Gazebo at Burke Park

### SEWER DEPT:

Pump stations were checked daily.

Pumped 12,454,100 gallons to Valley Forge Sewer Authority.

Replace battery in all emergency generators t pump stations.

Cleaned out wet well at pump stations.

New pump operating system installed at pump station #2, Ruthland Ave.

Checked meter pits weekly

### SHOP:

Service and inspection on Police vehicles.

Serviced all trucks.

New truck for Street Department was put into service.

Respectfully submitted,  
Walter Davis  
Superintendent of Public Works

**ARPA COMMITTEE RECOMMENDATIONS & EXPENDITURE STATUS AS OF MARCH 15, 2024**

CATEGORY	TOTAL AMOUNT DESIGNATED TO BE RELEASED	TRANSACTIONS	REMAINING BALANCE	NOTES	MONIES SPENT TO DATE
<p><b>Borough Hall Renovations including but not limited to:</b>                      Fence in Police Rear Access - COMPLETED                      Lighting of Police Area - COMPLETED                      Upgrade 3 Police Cars w/ Charging Capabilities - COMPLETED                      Charging Station for Police Cars - COMPLETED                      Sound System Upgrade - COMPLETED                      LED Lighting for all Borough Buildings -COMPLETED                      Upgrade Sound System - COMPLETED</p>	\$ 40,000.00	<p>\$3,000 - Upgrade 3 Police Cars w/ Charging Capabilities - 5/17/2022 (\$2,775 processed for payment in August 2022 for electrical work to be completed)</p> <p>\$13,200 - Fence in Police Rear Access/ Lighting &amp; Camera including electrical work 6/7/2022 (\$4,081.20 &amp; \$2,453.34 processed for payment in August 2022 for electrical work)</p> <p>(Fence Purchase &amp; Installation totaling \$8,122.13 - A deposit of \$4,061.07 was paid July 11, 2022. The remaining balance is paid upon the work being completed - WORK TO BE COMPLETED IN OCTOBER/ NOVEMBER) <b>THE REMAINDER TO BE PAID FROM WORKERS COMPENSTATION INSURANCE GRANT &amp; BUILDING MAINTENANCE IN THE GENERAL FUND.</b></p> <p>\$1,277.15 paid 9/28 for Light Pole to Stairs.</p> <p>A deposit of \$1,196 was paid in July for the Sound System. <b>The Sound System has been installed and the invoice will be received shortly totaling \$23,449</b> - Sound System approved by Borough Council on 6/21/2022</p>	\$ 707.24	NONE	\$ 39,292.76
<p><b>Library Renovations including but not limited to:</b>                      Carpet Tiles                      Painting the Library                      Foyer Renovations                      Shared Bathroom Renovations                      AC System to be repaired</p>	\$ 40,000.00	<p>Borough Council approved COSTAR flooring quotes totaling \$37,670.47 at their October 3, 2023 meeting. Funds will be released when work is completed.  <b>\$12,532.24 paid on 2/15/2024</b></p>	\$ 27,467.76	NONE	\$ 12,532.24
<p><b>Economic Revitalization including but not limited to:</b>                      Main Street Manager for King Street                      Potential WIFI Hot Spots                      Craft &amp; Mercantile Event - Scheduled for 9/16/22 - COMPLETED                      Craft &amp; Mercantile Event - Scheduled for 9/15/23 - PENDING</p>	\$ 106,600.00	<p>\$5,000 - Craft &amp; Mercantile Event - 4/5/2022                      \$6,000 - MBPA for Lighting Installation - 10/18/2022                      \$3,000 - POLICE DETAIL for SURFIN' USA event scheduled for 5/6/2023 ESTIMATE = 5 Hours w/ 6 Police Officers                      \$5,550 - Craft&amp; Mercantile Event - 9/15/2023                      \$5,000 - Derck &amp; Edson - Grant Preparation- Authorized by Borough Council on 11/8</p> <p><b>\$82,050 PAID to MKSR, Inc. as of March 2024</b></p>	\$ -	<p>\$400 deducted from spending account total due to Composting Program costing an additional \$800. Split additional cost between two (2) remaining available categories.</p> <p><b>WORKING ON MAIN STREET MANAGER INITIATIVE</b></p>	\$ 106,600.00
<p><b>Public Works Capital Improvement Program including but no limited to:</b>                      Stormwater Issues - ON GOING                      2022 Road Program - COMPLETED</p>	\$ 106,600.00	<p>\$25,000 - 2022 Road Program - 6/7/2022 - PAID IN AUGUST 2022                      POST OFFICE STORMWATER PIPE - \$9,500 - INVOICES RECEIVED &amp; PAID WORK COMPLETED ON OCTOBER 11, 2022</p> <p>Borough Council authorized \$72,100 on September 19, 2023 to be spent towards the Jennings Lane Storm Sewer Capital Improvement Project. Jurich, Inc. paid on 2/15/2024. \$72,100 of the invoice due was paid from ARPA funds.</p>	\$ -	<p>\$400 deducted from spending account total due to Composting Program costing an additional \$800. Split additional cost between two (2) remaining available categories.</p> <p><b>COMPLETED</b></p>	\$ 106,600.00
<p><b>Quann Park - COMPLETED</b></p>	\$ 20,000.00	<p>\$20,000 - Park Improvements for DCNR Grant Match - 4/19/2022                      PAID IN AUGUST 2022</p>	\$ -	<b>COMPLETED</b>	\$ 20,000.00
<p><b>Composting Program - Originally \$10k was budgeted for this item. \$800 additional funds were needed. \$400 each was deducted from Storwater and Economic Revitalization to balance the funds that are allowed to spent.</b></p>	\$ 10,800.00	<p>Borough Council approved the composting pilot program at their January 3, 2023 meeting - <b>\$10,800 Authorized from ARPA Funds</b></p>	\$ 4,500.00	Service Contract ends March 31, 2024	\$ 6,300.00
<p><b>Malvern Fire Company - Purchase of EMS Gear COMPLETED</b></p>	\$ 36,883.00	<p>\$36,883 - EMS GEAR - 10/19/2022</p>	\$ -	<b>COMPLETED</b>	\$ 36,883.00
<b>GRANT TOTAL OF FUNDS TO BE SPENT</b>	<b>\$ 360,883.00</b>		<b>\$ 32,675.00</b>		<b>\$ 415,258.00</b>





