

AGENDA

REGULAR MEETING
BOROUGH COUNCIL
MALVERN BOROUGH

May 21, 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. The Borough Council met with its Legal Counsel in Executive Session on Wednesday, May 15, 2024, to discuss personnel matters.
- e. The Historical Commission & Paoli Battlefield Preservation Fund are hosting a Walking Tour on Saturday, June 1, 2024 from 1PM to 4PM.
- f. The Malvern Park & Civic Association is hosting a Picnic in the Park on Saturday, June 1, 2024 from 6:30PM to 8PM in front of the pavilion at the Malvern Memorial Park on Monument Avenue.

g. The Malvern Memorial Day Parade is scheduled on Sunday, June 2, 2024 at 1:30PM. The Upper Main Line Memorial Association will sponsor the 156th Annual Memorial Parade in the Borough of Malvern.

h. Thank you Assistant Manager Badman for your years of service and we wish you the very best in your future endeavors.

2. APPROVAL OF AGENDA:

a. **MOTION:** To approve the agenda for the May 21, 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, May 7, 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 Superintendent of Public Works Report, and the Manager's Report for the month of April 2024, as submitted.

c. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

- Finance & Administration
- Public Safety
- Public Works

The Finance & Administration Sub-Committee met on Thursday, May 9, 2024, and discussed the following matters:

- Borough Council Meeting Video Recordings
- Comcast Lease Agreement
- People's Light Anniversary Banners
- Plastic Bag Ordinance
- Flex Time Policy

The Public Works Sub-Committee is meeting on Tuesday, May 21, 2024 and will give a status report at this evening's meeting.

The Public Safety Sub-Committee is scheduled to meet on Monday, June 3, 2024.

4. SPECIAL BUSINESS

a. RESOLUTION NO. 866 – VIDEO RECORDINGS OF BOROUGH COUNCIL MEETINGS

MOTION: To authorize Resolution No. 866 as presented.

Borough Council is proposing to adopt a policy establishing a record retention policy for video recordings of Borough Council meetings.

b. ROBERTS LANE PAVING AWARD

MOTION: To authorize John A. DiRocco General Contractors, Inc, of Downingtown, PA to complete the Roberts Lane paving project as outline in the Borough Engineer's recommendation letter dated May 16, 2024.

The Borough Engineer received bids for the Robert's Lane Paving project on Thursday, May 16, 2024. EB Walsh, Inc. is recommending that John A. DiRocco General Contractors receive the award

for the bid as lowest bidder. They have performed work for Borough road projects previously with successful completion and satisfaction. The total cost of the project is estimated at \$61,018.05.

5. UNFINISHED BUSINESS

a. MALVERN PREP AND PAOLI BATTLEFIELD TRAIL CONNECTION

Borough Council approved to table the plan that was most recently discussed and withdraw the grant application submitted to Chester County at their April 16, 2024 meeting. Borough Council will discuss this evening how to move forward with the Malvern Prep and Paoli Battlefield trail connection.

b. ZONING HEARING BOARD

155 Channing Avenue submitted a Zoning Hearing Board application requesting various variances. The proposed plan calls for the subdivision of the parcel into two (2) lots. The existing quadruplex will remain and sit on the larger subdivided lot, comprising 10,197 sq. ft. The existing parking space for the vehicle will remain. The existing nonconforming use will remain, but the subdivided lot size may constitute an expansion thereof.

The second lot, comprising 7,719 sq. ft, is proposed to be improved with a new single family dwelling. The proposed dwelling does not require zoning relief.

The zoning relief requested includes maintaining one (1) parking spot on the subdivided parcel where the quadruplex exists, a variance from the 12,000 sq. ft. lot size requirement for "other" uses in the R4 Zoning District, and a variance from the side yard setback to maintain the height of the existing bat window in the quadruplex.

The Planning Commission reviewed this matter at their April 18, 2024 meeting. They discussed with the applicant the need for a variance because decreasing the lot size on the existing structure would expand the pre-existing, non-conforming use of the property and parking would need to be addressed as well. Mr. Vastardis will be working with the owner of the property to see how they would like to proceed.

This matter is scheduled for the June 24, 2024 Zoning Hearing Board meeting. Borough Council will discuss if the Borough Solicitor will be sent to oppose the application.

6. NEW BUSINESS

a. MKSR, INC. QUARTERLY REPORT

The Main Street Revitalization Task Force recommended a Non-Profit Entity be created at the October 17, 2023 Borough Council meeting and approved by Borough Council. MKSR, Inc. is the non-profit organization that has been created and will give a quarterly report this evening.

b. SUMMER CAMP HOSTED BY THE PARKS & RECERATION COMMITTEE

The Parks and Recreation Commission is proposing to host Summer Camps with SkyHawks in Malvern Borough parks starting as of June 2024. Helise Bichesky, DO, Co-Chair of the Parks and Recreation Commission is presenting this matter to Borough Council for consideration and potential approval this evening.

c. PLASTIC BAG ORDINANCE FOR MALVERN BOROUGH

The Environmental Advisory Council has recommended that a plastic bag ordinance be created and adopted prohibiting plastic bag usage by vendors in Malvern Borough. The Finance and Administration Committee discussed this matter at their May 9, 2024 meeting and unanimously recommended that Borough Council consider directing the Borough Solicitor to formalize a plastic bag ordinance for adoption. Borough Council may make a motion for the Borough Solicitor to move forward with this initiative this evening.

7. PUBLIC FORUM

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

8. ADJOURNMENT

REGULAR MEETING

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MALVERN BOROUGH
1 East First Avenue
Malvern, PA 19355

May 7, 2024
7:30 PM

PRESIDING: President Phillips

INVOCATION: Mayor Uzman

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
Zeyn B. Uzman, Mayor via ZOOM

ABSENT:

Council Member Warner, Ph.D.

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, Mr. Richard Breuer, Ms. Cynthia Ercole, Mr. Francis Pinkowski, Mr. Adam Grimes, and Mr. Danny Fruchter 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 announced the Borough Council met with its Legal Counsel in Executive Session on Monday, April 29, 2024, to discuss personnel matters

Council President Phillips announced the Farmers Market is open Saturdays in Burke Park from 9AM to 1PM.

Council President Phillips requested that the Community join the Environmental Advisory Council and the Penn State Extension Master Watershed Stewards on Saturday, May 11, 2024 from 9AM to 12PM to remove invasive species at Paoli Battlefield Woods behind Quann Park.

Council President Phillips announced the History Center is open on Saturday, May 18, 2024, from 2PM to 4PM located at Borough/ McGuigan Hall on the Second Floor.

Council President Phillips requested that the Community join the Parks & Recreation Committee at their annual Perennial Party on Saturday, May 18, 2024 from 3PM to 5PM located in Burke Park.

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Council President Phillips requested that the Community join a dedication in honor of Ira Dutter at 6:45PM on May 21, 2024 located in the Main Lobby of Borough/ McGuigan Hall officiated by the Mayor. Light refreshments to follow located on the Second Floor.

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

Council President Phillips announced Borough Council met with its Legal Counsel in Executive Session on Tuesday, May 7, 2024, to discuss personnel matters.

2. APPROVAL OF AGENDA

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, carried by a vote of 6-0, to approve the agenda for the May 7, 2024 meeting as presented.

3. MINUTES & REPORTS

a. APPROVAL OF MINUTES

A motion was made by Council Vice President Bones, seconded by Council Member Niemiec, and carried by a vote of 5-0, to approve the minutes from the Tuesday, April 16, 2024, as presented. Council Member Riccetti recused herself from voting due to not attending the meeting.

b. BOROUGH COUNCIL SUB-COMMITTEE REPORTS

Council President Phillips announced that the Finance & Administration, Public Works, and Public Safety Sub-Committee(s) have not met since the last Borough Council meeting scheduled on Tuesday, April 16, 2024.

4. SPECIAL BUSINESS

a. RESOLUTION NO. 864 – OPENING SUB COMMITTEE MEETINGS TO THE PUBLIC

Council President Phillips explained that Resolution No. 864 establishes operating procedures for Sub-Committees of Council to open the meetings to the public unless the proper subject of an executive session.

Borough Council is in favor of open up the meetings to the public.

Mrs. Jennifer Chomko commented about the meetings were being opened up to the public as a part of a settlement agreement.

Council President Phillips explained the Sub-Committee meetings are being opened to the public to further engage in transparency.

Mr. John Buckley inquired as to what topics can be discussed in executive session.

Council President Phillips explained that litigation and personnel matters may be discussed in executive session.

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Mrs. Cathy Raymond is in support of opening up the sub-committee meetings to the public.

A motion was made by Council Vice President Bones, seconded by Council Member Riccetti, carried by a vote of 6-0, to authorize Resolution No. 864 as presented.

b. YEAR 2024 SUB-COMMITTEE MEETING SCHEDULE

Borough Manager Loomis reviewed and presented the Year 2024 meeting schedule. She explained the meetings will be advertised and posted accordingly.

A motion was made by Council Member Frederick, seconded by Council Member Niemiec, carried by a vote of 6-0, to authorize advertisement and adopt Year 2024's meeting schedule as presented.

c. APPOINTMENT OF SUB-COMMITTEE MEMBERS

Council President Phillips announced that the following members are appointed to each sub-committee:

Finance & Administration Sub-Committee:

Council Member Finkbiner - Chair
Council Member Phillips
Council Member Warner
Director of Finance
Assistant Manager

Public Works Sub-Committee:

Council Member Bones - Chair
Council Member Riccetti
Council Member Niemiec
Superintendent of Public Works
Office Coordinator

Public Safety Sub-Committee:

Council Member Phillips - Chair
Council Member Phillips
Council Member Frederick
Fire Marshal & Building Code Official
Chief of Police

d. RESOLUTION NO. 865 –SALE OF BOROUGH OWNED VEHICLES

Council President Phillips explains Resolution No. 865 approves the sale or disposition of Borough owned property in accordance with the Borough General Codes and Ordinances. Malvern Borough recently sold a Public Works and Police Vehicle on MuniBid as referenced in the 2024 Budget revenue line items.

Borough Manager Loomis explained the sale of the Public Works and the Police Department vehicles. Both the Public Works Superintendent and Police Chief have recommended the sale of the vehicles.

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The Public Works vehicle sold for \$20,000 and the Police vehicle sold for \$4,300.

Council Member Finkbiner inquired if the revenue budget projections were met.

Borough Manager Loomis explained that the sale of the police vehicle was \$7,700 lower than anticipated.

Mr. John Buckley commented on the structure of the budget regarding these items.

Mrs. Cathy Raymond inquired why the Borough is selling these vehicles.

Council Vice President Bones explained that the Public Works vehicle was rusting and the least valuable of the fleet.

The Police Chief explained that the police vehicle was the oldest and least valuable in the fleet.

A motion was made by Council Member Finkbiner, seconded by Council Vice President Bones, carried by a vote of 6-0, to authorize Resolution No. 865 as presented.

5. UNFINISHED BUSINESS

a. ZONING HEARING BOARD

A Zoning Hearing Board application was recently received for 155 Channing Avenue that is tentatively scheduled for the June 24, 2024 hearing. This matter will be discussed in detail at the next Borough Council meeting.

6. NEW BUSINESS

7. PUBLIC FORUM

Mr. Bob McCarran, Representative of the Chester County Fraternal Order of Police, Lodge 11, commented on a data breach that occurred through the Administration, the receiving party of the information, and provided Police Officer safety statistics. He requested to meet with Council President Phillips and the Borough's Labor Council.

Mr. John Buckley commented on sidewalks being installed to access Malvern Prep, stormwater runoff related to this property, and filing charges on various criminal activity that is occurring.

Police Chief Marcelli commented that the MBPD responded professionally and completely to the criminal activity Mr. Buckley is referring to.

Mr. Joseph Mayotte commented on the data breach and asked that the matter be explained in detail.

Borough Solicitor Yaw explained that the data received in error was destroyed by the recipient and all employees were timely notified.

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Mrs. Jennifer Chomko commented on the data breach and read a statement prepared by the Concerned Malvern Residents that addressed the Borough Manager's competency in the position asking her to resign.

Council President Phillips called Mrs. Chomko out of order after her three (3) minutes of speaking time exhausted.

Borough Solicitor Yaw advised to let Mrs. Chomko finish her and CMR's statement.

Mrs. Cathy Raymond is in agreement with Mrs. Chomko and CMR's statement.

Council President Phillips called Mrs. Chomko out of order for speaking out of turn.

Mr. Fred Mannis inquired about recording the Borough Council meetings and when this may be on an agenda.

Borough Solicitor Yaw explained that this matter will be on the next 5/21 Borough Council meeting agenda and then meetings recorded, if the matter is approved, starting at the 6/4 Borough Council meeting.

Mr. Joe Lorusso commented on the data breach and the serious nature of the exposed information.

Borough Solicitor Yaw explained that an investigation was conducted by his office and serious due diligence was conducted on this matter.

Mrs. Barbara Rutz commented on the data breach and inquired, who, what, where, and why.

Council President Phillips explained this is a personnel matter and certain information is not able to be discussed.

Mr. Danny Fruchter inquired as to who paid for the Police Detail for the Spring on King event hosted by MPBA.

Borough Manager Loomis explained that the MPBA paid for the police detail.

Mrs. Rosemary Stackhouse commented that there does not need to be a Borough Manager and Assistant Manager to complete a job that can be performed by one (1) person.

8. ADJOURNMENT

All business having been discussed, a motion was made by Council Vice President Bones, seconded by Council Member Finkbiner, and carried by a vote of 6-0, to adjourn the meeting at 8:03PM.

Respectfully submitted,
Tiffany M. Loomis
Borough Manager/Secretary

Treasurer Report April 2024			May 21, 2024
GENERAL FUND:			
January 1, 2024 Opening Cash Balance		\$ 1,364,915.50	
2024 General Fund Budget		\$ 4,475,248.00	
Year-to-Date - Revenues		\$ 2,295,370.68	
Year-to-Date - Expenditures		\$ 1,718,674.12	
January Opening Cash Balance			\$ 1,318,588.11
April Revenues			* 925,583.96
Total Revenues and Opening Cash Balance			\$ 2,244,172.07
April Expenses			** 302,560.01
April 30, 2024 Closing cash balance			\$ 1,941,612.06
800,000 Special MM Acct.	National Bank of Malvern	\$ 1,941,612.06	
PLIGT CLASS I			
April Opening Cash Value		\$ 500,000.00	\$ 824,890.63
Deposits			
Interest			\$ 3,661.70
April Closing Balance	PLGHIT PRIME TERM 100K	Interest	\$ 828,552.33
1ST RESOURCE BANK			
Opening Cash Balance			\$ 251,463.07
Interest			\$ 611.67
Total Revnes			\$ 252,074.74
April Transfer to CD			
Closing Cash balnace			\$ 252,074.74
	1st Resource Bank CD	\$ 205,000.00	
MERIDIAN BANK CHECKING			
April 1, 2024 Opening Cash balance			\$ 68,933.67
April Revenues			
April 30, 2024 Closing Cash Balance			\$ 169.51
Total Revenues and Opening Cash Balance			
April Expenses			* \$ 69,103.18
April 30, 2024 Closing Cash Balance			\$ 69,103.18
		\$ 69,103.18	
CAPITAL RESERVE FUND:			
January 1, 2024 Opening Cash Balance		\$ 1,734,155.86	
2024 Capital Reserve Budget		\$ 3,113,750.00	
Year-to-Date - Revenues		\$ 4,750.56	
Year-to-Date - Expenditures		\$ 163,677.35	
April 1, 2024 Opening Cash Balance			\$ 1,621,283.57
April Revenues			444.75
Total Revenues and Opening Cash Balance			1,621,728.32
April Expenses			46,499.25
April 30, 2024 Closing Cash Balance			\$ 1,575,229.07
	National Bank of Malvern	\$ 1,575,229.07	
April Payroll			
**		\$ 26,420.84	
LIQUID FUEL FUND:			
January 1, 2024 Opening Cash Balance		\$ 185,968.90	
2024 Liquid Fuels Budget		\$ 90,000.00	
Year-to-Date Revenues		\$ 94,897.96	
Year-to-Date Expenditures		\$ -	
April 1, 2024 Opening Cash Balance			\$ 280,790.14
April Revenues			76.72
Total Revenues and Opening Cash Balance			280,866.86
April Expenses			*
April 30, 2024 Closing Cash Balance			\$ 280,866.86
	Savings Account	\$ 280,866.86	

SEWER FUND:			
January 1, 2024 Opening Cash Balance		\$	2,159,665.49
2024 Sewer Budget		\$	1,056,405.00
Year-to-Date - Revenues		\$	283,665.99
Year-to-Date - Expenditures		\$	364,426.60
April 1, 2024 Opening Cash Balance			\$ 2,195,726.67
April Revenue			12,045.66
Total Revenues and Opening Cash Balance			\$ 2,207,772.33
April Expenses			128,867.45
April 30, 2024 Closing Cash Balance			\$ 2,078,904.88
500,000.00 in MM Acct.	National Bank of Malvern	\$	2,078,904.88
SUMMARY ALL FUNDS April 2024			
January 1 2024 Opening Cash Balance		\$	6,571,218.22
2024 All Budgets		\$	9,491,480.00
Year-to-Date - Revenues All Funds		\$	2,694,113.79
Year-to-Date - Expenditures All Funds		\$	2,384,814.99
April 1, 2024 Opening Cash Balance			\$ 6,561,675.86
April Revenues	All Funds		938,762.76
Total Revenues and Opening Cash Balances All Funds			\$ 7,500,438.62
April Expenses			547,029.89
April 30, 2024 Closing Cash Balance			\$ 6,953,408.73
SIDEWALK FEE-IN-LIEU ACCOUNT:			
April 1, 2024 Opening Cash Balance			\$ 33,712.31
Revenue			82.90
Total Revenues and Opening Cash Balance			\$ 33,795.21
Expenses			
April 30, 2024 Closing Cash Balance			\$ 33,795.21
ARPA 2022 ACCOUNT			
April 1, 2024 Opening Cash Balance			\$ 866,619.91
Revenue			\$ 1,421.10
Total Revenues and Opening Cash Balance			\$ 868,041.01
Expenses			
April 30, 2024 Closing Cash Balance			\$ 868,041.01
CONTINGENCY FUNDS:			
	General Fund Contingencies		\$ 320,134.40
	National Bank of Malvern	Interest	\$288.70
		TOTAL	\$ 320,423.10
	Sewer Fund Contingencies		\$ 446,434.82
	National Bank of Malvern	Interest	\$402.61
			\$ 446,837.43
	National Bk of Malvern CD	6 Month	\$ 204,612.60
	6 Months	interest	
April 10, 2024 rolled over to 10 month CD	National Bk of Malvern CD	total	\$ 204,612.60
	6-Aug-24 National Bk of Malvern CD	12 Month	\$ 200,000.00
	22-Sep-24 1First Resource Bank CD	15 Month	\$ 205,000.00
TOTAL IN ALL ACCOUNTS			
			\$ 9,232,118.08
	Respectfully Submitted by,		
	Mary Lou Whitcomb		
	Borough Treasurer		

May 21, 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 April.