# RTKL LOG

Case #	Request Date	Date Received	Requestor	Records Requested	Borough Responder	Response Date	Extension
RTK-2024-012	1/29/2024	1/29/2024	Danny Fruchter	<p>All documents setting forth the terms of Louis Marcelli's employment with the Borough, including but not limited to duties, compensation, work schedule, vacation, holiday, sick, and compensatory time and pay, for the period of his employment.</p> <p>The Borough's Employee Handbook as in effect since January 1, 2014, including, without limitation, all versions, amendments, supplements to date.</p> <p>Documents setting forth Mr. Marcelli's actual gross annual compensation for each year of his Borough employment for 2021, 2022, and 2023.</p> <p>Documents showing any annual breakdown of Mr. Marcelli's compensation (e.g., regular, sick, vacation, holiday, overtime, compensatory pay) for the years 2021, 2022 and 2023. If reports showing the annual breakdown of compensation do not exist, please provide documents showing compensation breakdown for any shorter periods.</p> <p>Documents regarding any submission to or action by the Civil Service Commission with respect to Mr. Marcelli's employment.</p> <p style="text-align: center;"><b>RESPONSE DUE 3/6/2024 - COMPLETED</b></p>	Tiffany Loomis	3/6/2024	Yes
RTK-2024-013	1/29/2024	1/29/2024	Andrew Holman	<p>1. All current, in-force collective bargaining agreement(s) (CBAs) between Malvern Borough and the following employee or labor organization(s): Malvern Police Officers Association (as those terms are defined in the Public Employee Relations Act, Public School Code, or Police and Firemen Collective Bargaining Act or Act 111). If available, I request signed copies of the responsive documents.</p> <p>2. Any and all memoranda of understanding (MOUs), side agreements, or any other agreements between Malvern Borough and Malvern Police Officers Association concerning terms and conditions of employment that remain in force. If available, I request signed copies of the responsive documents.</p> <p style="text-align: center;"><b>RESPONSE DUE 3/6/2024 - COMPLETED</b></p>	Tiffany Loomis	3/4/2024	Yes
RTK-2024-014	2/5/2024	2/5/2024	Danny Fruchter	<p>1. 2023 W-2 IRS forms for all currently employed full-time Police officers.</p> <p>2. The W-2's for the first two years after hiring for each currently serving full-time Police Officer.</p> <p>3. 2023 W-2 for Lou Marcelli.</p> <p style="text-align: center;"><b>RESPONSE DUE 3/13/2024 - COMPLETED</b></p>	Tiffany Loomis	3/13/2024	Yes
RTK-2024-015	2/5/2024	2/5/2024	Joseph A. Lorusso	Reconciled Financial Report for Year 2023 for Line Item #01-404-000 <p style="text-align: center;"><b>RESPONSE DUE 2/12/2024 - COMPLETED</b></p>	Tiffany Loomis	2/5/2024	No
RTK-2024-016	2/6/2024	2/6/2024	Jennifer Chomko	Any and all correspondence between Lynne Frederick and Joe Bones from 9/22/2023 to the present <p style="text-align: center;"><b>RESPONSE DUE 3/14/2024 - COMPLETED</b></p>	Tiffany Loomis	3/14/2024	Yes
RTK-2024-017	2/7/2024	2/7/2024	Danny Fruchter	At the Feb 6, 2024 Borough Council meeting, during Public Comment, Jennifer Chomko presented an RTK request which was logged and accepted by the Borough Manger. Please send me a copy of Mrs. Chomko's RTK request. <p style="text-align: center;"><b>RESPONSE DUE 2/14/2024 - COMPLETED</b></p>	Tiffany Loomis	2/13/2024	No