Bills to be paid from the General Fund for Finance and Administration in the amount of \$ 42,771.73. Bills to be paid for Tax Collection in the amount of \$ 6,858.14. Bills to be paid for Capital Reserve Fund in the amount of \$ 46,499.25, have been examined and approved for payment.

Respectfully submitted,

Amy Finkbiner, Ph.D., Chair

Brendan Phillips

Zoe Warner, Ph.D.

May 21, 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 April.

Bills to be paid from the General Fund for Police in the amount of
\$ 107,729.32 for Code Enforcement in the amount of \$ 10,257.47 and
for Malvern Fire Company in the amount of \$ 13,175.54 have been
Examined and approved for payment.

Respectfully submitted,

Brendan Phillips, Chair

Amy Finkbiner, Ph.D.

Lynne D.Frederick

May 21, 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 April.

Bills to be paid from the General Fund for Highways in the amount of \$ 42,227.35. For Trash & Recyclables in the amount \$31,203.72 for Park and Recreation in the amount of \$ 6,988.01, have been examined and approved for payment. Bills to be paid from the Sewer Fund in the amount of \$ 128,867.45, have been examined and approved for payment.

Respectfully submitted,

Joseph Bones, Chair

Mark Niemiec

Angela Riccetti

Malvern Borough Accounts Payable

Report Date 05/16/24

Expenditure Budget Status Report
GL Period 2404

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Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
01		GENERAL FUND							
01400	000	BORO COUNCIL & MAYOR COMPENSATION	8,400.00	8,400.00		2,100.00		6,300.00	75
	001	SALARY - SECRETARY/MANAGER	83,283.00	83,283.00	6,406.98	28,829.38		54,453.62	65
	002	SALARY - TREASURER/ADMIN. ASST.	57,038.00	57,038.00	4,387.20	19,742.40		37,295.60	65
	003	ASSISTANT MANAGER	56,222.00	56,222.00	4,324.80	19,461.61		36,760.39	65
	021	SALARY & WAGES - CLERKS	12,168.00	12,168.00	1,010.77	3,954.96		8,213.04	68
	033	TELEPHONE & COMMUNICATIONS	15,500.00	15,500.00	762.40	3,863.24		11,636.76	75
			232,611.00	232,611.00	16,892.15	77,951.59	0.00	154,659.41	66
01401	000	REAL ESTATE TAX REFUNDS	6,500.00	6,500.00				6,500.00	100
			6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	100
01402	020	MATERIALS & SUPPLIES	5,000.00	5,000.00	443.77	1,659.20		3,340.80	67
	021	CONFERENCES, SEMINARS, MEETINGS	5,000.00	5,000.00	175.00	175.00		4,825.00	97
	022	DUES & MEMBERSHIPS	4,555.00	4,555.00	300.00	2,414.08		2,140.92	47
	023	OFFICE EQUIP. MAINTENANCE & EXPENSE	32,000.00	32,000.00	1,161.86	6,062.42		25,937.58	81
	024	GENERAL EXPENSE	32,500.00	32,500.00	381.80	8,530.07		23,969.93	74
	025	ADVERTISING & PRINTING	8,000.00	8,000.00	772.10	1,592.55		6,407.45	80
	030	AUDITING SERVICES	34,500.00	34,500.00		5,500.00		29,000.00	84
			121,555.00	121,555.00	3,234.53	25,933.32	0.00	95,621.68	79
01403	012	COMMISSIONS-EARNED INC. TAX COLL.	20,000.00	20,000.00	6,858.14	10,421.35		9,578.65	48
	013	EIT TAX COLLECTION STUDY GROUP EXP	500.00	500.00				500.00	100
	014	GENERAL EXPENSE	150.00	150.00		66.81		83.19	56
			20,650.00	20,650.00	6,858.14	10,488.16	0.00	10,161.84	49
01404	000	LEGAL SERVICES	145,000.00	145,000.00	16,281.00	58,663.50		86,336.50	60
	002	LEGAL SERVICES-RIGHT-TO-KNOW	45,000.00	45,000.00	4,012.50	8,742.50		36,257.50	81
			190,000.00	190,000.00	20,293.50	67,406.00	0.00	122,594.00	65
01405	000	HR PROFESSIONAL SERVICES	30,000.00	30,000.00		7,500.00		22,500.00	75
			30,000.00	30,000.00	0.00	7,500.00	0.00	22,500.00	75
01406	200	WORKERS COMPENSATION	13,161.00	13,161.00	2,803.43	5,606.86		7,554.14	57
	220	INCOME PROTECTION INSURANCE	3,239.00	3,239.00	195.20	776.94		2,462.06	76
	221	GROUP LIFE INSURANCE	1,850.00	1,850.00	102.06	408.24		1,441.76	78
	222	HOSPITALIZATION INSURANCE	72,105.00	72,105.00	6,902.99	22,980.26		49,124.74	68
	223	DENTAL CARE INSURANCE	4,339.00	4,339.00		1,931.94		2,407.06	56
	224	SOCIAL SECURITY TAX- BOROUGH	39,733.00	39,733.00	1,913.90	8,561.02		31,171.98	79
			134,427.00	134,427.00	11,917.58	40,265.26	0.00	94,161.74	70
01407	021	OFFICE SUPPLIES	8,000.00	8,000.00		441.19		7,558.81	95

Malvern Borough Accounts Payable

Report Date 05/16/24

Expenditure Budget Status Report
GL Period 2404

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Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
01		GENERAL FUND							
01407	022	COMPUTER SUPPLIES	9,000.00	9,000.00				9,000.00	100
	025	REPAIRS AND MAINTENANCE	18,000.00	18,000.00	1,578.46	4,111.69		13,888.31	77
	026	SMALL TOOLS AND MINER EQUIPMENT	5,000.00	5,000.00	230.00	230.00		4,770.00	95
			40,000.00	40,000.00	1,808.46	4,782.88	0.00	35,217.12	88
01408	000	ENGINEERING SERVICES	40,000.00	40,000.00	5,075.50	8,905.00		31,095.00	78
			40,000.00	40,000.00	5,075.50	8,905.00	0.00	31,095.00	78
01409	020	MATERIALS & SUPPLIES	10,000.00	10,000.00		2,055.37		7,944.63	80
	021	UTILITIES	35,000.00	35,000.00	1,027.07	6,913.86		28,086.14	80
	022	GENERAL EXPENSE	2,500.00	2,500.00				2,500.00	100
	023	MAINTENANCE & REPAIRS	65,000.00	65,000.00	5,461.41	32,046.52		32,953.48	51
	024	ALARM SYSTEM EXPENSE	588.00	588.00		588.00			
			113,088.00	113,088.00	6,488.48	41,603.75	0.00	71,484.25	63
01410	010	SALARY - CHIEF OF POLICE	147,744.00	147,744.00	11,364.80	45,459.20		102,284.80	69
	011	SALARY & WAGES - PATROLMEN	666,393.00	666,393.00	48,525.71	193,862.29		472,530.71	71
	012	SALARY & WAGES - CLERICAL	78,545.00	78,545.00	5,449.60	21,798.40		56,746.60	72
	015	SALARY & WAGES-PART TIME PATROLMEN	94,000.00	94,000.00	3,790.00	27,146.00		66,854.00	71
	018	SALARY & WAGES -OVERTIME	76,000.00	76,000.00	7,776.37	22,280.00		53,720.00	71
	019	MAINTENANCE - OFFICE EQUIPMENT	5,000.00	5,000.00		494.76		4,505.24	90
	020	MATERIALS & SUPPLIES	4,000.00	4,000.00	122.17	572.79		3,427.21	86
	021	UNIFORMS	16,000.00	16,000.00	601.00	3,423.70		12,576.30	79
	022	AMMUNITION	5,000.00	5,000.00				5,000.00	100
	023	TRAINING - EDUCATION	9,000.00	9,000.00	179.00	179.00		8,821.00	98
	024	ADVERTISING & PRINTING	5,000.00	5,000.00				5,000.00	100
	025	TELEPHONE & COMMUNICATIONS	10,000.00	10,000.00	688.39	4,442.43		5,557.57	56
	026	VEHICLE MAINTENANCE & REPAIRS	19,400.00	19,400.00	145.24	1,764.84		17,635.16	91
	027	MAINTENANCE - TRAFFIC SIGNALS	2,000.00	2,000.00	1,609.60	3,591.60		-1,591.60	-80
	029	GAS & OIL	17,000.00	17,000.00	828.60	6,039.02		10,960.98	65
	030	TIRES	2,000.00	2,000.00	145.95	489.03		1,510.97	76
	031	ENERGY - TRAFFIC LIGHTS	2,500.00	2,500.00		332.83		2,167.17	87
	032	GENERAL EXPENSE	29,000.00	29,000.00	232.06	8,458.61		20,541.39	71
	033	GENERAL EXPENSE- OTHER	1,000.00	1,000.00				1,000.00	100
	042	DUES & MEMBERSHIPS	8,000.00	8,000.00		3,205.00		4,795.00	60
	043	BODY AND DASH BOARD CAMERAS	25,000.00	25,000.00		10,187.94		14,812.06	59
	070	CAPITAL EXPENDITURES	78,000.00	78,000.00		57,138.01		20,861.99	27
	071	IT NETWORKING SERVICES & EXPENSES	38,000.00	38,000.00	110.00	7,582.68		30,417.32	80
	072	COMPUTER HARDWARE	18,000.00	18,000.00				18,000.00	100
	200	WORKERS COMPENSATION	14,000.00	14,000.00	2,803.44	5,606.88		8,393.12	60
	220	INCOME PROTECTION SERVICES	6,500.00	6,500.00	481.73	1,974.09		4,525.91	70
	221	GROUP LIFE INSURANCE	4,000.00	4,000.00	264.60	1,134.00		2,866.00	72
	222	HOSPITALIZATION INSURANCE	190,000.00	190,000.00	16,785.77	62,068.43		127,931.57	67
	223	DENTAL CARE INSURANCE	15,000.00	15,000.00		4,607.43		10,392.57	69
	224	SOCIAL SECURITY TAX BOROUGH	80,000.00	80,000.00	5,825.29	23,524.51		56,475.49	71