RTK-2024-018	2/12/2024	2/13/2024	William Johnny	I am writing to request access to all open residential code violation records. in Malvern Borough from January 1, 2024, to the current date for private research purposes. The information is sought for private understanding and analysis. If possible, kindly provide the records in an electronic format, such as PDF, and advise on any associate fees or procedures for obtaining this information. Thank you for your assistance, and I appreciate your prompt attention to this request. <p style="text-align: center;"><b>RESPONSE DUE 2/21/24 - COMPLETED</b></p>	Corinne Badman	2/20/2024	No
RTK-2024-019	2/14/2024	2/14/2024	Joseph Lorusso	Credit card statements from October 2023 to date. <p style="text-align: center;"><b>RESPONSE DUE 2/21/2024 - COMPLETED</b></p>	Tiffany Loomis	2/21/2024	No
RTK-2024-020	2/20/2024	2/20/2024	Joe Harvey	Invoices for portable toilets rented by the Borough for Year 2023 <p style="text-align: center;"><b>RESPONSE DUE 2/27/2024 - COMPLETED</b></p>	Tiffany Loomis	2/27/2024	No
RTK-2024-021	2/21/2024	2/21/2024	John Kohler	Current executed Trash Contract - <p style="text-align: center;"><b>RESPONSE DUE 2/28/2024 - COMPLETED</b></p>	Tiffany Loomis	2/26/2024	No
RTK-2024-022	2/23/2024	2/23/2024	John Kohler	Trail Grant Application upon becoming available - <p style="text-align: center;"><b>RESPONSE DUE 3/1/2024 - COMPLETED</b></p>	Tiffany Loomis	3/1/2024	No
RTK-2024-023	3/1/2024	3/1/2024	Cathy Raymond	<p>#1.) Emails sent by Tiffany Loomis to members of Borough Council with regard to draft agendas and draft council minutes that were sent between January 1, 2023 through December 31, 2023.</p> <p>#2.) Emails sent among the following persons with regard to the preparation of the Borough budget between June 1, 2023 and December 1, 2023 including Tiffany Loomis, Corinne Badman, Amy Finkbner, Joseph Bones, Marty Laney, and Zoe Warner.</p> <p style="text-align: center;"><b>RESPONSE DUE 4/5/2024</b></p>	Tiffany Loomis	In Process	Yes
RTK-2024-024	3/4/2024	3/4/2024	Danny Fruchter	SALDO Sketch Plan Application Submission for 155 Channing Avenue <p style="text-align: center;"><b>RESPONSE DUE 3/11/2024 - COMPLETED</b></p>	Tiffany Loomis	3/4/2024	No
RTK-2024-025	3/6/2024	3/6/2024	Cathy Raymond	Malvern Prep Letter of Support for recent Trail Grant Submission <p style="text-align: center;"><b>RESPONSE DUE 3/13/2024 - COMPLETED</b></p>	Tiffany Loomis	3/8/2024	No
RTK-2024-026	3/8/2024	3/8/2024	Danny Fruchter	The Borough's entire reply sent by you on February 5, 2024 to Joe Lorusso's previous RTK request re: legal billing. <p style="text-align: center;"><b>RESPONSE DUE 3/15/2024 - COMPLETED</b></p>	Tiffany Loomis	3/8/2024	No

MALVERN BOROUGH  
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION 857 of 2024

A RESOLUTION ADOPTING THE EMERGENCY OPERATIONS PLAN  
OF MALVERN BOROUGH.

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that municipalities prepare, maintain, and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this municipality; and

WHEREAS, in response to the mandate stated above, the Borough of Malvern, Pennsylvania (“Borough”) has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this municipality has also prepared an emergency operations plan to reduce the potential effects of major emergency or disaster and to protect the health, safety and welfare of the residents of this municipality; and

WHEREAS, this plan shall be reviewed every two years to make certain that it conforms to the requirements of the Chester County Emergency Operation Guideline.