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01		GENERAL FUND							
01410	228	POLICE PROFESSIONAL LIABILITY INSUR	18,000.00	18,000.00		13,867.00		4,133.00	23
	320	UNIFORMED PENSION PLAN	67,137.00	67,137.00				67,137.00	100
			1,751,219.00	1,751,219.00	107,729.32	531,230.47	0.00	1,219,988.53	70
01411	020	CONTRIBUTION VOLUNTEER FIRE COMPANY	152,088.00	152,088.00				152,088.00	100
	021	COST OF FIRE HYDRANTS	23,000.00	23,000.00	3,759.54	3,759.54		19,240.46	84
	022	VOL. FIRE CO. - WATER CONSUMPTION	3,000.00	3,000.00		921.29		2,078.71	69
	023	STATE WORKERS INS. FD. (SWIF)	44,855.00	44,855.00	9,416.00	13,648.00		31,207.00	70
	099	FOREIGN FIRE INS. MFC	36,300.00	36,300.00				36,300.00	100
			259,243.00	259,243.00	13,175.54	18,328.83	0.00	240,914.17	93
01414	010	SALARIS & WAGES - CODE ENFORCEMENT	147,468.00	147,468.00	9,378.77	39,779.77		107,688.23	73
	011	3RD PARTY INSPECTIONS	15,000.00	15,000.00				15,000.00	100
	020	GENERAL EXPENSE	6,500.00	6,500.00				6,500.00	100
	021	CONTRIBUTION TO PLANNING COMMISSION	2,500.00	2,500.00		525.00		1,975.00	79
	022	CONTRIBUTION TO ZONING BOARD	3,000.00	3,000.00	107.50	107.50		2,892.50	96
	023	CONTRIBUTION TO HISTORICAL COMMISS.	3,000.00	3,000.00	21.20	2,276.35		723.65	24
	024	CONTR. TO THE ENVIORNMENTAL ADV CO	1,000.00	1,000.00		50.95		949.05	95
	029	DONATION ACCOUNT	500.00	500.00				500.00	100
	221	REFUNDS- ZONING HEARINGS	750.00	750.00	750.00	750.00			
			179,718.00	179,718.00	10,257.47	43,489.57	0.00	136,228.43	76
01415	000	EMERGENCY MANAGEMENT COORDINATOR	1,000.00	1,000.00		325.55		674.45	68
			1,000.00	1,000.00	0.00	325.55	0.00	674.45	67
01427	020	CONTRACTED SERVICES	201,886.00	201,886.00	24,707.83	98,164.07		103,721.93	51
	021	LANDFILL FEES & EXPENSES	85,000.00	85,000.00	6,495.89	22,940.56		62,059.44	73
			286,886.00	286,886.00	31,203.72	121,104.63	0.00	165,781.37	58
01430	010	SALARIES & WAGES - HIGHWAYS	252,635.00	252,635.00	16,276.85	81,006.99		171,628.01	68
	011	PUBLIC WORKS SAFETY EQUIPMENT	6,500.00	6,500.00				6,500.00	100
	018	SALRIES & WAGES-OVERTIME	30,000.00	30,000.00	2,213.92	12,883.25		17,116.75	57
	020	MATERIALS & SUPPLIES	8,000.00	8,000.00	836.40	2,723.78		5,276.22	66
	021	UTILITIES	10,000.00	10,000.00	122.00	3,245.43		6,754.57	68
	022	GENERAL EXPENSE	15,000.00	15,000.00	1,080.29	5,138.22		9,861.78	66
	023	EQUIPMENT RENTALS	4,000.00	4,000.00	378.00	378.00		3,622.00	91
	024	TELEPHONE & COMMUNICATIONS	7,500.00	7,500.00	584.74	2,474.14		5,025.86	67
	025	VEHICLE MAINTENANCE & REPAIRS	12,000.00	12,000.00	499.98	1,693.01		10,306.99	86
	026	GAS, OIL & TIRES	15,000.00	15,000.00	552.41	4,026.88		10,973.12	73
	027	MINOR EQUIPMENT PURCHASES	2,500.00	2,500.00	178.89	178.89		2,321.11	93
	200	WORKERS COMPENSATION	12,432.00	12,432.00	2,803.44	5,606.88		6,825.12	55
	220	INCOME PROTECTION INSURANCE	2,910.00	2,910.00	106.95	704.63		2,205.37	76
	221	GROUP LIFE INSURANCE	1,815.00	1,815.00	97.54	424.18		1,390.82	77

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01		GENERAL FUND							
01430	222	HOSPITALIZATION INSURANCE	98,911.00	98,911.00	10,467.77	36,796.43		62,114.57	63
	223	DENTAL CARE INSURANCE	4,333.00	4,333.00		1,765.51		2,567.49	59
	224	SOCIAL SECURITY TAX - BOROUGH	25,656.00	25,656.00	1,677.20	8,445.62		17,210.38	67
			509,192.00	509,192.00	37,876.38	167,491.84	0.00	341,700.16	67
01432	020	SNOW & ICE REMOVAL	20,000.00	20,000.00	1,096.00	13,355.65		6,644.35	33
			20,000.00	20,000.00	1,096.00	13,355.65	0.00	6,644.35	33
01433	020	STREET SIGNS & MARKINGS	10,500.00	10,500.00	278.00	352.10		10,147.90	97
			10,500.00	10,500.00	278.00	352.10	0.00	10,147.90	97
01434	020	STREET LIGHTING	30,000.00	30,000.00		4,751.61		25,248.39	84
			30,000.00	30,000.00	0.00	4,751.61	0.00	25,248.39	84
01436	020	MAINT. & REPAIRS - SEWERS & DRAINS	3,000.00	3,000.00				3,000.00	100
	053	STORMWATER FEES	2,000.00	2,000.00	2,500.00	2,500.00		-500.00	-25
			5,000.00	5,000.00	2,500.00	2,500.00	0.00	2,500.00	50
01437	020	REPAIRS TO TOOLS & MACHINERY	4,000.00	4,000.00	407.00	901.15		3,098.85	78
			4,000.00	4,000.00	407.00	901.15	0.00	3,098.85	77
01438	020	MAINTENANCE & REPAIRS - STREETS	30,000.00	30,000.00	69.97	69.97		29,930.03	100
			30,000.00	30,000.00	69.97	69.97	0.00	29,930.03	100
01439	070	CAPITAL EXPENDITURES	70,000.00	70,000.00		60,003.82		9,996.18	14
			70,000.00	70,000.00	0.00	60,003.82	0.00	9,996.18	14
01452	020	RECREATIONAL PROGRAMS	15,000.00	15,000.00	2,110.16	3,418.82		11,581.18	77
	021	MAINTENANCE & REPAIRS	10,500.00	10,500.00	335.59	1,974.63		8,525.37	81
			25,500.00	25,500.00	2,445.75	5,393.45	0.00	20,106.55	79
01454	010	SALARIES & WAGES - PARKS & REC.	58,102.00	58,102.00	3,970.20	18,683.53		39,418.47	68
	020	MATERIALS & SUPPLIES	6,825.00	6,825.00	572.06	1,166.94		5,658.06	83
	021	GENERAL EXPENSE	7,875.00	7,875.00		164.01		7,710.99	98
			72,802.00	72,802.00	4,542.26	20,014.48	0.00	52,787.52	73
01455	020	SHADE TREE MAINTENANCE	17,250.00	17,250.00		1,750.00		15,500.00	90
			17,250.00	17,250.00	0.00	1,750.00	0.00	15,500.00	90