NOW, THEREFORE, the Borough does hereby approve, adopt, and place into immediate effect the Emergency Operations Plan of Malvern Borough.

**RESOLVED and ADOPTED** this 19th day of March, 2024, by Borough Council:

this 19th day of March, 2024.

\_\_\_\_\_  
Brendan Phillips, President

Approved by the Mayor,

this 19th day of March, 2024.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted,

this 19th day of March, 2024.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

**RESOLUTION NO. 858**

**BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING THE BOROUGH TO  
REQUEST, ON BEHALF OF THE MALVERN FIRE COMPANY, A STATEWIDE  
LOCAL SHARE ACCOUNT GRANT FROM THE COMMONWEALTH FINANCING  
AUTHORITY FOR THE PURCHASE OF A NEW TANKER TRUCK.**

**WHEREAS**, the Pennsylvania Race Horse Development and Gaming Act (Act 2004-71), as amended (the “Act”), provides for distribution of gaming revenues to support projects in the public interest within the Commonwealth of Pennsylvania under the Statewide Local Share Account grant program (the “LSA Program”); and

**WHEREAS**, the eligible uses for grants under the LSA Program include the purchase of vehicles, machinery, and/or equipment; and

**WHEREAS**, non-profit entities, such as volunteer fire companies, may be the beneficiaries of grants awarded under the LSA Program through an eligible applicant(s), such as a municipality located within the Commonwealth of Pennsylvania; and

**WHEREAS**, the Malvern Fire Company (“MFC”), a Pennsylvania non-profit entity, desires for the Borough of Malvern, Chester County, Pennsylvania (“Borough of Malvern” or “Borough”), to apply, on behalf of the MFC, for a grant under the LSA Program, originally in the amount of \$489,000.00, and now in the amount of \$495,000.00, to be used for the purchase of a new tanker truck to be owned by the MFC; and

**WHEREAS**, the Borough of Malvern desires to assist with and facilitate the submission of the grant application on behalf of MFC for funds to be used for the purchase of a new tanker truck; and

**WHEREAS**, Borough Council previously adopted Resolution No. 850 authorizing the Borough to make an application, on behalf of the MFC, under the LSA Program, in the original amount of \$489,000.00,

**NOW, THEREFORE**, Borough Council hereby resolves that the Borough of Malvern shall make application, on behalf of the MFC, for a grant, and file the required grant application, under the LSA Program, in the amount of \$495,000, from the Commonwealth Financing Authority to be used for the purchase of a new tanker truck.

**BE IT FURTHER RESOLVED** that the Borough of Malvern designates Tiffany M. Loomis, Borough Manager of the Borough of Malvern, and Corinne Badman, Assistant Borough Manager of the Borough of Malvern, and authorizes them to execute all documents, applications, and/or agreements with the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

**BE IT FURTHER RESOLVED** that Borough Council hereby authorizes the Borough Manager to execute a cooperation agreement with the MFC, in form satisfactory to the Borough Solicitor and as may be necessary under requirements of the LSA Program.

**BE IT FURTHER RESOLVED** that, except as to the amount of grant as revised herein, Borough Council hereby reaffirms in all other respects Resolution No. 850.

**RESOLVED** this **19<sup>th</sup>** day of **March, 2024**, by Borough Council of the Borough of Malvern, Chester County, Pennsylvania:

This **19<sup>th</sup>** day of **March, 2024**.

\_\_\_\_\_  
Amy Finkbiner, PhD, President

Approved by the Mayor,

This **19<sup>th</sup>** day of **March, 2024**.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted,

This **19<sup>th</sup>** day of **March, 2024**.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

I, Tiffany M. Loomis, the duly appointed Secretary of the Borough of Malvern, Chester County, Pennsylvania, hereby certify that the forgoing is true and correct of a resolution duly adopted by a majority vote of the Borough Council of the Borough of Malvern, Chester County, Pennsylvania, at a meeting held on November 8th, 2023, and said resolution has been recorded in the Minutes of the Borough of Malvern and remains in effect as of this date.

**IN WITNESS WHEREOF**, I affix my hand and attach the seal of the Borough of Malvern, Chester County, Pennsylvania, this **19<sup>th</sup>** day of **March, 2024**.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

[Seal of Borough of Malvern, PA]

**RESOLUTION NO. 859**

**BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF MALVERN  
CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING  
THE BOROUGH MANAGER TO FILE AN APPLICATION FOR CHESTER COUNTY  
VISION PARTNERSHIP PROGRAM**

**WHEREAS**, The Commissioners of Chester County have established a Vision Partnership Program Grant to be utilized by the municipalities of Chester County; and

**WHEREAS**, the grants may be used by the municipality for the improvement and establishment of Zoning Ordinance Amendments; and

**WHEREAS**, the Borough of Malvern, Chester County, Pennsylvania desires to participate in the Vision Partnership Program to enhance, update, and overhaul its Zoning Ordinances.