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01		GENERAL FUND							
01456	020	CONTRIBUTION TO LIBRARY	12,180.00	12,180.00				12,180.00	100
			12,180.00	12,180.00	0.00	0.00	0.00	12,180.00	100
01483	020	NON-UNIFORMED PENSION FUND	23,653.00	23,653.00				23,653.00	100
			23,653.00	23,653.00	0.00	0.00	0.00	23,653.00	100
01486	026	CASUALTY - GENERAL LIABILITY	11,000.00	11,000.00		15,116.00		-4,116.00	-37
	027	AUTOMOBILE LIABILITY INSURANCE	4,153.00	4,153.00		4,904.00		-751.00	-18
	029	PUBLIC OFFICIALS LIABILITY INS.	7,389.00	7,389.00		9,538.00		-2,149.00	-29
	030	INLAND MARINE INSURANCE	9,383.00	9,383.00		5,199.00		4,184.00	45
	032	COMMERCIAL PROPERTY INSURANCE	2,490.00	2,490.00		12,849.00		-10,359.00	-416
	033	PROFESSIONAL DEVELOPMENT	10,000.00	10,000.00	1,211.60	3,706.60		6,293.40	63
	034	STAFF OUTREACH	5,000.00	5,000.00	560.45	3,473.27		1,526.73	31
			49,415.00	49,415.00	1,772.05	54,785.87	0.00	-5,370.87	-11
01489	010	MILITARY & CIVIC CONTRIBUTIONS	45,500.00	45,500.00	-25,000.00	500.00		45,000.00	99
	022	BOILER & MACHINERY INSURANCE			289.48	289.48		-289.48	
			45,500.00	45,500.00	-24,710.52	789.48	0.00	44,710.52	98
01492	011	TRANSFER TO CAPITAL RESERVE FUND	143,359.00	143,359.00				143,359.00	100
			143,359.00	143,359.00	0.00	0.00	0.00	143,359.00	100
01	*****	GENERAL FUND	4,475,248.00	4,475,248.00	261,211.28	1,331,474.43	0.00	3,143,773.57	70

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08		SEWER FUND							
08429	010	SALARIES & WAGES - SEWER OP & MAINT	160,768.00	160,768.00	10,358.00	51,549.92		109,218.08	68
	020	MATERIALS & SUPPLIES	4,200.00	4,200.00				4,200.00	100
	021	UTILITIES	25,000.00	25,000.00	1,096.30	6,523.34		18,476.66	74
	022	MAINTENANCE & REPAIRS	15,000.00	15,000.00	2,075.00	3,037.45		11,962.55	80
	023	VEHICLE MAINTENANCE & REPAIRS	5,000.00	5,000.00				5,000.00	100
	024	GAS & OIL	6,000.00	6,000.00	153.45	1,118.45		4,881.55	81
	026	SEWAGE DISPOSAL VARIOUS	450,000.00	450,000.00		66,708.25		383,291.75	85
	027	MATERIALS & SUPPLIES	3,000.00	3,000.00		982.58		2,017.42	67
	028	GENERAL EXPENSE	10,500.00	10,500.00	314.50	1,693.56		8,806.44	84
	029	ENGINEERING	10,000.00	10,000.00	125.00	343.75		9,656.25	97
	030	TELEPHONE & COMMUNICATIONS	6,300.00	6,300.00	3,109.00	3,109.00		3,191.00	51
	031	ALARM SYSTEM EXPENSE	2,100.00	2,100.00				2,100.00	100
	101	SALARIES & WAGES - SEWER ADMIN.	104,627.00	104,627.00	8,121.49	35,956.99		68,670.01	66
			802,495.00	802,495.00	25,352.74	171,023.29	0.00	631,471.71	79
08430	070	CAPITAL EXPENDITURES	15,000.00	15,000.00				15,000.00	100
			15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100
08484	010	AUTOMOBILE INSURANCE	2,771.00	2,771.00		1,907.00		864.00	31
	200	WORKMEN'S COMPENSATION	12,054.00	12,054.00	2,803.44	5,606.88		6,447.12	54
			14,825.00	14,825.00	2,803.44	7,513.88	0.00	7,311.12	49
08486	011	CASUALTY - GENERAL LIABILITY	11,000.00	11,000.00		5,879.00		5,121.00	47
	013	SOCIAL SECURITY TAX -SEWER - BORO	20,941.00	20,941.00	1,382.21	6,570.25		14,370.75	69
	014	COMMERCIAL PROPERTY INSURANCE	7,863.00	7,863.00		4,997.00		2,866.00	37
	015	PUBLIC OFFICIALS LIABILITY INS.	4,854.00	4,854.00		3,709.00		1,145.00	24
	016	DENTAL CARE INSURANCE	6,257.00	6,257.00		2,131.85		4,125.15	66
	017	INCOME PROTECTION INSURANCE	4,099.00	4,099.00	201.43	987.71		3,111.29	76
	019	HOSPITALIZATON & PRESCRIPTION INS.	98,634.00	98,634.00	5,918.32	23,641.55		74,992.45	76
	020	GROUP LIFE INSURANCE	2,420.00	2,420.00	133.06	554.92		1,865.08	77
			156,068.00	156,068.00	7,635.02	48,471.28	0.00	107,596.72	69
08492	013	TRANSFER TO SEWER CAPITAL RESERVE	114,094.00	114,094.00				114,094.00	100
			114,094.00	114,094.00	0.00	0.00	0.00	114,094.00	100
08	*****	SEWER FUND	1,102,482.00	1,102,482.00	35,791.20	227,008.45	0.00	875,473.55	79

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20		SEWER CAPITAL RESERVE							
20429	072	REPAIR OF SEWER LATERALS	120,000.00	120,000.00				120,000.00	100
	073	REPAIR JOINTS FOR I & I	150,000.00	150,000.00	91,982.50	126,087.50		23,912.50	16
	074	UPGRADE WET WELL PUMP ST.#2 RUTHLAN	25,000.00	25,000.00		2,034.00		22,966.00	92
	076	CONSTRUCTION FUND-VFSA & TT	50,000.00	50,000.00	1,093.75	9,296.65		40,703.35	81
	077	EJECTOR STATION #1 UPGRADE MONUMENT	410,000.00	410,000.00				410,000.00	100
			755,000.00	755,000.00	93,076.25	137,418.15	0.00	617,581.85	82
20	*****	SEWER CAPITAL RESERVE	755,000.00	755,000.00	93,076.25	137,418.15	0.00	617,581.85	82
30		CAPITAL RESERVE FUND							
30400	001	ZONING ORDINANCE AMENDMENTS UPDATE	120,000.00	120,000.00		19,137.50		100,862.50	84
	002	GENERAL CODE REFORMAT OF CODE ORDIN	5,000.00	5,000.00				5,000.00	100
	005	MAIN STREET TASK FORCE	25,000.00	25,000.00	25,000.00	25,000.00			
	006	PROFESSIONAL SERV. FOR PUBLIC WORKS	20,000.00	20,000.00				20,000.00	100
	007	MICROSOFT 365-UPGRADE IT SYS. CLOUD	15,000.00	15,000.00				15,000.00	100
			185,000.00	185,000.00	25,000.00	44,137.50	0.00	140,862.50	76
30402	026	DOCUMENT IMAGING	15,000.00	15,000.00				15,000.00	100
			15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100
30409	000	MUNICIPAL BUILDING RENOV.	117,000.00	117,000.00		45,900.00		71,100.00	61
			117,000.00	117,000.00	0.00	45,900.00	0.00	71,100.00	61
30430	001	TRAFFIC ANALYSIS ENGINEER STUDIES	30,000.00	30,000.00		911.25		29,088.75	97
			30,000.00	30,000.00	0.00	911.25	0.00	29,088.75	97
30435	003	MUTIMODAL PEDESTRIAN-DCED GRANT	75,000.00	75,000.00				75,000.00	100
	006	RANDOLPH WOODS DEV./M-W GREENWAY TR	100,000.00	100,000.00				100,000.00	100
	007	RANDOLPH WOODS DEVELOPMENT-PHASE 1A	125,200.00	125,200.00	10,652.75	13,594.25		111,605.75	89
	008	OPEN SPACE ACQUISITION	100,000.00	100,000.00				100,000.00	100
	012	SIDEWALK IMPROVEMENTS	50,000.00	50,000.00				50,000.00	100
			450,200.00	450,200.00	10,652.75	13,594.25	0.00	436,605.75	97
30437	002	BRIDGE STREET REPAIRS	130,500.00	130,500.00				130,500.00	100
			130,500.00	130,500.00	0.00	0.00	0.00	130,500.00	100
30439	001	OLD LINCOLN HIGHWAY IMPROVEMENTS	646,350.00	646,350.00	2,150.00	5,712.50		640,637.50	99
	002	TRAFFIC SAFETY IMPROVEMENTS	50,000.00	50,000.00				50,000.00	100
	070	PAVING BOROUGH STREETS	350,000.00	350,000.00	2,593.75	2,775.00		347,225.00	99

Malvern Borough Accounts Payable

Report Date 05/16/24

Expenditure Budget Status Report
GL Period 2404

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Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Expended	YTD Expended	Outstanding Encumbered	Unencumbered Balance	Budget% Unused
			1,046,350.00	1,046,350.00	4,743.75	8,487.50	0.00	1,037,862.50	99
30445	001	Parking Facility Improvements	5,000.00	5,000.00				5,000.00	100
			5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	100
30446	001	STREAMBANK STABILIZATION	844,150.00	844,150.00	3,635.25	4,541.50		839,608.50	100
	002	Drainage Improvements	75,000.00	75,000.00	812.50	44,450.35		30,549.65	41
			919,150.00	919,150.00	4,447.75	48,991.85	0.00	870,158.15	95
30454	001	Park Improvements	30,550.00	30,550.00				30,550.00	100
	003	PUMP TRACK	25,000.00	25,000.00				25,000.00	100
			55,550.00	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	1,655.00	1,655.00		23,345.00	93
			25,000.00	25,000.00	1,655.00	1,655.00	0.00	23,345.00	93
30459	000	SIGNAGE THROUGHOUT THE BOROUGH	25,000.00	25,000.00				25,000.00	100
	001	Trail Construction	100,000.00	100,000.00				100,000.00	100
			125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	100
30480	8932	GENERAL EXPENSE	10,000.00	10,000.00				10,000.00	100
			10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	100
30	*****	CAPITAL RESERVE FUND	3,113,750.00	3,113,750.00	46,499.25	163,677.35	0.00	2,950,072.65	95

Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
01		GENERAL FUND						
01301	000	REAL ESTATE TAXES (CURRENT)	1,179,042.00	1,179,042.00	704,722.77	1,029,202.59	149,839.41	87
	002	REAL ESTATE TAXES (DELINQUENT)	10,000.00	10,000.00	1,892.56	5,729.01	4,270.99	57
	003	INTERIM REAL ESTATE TAXES	3,500.00	3,500.00	470.55	2,317.66	1,182.34	66
			1,192,542.00	1,192,542.00	707,085.88	1,037,249.26	155,292.74	87
01310	000	PER CAPITA TAX (CURRENT)	19,000.00	19,000.00	7,992.70	13,302.00	5,698.00	70
	001	PER CAPITA TAX (PRIOR YEARS)	1,000.00	1,000.00		302.50	697.50	30
	010	REAL ESTATE TRANSFER TAX	250,000.00	250,000.00	19,263.86	79,641.66	170,358.34	32
	020	EARNED INCOME TAX (CURRENT)	1,800,000.00	1,800,000.00	85,472.11	138,338.41	1,661,661.59	8
	021	EARNED INCOME TAX (PRIOR YEARS)	500,000.00	500,000.00	35,600.00	545,686.83	-45,686.83	109
	051	LOCAL SERVICE TAX (CURRENT)	75,000.00	75,000.00	1,792.98	1,792.98	73,207.02	2
	052	LOCAL SERVICE TAX (PRIOR)	55,000.00	55,000.00		36,912.22	18,087.78	67
			2,700,000.00	2,700,000.00	150,121.65	815,976.60	1,884,023.40	30
01320	001	BUILDING PERMITS & REGISTRATION	35,000.00	35,000.00	4,587.50	13,483.75	21,516.25	39
	002	PLUMBING PERMITS & REGISTRATIONS	3,000.00	3,000.00	154.50	1,360.50	1,639.50	45
	003	STREET PERMITS	2,500.00	2,500.00	525.00	525.00	1,975.00	21
	004	ZONING & SUBDIVISION PERMITS	5,000.00	5,000.00	975.00	1,925.00	3,075.00	39
	006	FRANCHISE FEE - COMCAST	82,000.00	82,000.00		18,285.99	63,714.01	22
	007	HOUSING & PROPERTY MAINTENANCE FEES	40,000.00	40,000.00	925.00	35,875.00	4,125.00	90
	071	INSPECTION FEES	8,000.00	8,000.00	975.00	2,800.00	5,200.00	35
			175,500.00	175,500.00	8,142.00	74,255.24	101,244.76	42
01321	033	PARKING PERMITS	2,000.00	2,000.00		623.00	1,377.00	31
			2,000.00	2,000.00	0.00	623.00	1,377.00	31
01330	000	VIOLATIONS OF ORDINANCES	4,000.00	4,000.00	175.00	1,643.81	2,356.19	41
	001	MOTOR VEHICLE CODE VIOL./ CRIMINAL			3,599.74	7,684.93	-7,684.93	
	002	FALSE ALARM PENALTIES	500.00	500.00	50.00	50.00	450.00	10
			4,500.00	4,500.00	3,824.74	9,378.74	-4,878.74	208
01341	000	EARNINGS ON INVESTMENTS	50,000.00	50,000.00	7,294.65	41,576.26	8,423.74	83
			50,000.00	50,000.00	7,294.65	41,576.26	8,423.74	83
01342	000	RENTS OF PROPERTY	78,750.00	78,750.00	6,594.59	26,078.36	52,671.64	33
			78,750.00	78,750.00	6,594.59	26,078.36	52,671.64	33
01362	000	POLICE SPECIAL DUTY	7,500.00	7,500.00		400.00	7,100.00	5
	001	GRANTS	6,200.00	6,200.00		2,752.16	3,447.84	44
	003	OTHER INCOME	4,600.00	4,600.00		200.00	4,400.00	4
			18,300.00	18,300.00	0.00	3,352.16	14,947.84	18

Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
01		GENERAL FUND						
01379	000	MISCELLANEOUS INCOME	30,000.00	30,000.00	37.00	6,340.21	23,659.79	21
	002	PD AUTO. PROT. DEVICE ALARM REGIST.	3,000.00	3,000.00	75.00	2,000.00	1,000.00	67
	003	PD COPIES OF ACCIDENT/MISC. REPORTS	550.00	550.00	30.00	135.00	415.00	25
	004	MISCELLANEOUS TAX CERTIFICATION & D	4,500.00	4,500.00	455.00	3,220.00	1,280.00	72
			38,050.00	38,050.00	597.00	11,695.21	26,354.79	31
01395	000	REFUNDS	3,500.00	3,500.00	647.50	831.32	2,668.68	24
			3,500.00	3,500.00	647.50	831.32	2,668.68	24
01404	000	LEGAL SERVICES	145,000.00	145,000.00		42,382.50	102,617.50	29
			145,000.00	145,000.00	0.00	42,382.50	102,617.50	29
01	*****	GENERAL FUND	4,408,142.00	4,408,142.00	884,308.01	2,063,398.65	2,344,743.35	47

Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
08		SEWER FUND						
08341	000	EARNINGS FROM INVESTMENTS	30,000.00	30,000.00	999.59	12,901.72	17,098.28	43
			30,000.00	30,000.00	999.59	12,901.72	17,098.28	43
08364	010	SEWER RENTS	1,018,180.00	1,018,180.00	10,946.07	273,516.21	744,663.79	27
	012	OTHER INCOME - PENALTIES & INTEREST	48,586.00	48,586.00	100.00	561.53	48,024.47	1
			1,066,766.00	1,066,766.00	11,046.07	274,077.74	792,688.26	26
08	*****	SEWER FUND	1,096,766.00	1,096,766.00	12,045.66	286,979.46	809,786.54	26
30		CAPITAL RESERVE FUND						
30340	000	EARNINGS FROM INVESTMENTS	10,000.00	10,000.00	444.75	4,750.56	5,249.44	48
			10,000.00	10,000.00	444.75	4,750.56	5,249.44	48
30	*****	CAPITAL RESERVE FUND	10,000.00	10,000.00	444.75	4,750.56	5,249.44	48

Acct #	Sub #	Description	Original Budget	Amended Budget	MTD Received	YTD Received	Unrealized Balance	Budget % Realized
35		HIGHWAY AID FUND						
35341	000	EARNINGS FROM INVESTMENTS	2,000.00	2,000.00	76.72	619.34	1,380.66	31
			2,000.00	2,000.00	76.72	619.34	1,380.66	31
35355	005	STATE MOTOR LICENSE FUND GRANT	93,955.00	93,955.00		94,278.58	-323.58	100
			93,955.00	93,955.00	0.00	94,278.58	-323.58	100
35	*****	HIGHWAY AID FUND	95,955.00	95,955.00	76.72	94,897.92	1,057.08	99
			5,610,863.00	5,610,863.00	896,875.14	2,450,026.59	3,160,836.41	44

PUBLIC WORKS SUPERINTENDENT REPORT

APRIL 2024

STREET DEPT:

Trash containers on King Street and all Public Parks are cleaned out weekly on Monday and Friday. Doggie Bag dispensers were filled.
Cleaned storm drains
30 Mark outs were received from Pa One Call and completed.
Repaired street signs
Removed graffiti on bridge by Ejector#2
Mulching at parks
Cutting grass weekly
Ran street sweeper
Blacktopped sewer trench on Old Lincoln Highway

SEWER DEPT:

Pump stations were checked daily
Pumped 14,882,500 gallons to Valley Forge Sewer Authority.
Repaired broken sewer lateral at Ejector#2
Cleaned out wet well at pump stations
Checked meter pits weekly

SHOP:

Service and inspection on Police vehicles
Removed winter equipment from trucks
Service done to lawnmowers
Service done on trucks

Respectfully submitted,
Walter Davis
Superintendent of Public Works

Louis M. Marcelli
Chief of Police

MALVERN BOROUGH POLICE DEPARTMENT



Date: May 2, 2024
To: Mayor Uzman
Members of Borough Council
From: Louis M. Marcelli, Chief of Police
Subject: MONTHLY REPORT –April 2024

During the month of March 2024, Members of the Police Department received 311 calls for service. Of the 277 calls, there was 2- Part 1 Crime and 1-Part II Crimes. The Members of the Department made 1 Criminal arrests for the month.

Traffic Enforcement:

Traffic Citations –47; Warnings –18; Parking Tickets – 10 and Ordinances – 0.

Alarms:

There were 3 police, 5 fire alarms and 1EMS alarm.

EMS, Medical and Ambulance:

There was a total of 20 calls.

Accidents:

There were 5 property, 1 hit and run, 0 vehicle versus pedestrian, and 0 reportable crash for the month.

Assistance to Malvern Police Department:

The Police Department received assistance from other Departments on 1 occasion.

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

Louis M. Marcelli
Chief of Police

MALVERN BOROUGH POLICE DEPARTMENT



Assistance to Other Departments:

Members of the Department responded to assist other Departments on 8 occasions for miscellaneous police related issues.

House Checks:

There were 16 house checks for the month.

Fingerprinting:

Two fingerprint services were provided

Training:

April 10th—Mandatory annual firearms training was completed by the following Officers: Bury, Hughes, Keating, Koenig, Martin and Corporals Walker and Dougherty.