**NOW THEREFORE, BE IT RESOLVED**, by Borough Council of the Borough of Malvern, Chester County, Pennsylvania, as follows:

1. That the Borough of Malvern, Chester County, Pennsylvania hereby approves the filing of an application for Chester County Vision Partnership Program assistance for the purpose of updating and overhauling its current Zoning Ordinances; and
2. That the Borough of Malvern, Chester County, Pennsylvania hereby acknowledges their financial responsibility for the forty percent match of the grant, to not exceed more than \$35,000.
3. That Tiffany M. Loomis, Borough Manager, is hereby authorized and directed to execute and file the appropriate forms with Chester County in support of and as required for said application .

**RESOLVED** this 19<sup>th</sup> day of March 2024 by Borough Council of the Borough of Malvern, Chester County, Pennsylvania.

Passed by Borough Council  
this 19<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Brendan Phillips, President

Approved by the Mayor,  
this 19<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Zeyn B. Uzman, Mayor

Enacted,  
this 19<sup>th</sup> day of March, 2024.

\_\_\_\_\_  
Tiffany M. Loomis, Secretary

**ORDINANCE NO. 2024-01**  
**BOROUGH OF MALVERN**  
**CHESTER COUNTY, PENNSYLVANIA**

**AN ORDINANCE AMENDING  
THE FINAL BUDGET FOR 2024  
TO REDUCE AN APPROPRIATION FOR LEGAL SERVICES AND  
TO PROVIDE FOR AN APPROPRIATION FOR HUMAN RELATIONS  
PROFESSIONAL SERVICES**

**WHEREAS**, the Borough of Malvern, Chester County, Pennsylvania (“Borough”), is a municipality in the Commonwealth of Pennsylvania organized and governed according to its Home Rule Charter; and

**WHEREAS**, Article IX, “Financial Procedures,” of the Home Rule Charter sets forth how Borough Council shall adopt and amend the annual budget; and

**WHEREAS**, Borough Council adopted the budget for Fiscal Year 2024 on December 19, 2023; and

**WHEREAS**, subsequent to the adoption of the budget for Fiscal Year 2024, Borough Council determined that it was in the best interests of the Borough for the Borough to retain the services of a human relations professional to provide consulting services regarding human relations and other employment-related matters; and

**WHEREAS**, the budget for Fiscal Year 2024 provides for a line item for general legal services, at line item 01.404.000; and

**WHEREAS**, Borough Council has determined that certain of the funds allocated for general legal services would be best spent for the retention of a human relations professional to provide consulting services regarding human relations and other employment-related matters; and

**WHEREAS**, Borough Council has determined that, to accurately reflect expenditures for a human relations professional, the budget for Fiscal Year 2024 should be amended to create a new line item for the payment of such services; and

**WHEREAS**, Section 903.D of the Home Rule Charter requires that changes in appropriations, either increases or decreases, in any items on which budgetary controls are maintained, shall be made only pursuant to an ordinance of the Borough Council authorizing such changes; and

**WHEREAS**, the within changes and amendment of the budget for Fiscal Year 2024 will not increase budgeted, anticipated expenditures.

**NOW THEREFORE, IT IS HEREBY ORDAINED AND ENACTED BY THE BOROUGH AS FOLLOWS:**

**Section 1.** General Fund Account Number 01.404.000 of the budget for Fiscal Year 2024, titled “Legal Services,” is reduced by \$30,000.00 to \$145,000.00.

**Section 2.** A new line item, being General Fund Account Number 01-405-000, titled “HR Professional Services,” is hereby created and added to the budget for Fiscal Year 2024, with an appropriation of \$30,000.00.

**Section 3.** This Ordinance shall become effective upon enactment as provided by Article IX, Section 903.D of the Borough’s Home Rule Charter.

**ORDAINED** by Borough Council

this \_\_\_\_ day of March, 2024.

\_\_\_\_\_

Brendan Phillips, President

**APPROVED** by the Mayor

this \_\_\_\_ day of March, 2024.

\_\_\_\_\_

Zeyn B. Uzman, Mayor

**ENACTED,**

this \_\_\_\_ day of March, 2024.

\_\_\_\_\_

Tiffany M. Loomis,  
Secretary/ Borough Manager