April 25th- Corporal Walker attended Glock Armorer Instructor Re-certification

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

ARPA COMMITTEE RECOMMENDATIONS & EXPENDITURE STATUS AS OF MAY 15, 2024

CATEGORY	TOTAL AMOUNT DESIGNATED TO BE RELEASED	TRANSACTIONS	REMAINING BALANCE	NOTES	MONIES SPENT TO DATE
<p>Borough Hall Renovations including but not limited to: 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 & Camera including electrical work 6/7/2022 (\$4,081.20 & \$2,453.34 processed for payment in August 2022 for electrical work)</p> <p>(Fence Purchase & 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) THE REMAINDER TO BE PAID FROM WORKERS COMPENSTATION INSURANCE GRANT & BUILDING MAINTENANCE IN THE GENERAL FUND.</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. The Sound System has been installed and the invoice will be received shortly totaling \$23,449 - Sound System approved by Borough Council on 6/21/2022</p>	\$ 707.24	NONE	\$ 39,292.76
<p>Library Renovations including but not limited to: 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.</p> <p>\$12,532.24 paid on 2/15/2024 \$10,847.66 paid on 4/9/2024</p>	\$ 16,620.10	NONE	\$ 23,379.90
<p>Economic Revitalization including but not limited to: Main Street Manager for King Street Potential WIFI Hot Spots Craft & Mercantile Event - Scheduled for 9/16/22 - COMPLETED Craft & Mercantile Event - Scheduled for 9/15/23 - PENDING</p>	\$ 106,600.00	<p>\$5,000 - Craft & 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 & Mercantile Event - 9/15/2023 \$5,000 - Derk & Edson - Grant Preparation- Authorized by Borough Council on 11/8 \$82,050 PAID to MKSR, Inc. as of March 2024</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>WORKING ON MAIN STREET MANAGER INITIATIVE</p>	\$ 106,600.00
<p>Public Works Capital Improvement Program including but no limited to: 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 & 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>COMPLETED</p>	\$ 106,600.00
<p>Quann Park - COMPLETED</p>	\$ 20,000.00	<p>\$20,000 - Park Improvements for DCNR Grant Match - 4/19/2022 PAID IN AUGUST 2022</p>	\$ -	COMPLETED	\$ 20,000.00
<p>Composting Program - Originally \$10k was budgeted for this item. \$800 additional funds were needed. \$400 each was deducted from Stormwater and Economic Revitalization to balance the funds that are allowed to spent.</p>	\$ 10,800.00	<p>Borough Council approved the composting pilot program at their January 3, 2023 meeting - \$10,800 Authorized from ARPA Funds</p>	\$ 900.00	<p>Service Contract ends March 31, 2024</p>	\$ 9,900.00
<p>Malvern Fire Company - Purchase of EMS Gear COMPLETED</p>	\$ 36,883.00	<p>\$36,883 - EMS GEAR - 10/19/2022</p>	\$ -	COMPLETED	\$ 36,883.00
GRANT TOTAL OF FUNDS TO BE SPENT	\$ 360,883.00	GRAND TOTAL REMAINING TO BE SPENT	\$ 18,227.34		\$ 429,705.66

RTKL LOG

Case #	Request Date	Date Received	Requestor	Records Requested	Response		
					Borough Responder	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>	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>	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>	Tiffany Loomis	3/13/2024	Yes
RTK-2024-015	2/5/2024	2/5/2024	Joseph A. Lorusso	<p>Reconciled Financial Report for Year 2023 for Line Item #01-404-000.</p>	Tiffany Loomis	2/5/2024	No
RTK-2024-016	2/6/2024	2/6/2024	Jennifer Chomko	<p>Any and all correspondence between Lynne Frederick and Joe Bones from 9/22/2023 to the present.</p>	Tiffany Loomis	3/14/2024.	Yes
RTK-2024-017	2/7/2024	2/7/2024	Danny Fruchter	<p>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>	Tiffany Loomis	2/13/2024	No
RTK-2024-018	2/12/2024	2/13/2024	William Johnny	<p>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>	Corinne Badman	2/20/2024	No
RTK-2024-019	2/14/2024	2/14/2024	Joseph Lorusso	<p>Credit card statements from October 2023 to date.</p>	Tiffany Loomis	2/21/2024	No
RTK-2024-020	2/20/2024	2/20/2024	Joe Harvey	<p>Invoices for portable toilets rented by the Borough for Year 2023</p>	Tiffany Loomis	2/27/2024	No
RTK-2024-021	2/21/2024	2/21/2024	John Kohler	<p>Current executed Trash Contract.</p>	Tiffany Loomis	2/26/2024	No
RTK-2024-022	2/23/2024	2/23/2024	John Kohler	<p>Trail Grant Application upon becoming available.</p>	Tiffany Loomis	3/1/2024	No

RTKL LOG

Case #	Request Date	Date Received	Requestor	Records Requested	Response		
					Borough Responder	Date	Extension
RTK-2024-023	3/1/2024	3/1/2024	Cathy Raymond	#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. #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 Finkbiner, Joseph Bones, Marty Laney, and Zoe Warner. RESPONSE DUE 4/5/2024 - COMPLETED PART I OF II PART II OF II - RESPONSE DUE 4/16/2024 - COMPLETED PART II OF II	Tiffany Loomis	4/5/2024 4/17/2024	Yes
RTK-2024-024	3/4/2024	3/4/2024	Danny Fruchter	SALDO Sketch Plan Application Submission for 155 Channing Avenue RESPONSE DUE 3/11/2024 - COMPLETED	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 RESPONSE DUE 3/13/2024 - COMPLETED	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. RESPONSE DUE 3/15/2024 - COMPLETED	Tiffany Loomis	3/8/2024	No
RTK-2024-027	3/8/2024	3/8/2024	Ryan Furlong, Esq.	On behalf of Rubino, we respectfully request a copy of any documents and written communications related to the Notice of Violation, as well as the property owner's filing, and subsequent withdrawal, of an application to the Zoning Hearing Board for variance relief. This request includes, but is not limited to, a copy of: the Notice of Violation, the Application to the Zoning Hearing Board, any written communications related to the Application or its withdrawal, and evidence of any deadlines the Borough has imposed on the homeowner's compliance before subsequent enforcement action is taken. RESPONSE DUE 4/12/2024 - COMPLETED	Corinne Badman	4/11/2024	Yes
RTK-2024-028	3/21/2024	3/21/2024	Carroll Sinquett	Documentation, Correspondence, Minutes, and Agendas regarding tree removal at 232 E. First Avenue including arborist report on said tree. RESPONSE DUE 3/28/2024 - COMPLETED	Tiffany Loomis	3/28/2024	No
RTK-2024-029	3/23/2024	3/25/2024	Kyle Kozlansky	List or database of all currently active solar permits, including any relevant details such as permit numbers, dates of issuance, locations, and any other information that might be available and can be shared publicly RESPONSE DUE 4/2/2024 - COMPLETED	Tiffany Loomis	4/2/2024	No
RTK-2024-030	3/25/2024	3/25/2024	Danny Fruchter	1) All reports of the Finance & Administration Committee/Subcommittee, Public Safety Committee/Subcommittee, and Public Works Committee/Subcommittee as approved by Borough Council from June 17, 2023 through the present date. 2) All written materials provided to members of the Finance & Administration Committee/Subcommittee, Public Safety Committee/Subcommittee, and Public Works Committee/Subcommittee with respect to matters coming before those committees/subcommittees from June 17, 2023 through the present date. 3) All written communications to or from members of the Finance & Administration Committee/Subcommittee, Public Safety Committee/Subcommittee, and Public Works Committee/Subcommittee with respect to matters coming before those committees/subcommittees from June 17, 2023 through the present date. RESPONSE DUE 5/2/2024 RESPONSE TO BE SENT BY 5/17/2024	Tiffany Loomis	In Process	Yes
RTK-2024-031	4/3/2024	4/3/2024	Danny Fruchter	Concerned Malvern Resident statement that was read to the attention of Borough Council at the 4/2/2024 Borough Council meeting. RESPONSE DUE 4/10/2024 - COMPLETED	Tiffany Loomis	4/5/2024	No
RTK-2024-032	4/5/2024	4/5/2024	Robert Benisly	20 Raffaella Drive Pool Permit in Property File. RESPONSE DUE 4/12/2024 - COMPLETED: FILES REVIEWED IN PERSON	Corinne Badman	4/5/2024	No
RTK-2024-033	4/8/2024	4/8/2024	Jeffrey Chomko	Malvern Police is in possession of a video that shows Malvern Resident Danny Fruchter opening a Chicken Coop belonging to fellow Malvern Resident Liz McLaughlin. On behalf of my client Jennifer Chomko I respectfully request that you preserve all video. I also wish (at my expense) to obtain a copy of the video. RESPONSE DUE 5/15/2024 - COMPLETED	Tiffany Loomis	5/15/2024	Yes
RTK-2024-034	4/8/2024	4/8/2024	Kevin Julian	Trail Grant Application upon becoming available. RESPONSE DUE 4/15/2024 - COMPLETED	Tiffany Loomis	4/15/2024	No
RTK-2024-035	4/9/2024	4/9/2024	Janis Farese	All Malvern Borough employees including part-time, temporary, seasonal employees and elected officials for year of 2023 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. RESPONSE DUE 4/16/2024 - COMPLETED	Tiffany Loomis	4/23/2024	Yes
RTK-2024-036	4/9/2024	4/9/2024	Kate Reese	All police records pertaining to Maddie Hoffman incident. RESPONSE DUE 4/16/2024 - COMPLETED	Corinne Badman	4/10/2024	No

RTKL LOG

Case #	Request Date	Date Received	Requestor	Records Requested	Borough Responder	Response	
						Date	Extension
RTK-2024-037	4/10/2024	4/10/2024	Danny Fruchter	Annual Malvern Police Dept. Reports (or similar documents) to the Borough or any other organization summarizing crime statistics, arrests, cases resolved, etc. I would like copies of as many of the last 10 years that you have. RESPONSE DUE 5/16/2024 - COMPLETED	Tiffany Loomis	5/16/2024	Yes
RTK-2024-038	4/15/2024	4/15/2024	Barb J. Rutz	Comp-time records for Tiffany Loomis from 1/1/2022 thru 12/31/2023. RESPONSE DUE 5/22/2024	Tiffany Loomis	In Process	Yes
RTK-2024-039	4/16/2024	4/16/2024	Cathy Raymond	Any and all offer letter for the position of Borough Manager that was sent to Tiffany M. Loomis by Borough Council. RESPONSE DUE 4/23/2024 - COMPLETED	Tiffany Loomis	4/23/2024	No
RTK-2024-040	4/19/2024	5/3/2024	Cathy Raymond	The contract or contracts, including attachments and addenda if any, pursuant to which Tiffany M. Loomis is serving as Manager for Malvern Borough. RESPONSE DUE 5/3/2024 - COMPLETED	Tiffany Loomis	4/23/2024	No
RTK-2024-041	4/26/2024	4/26/2024	Aubrey Keating	I am requesting a copy of my documentation on that was sent out for the RTK request on 4/23/24, by Tiffany Loomis, with my name, address, social #, etc. I am also requesting the surveillance footage from 4/23/24 of the front door/front of building camera of Tiffany Loomis speaking with Brendan Phillips around 3:30pm/3:45pm. The entire encounter out front. This is a public area/space. RESPONSE DUE 6/3/2024	Tiffany Loomis	In Process	Yes
RTK-2024-042	4/30/2024	4/30/2024	Andre Olivier	All information on Borough owned property located at 209 Old Lincoln Hwy UPI 2-4-11.1 RESPONSE DUE 5/7/2024 - COMPLETED: FILES REVIEWED IN PERSON	Corinne Badman	5/7/2024	No
RTK-2024-043	5/7/2024	5/7/2024	Janis Farese	An electronic copy of all payment transactions for Malvern Borough for fiscal Year 2023. RESPONSE DUE 6/13/2024	Tiffany Loomis	In Process	Yes
RTK-2024-044	5/13/2024	5/13/2024	Cathy Raymond	Costco Credit Card Receipts dated between January 1, 2024 through May 13, 2024 Home Depot Credit Card Receipts dated between January 1, 2024 through May 13, 2024. Comp Time Records for all Borough Employees from January 1, 2024 through May 13, 2024. RESPONSE DUE 5/20/2024	Tiffany Loomis	In Process	TBD
RTK-2024-045	5/13/2024	5/13/2024	Vincent D'Annunzio	Permit Applications for 525 Monument Avenue, 66 Crest Avenue, and 5 Raffaela Drive RESPONSE DUE 5/20/2024	Tiffany Loomis	In Process	TBD
RTK-2024-046	5/16/2024	5/16/2024	Richard Breuer	All written communication regarding the RTKL request by Mr. Jeffrey Chomko dated 4/5/2024, case RTK-2024-033 on the Borough's RTKL Log. RESPONSE DUE 5/23/2024	Tiffany Loomis	In Process	TBD
RTK-2024-047	5/17/2024	5/17/2024	Jennifer Chomko	Wages paid to summer intern in Year 2022	Tiffany Loomis	In Process	TBD

RESOLUTION NO. 866

**BOROUGH OF MALVERN
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH OF MALVERN,
CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA, TO ADOPT A
POLICY ESTABLISHING A RECORD RETENTION POLICY FOR VIDEO
RECORDINGS OF BOROUGH COUNCIL MEETINGS**

WHEREAS, the Borough of Malvern, Chester County (the “Borough”), is a municipality located within the Commonwealth of Pennsylvania organized and governed according to its Home Rule Charter, originally adopted in 2008, as subsequently amended (the “Home Rule Charter”); and

WHEREAS, Borough Council is committed to ensuring transparency in the manner by which it conducts its affairs; and

WHEREAS, Borough Council of the Borough desires to begin recording its public meetings and uploading recordings of those meetings to a website to be publicly announced, effective June 4, 2024; and

WHEREAS, pursuant to Section 706 of the Pennsylvania Sunshine Act, section 604.A of the Home Rule Charter, and section 25-12 of Chapter 25 of the Code of Ordinances of the Borough of Malvern, Pennsylvania, and section 1009 of the Pennsylvania Borough Code, written minutes shall be taken of all public meetings of Borough Council and such minutes shall be retained for an indefinite period of time as the official record of such meetings; and

WHEREAS, Pennsylvania law is silent on a record retention policy for video recordings of public meetings; and

WHEREAS, the Borough desires to promulgate a record retention policy that balances residents’ interests in staying abreast of events in their community against the statutory requirement that the official record of public Borough meetings be in the form of written minutes.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Borough Council of the Borough that, effective June 4, 2024, the Borough will begin recording its public meetings and uploading recordings of those meetings to a website to be publicly announced.

IT IS HEREBY FURTHER RESOLVED that the Borough Manager or her/his designee shall ensure that all recordings made pursuant to this policy shall be deleted from the host website ninety (90) days after the date of the recorded meeting. Recordings shall be retained when written notice is received by the Borough Manager that a matter may result in litigation and throughout the pendency of that litigation.

IT IS HEREBY FURTHER RESOLVED that all video recordings shall include a disclaimer that “Video recordings shall not replace or supersede the minutes as the official record of the meeting. Further, editing, or other manipulation of the video recordings is prohibited.”

Resolved by Borough Council this 21st day of May, 2024.

Brendan Phillips, President

Approved by the Mayor this 21st day of May, 2024.

Zeyn B. Uzman, Mayor

Enacted this 21st day of May, 2024.

Tiffany M. Loomis, Manager/Secretary



EDWARD B. WALSH & ASSOCIATES, INC.
Complete Civil Engineering Design / Consultation Services
Whiteland Business Park
855 Springdale Drive, Suite 202
Exton, PA 19341

May 16, 2024

Ms. Tiffany Loomis, Borough Manager
Malvern Borough
1 E. 1st Avenue - Suite 3
Malvern, Pennsylvania 19355

Re: Bid Recommendations - 2024 Malvern Borough
Paving Project – Roberts Lane
EBWA Project #2780-56

Dear Ms. Loomis:

As requested by your office, I have reviewed the bid package and results for the Roberts Lane paving project. The bids were received electronically utilizing PennBID on May 16, 2024 at 10:00am and the results are noted on the attached worksheet.

The low bidder, John A. DiRocco General Contractors, Inc. of Downingtown, PA, has submitted the necessary documents including the Bid Form, Statement of Bidder's Qualifications, Bid Bond and Non-collusion Affidavit. I have reviewed the submitted bid documentation and found it to be adequate.

I recommend the project be awarded to John A. DiRocco General Contractors, Inc. in the amount of Thirty Thousand, Four Hundred and Sixty-Three dollars and 80/100 cents (\$30,463.80).

Please note, the estimated material costs for this project will be approximately \$30,554.25 for a total project cost of \$61,018.05. If you should have any questions or require any additional information, please feel free to contact me.

Very truly yours,
EDWARD B. WALSH & ASSOCIATES, INC.
Malvern Borough Engineers

Kyle L. Wylie, E.I.T.

REGISTERED PROFESSIONAL ENGINEERS & LAND SURVEYORS
Pennsylvania, New Jersey, Delaware & Maryland
610-903-0060 FAX 610-903-0080
www.ebwalshinc.com
Established 1985

**2024 MALVERN BOROUGH PAVING PROGRAM -
ROBERTS LANE BID RESULTS**

BID OPENING: May 16, 2024
10:00 AM

Description	Unit	Quantity	John A. DiRocco General Contractors, Inc.	JENA Asphalt Solutions, Inc.	Long's Asphalt, Inc.	G&B Construction
ROBERTS LANE						
1 Milling - 2" Depth	SY	3,210	\$8,346.00	\$5,778.00	\$12,840.00	\$11,556.00
2 Superpave 25 MM WMA Base Repair - 4"	SY	500	\$5,450.00	\$19,500.00	\$19,300.00	\$32,000.00
3 Deliver and Place Superpave 9.5 mm WMA Wearing Course - 2"	SY	3,210	\$11,556.00	\$16,692.00	\$19,581.00	\$44,298.00
4 Sweep and Tack Coat	SY	3,210	\$1,861.80	\$417.30	\$2,568.00	\$8,988.00
5 Demolish Existing Stone Curb	LF	35	\$1,750.00	\$350.00	\$1,575.00	\$350.00
6 Joint Seal	LS	1	\$500.00	\$10.00	\$1,200.00	\$150.00
7 Maintenance and Protection of Traffic	LS	1	\$1,000.00	\$10.00	\$2,500.00	\$1,800.00
			\$30,463.80	\$42,757.30	\$59,564.00	\$99,142.00

Malvern Borough - 2024 Paving Program Material Costs

Roberts Lane						
Material	SY	Depth(in)	Density(lb/SY*in)	Weight(Tons)	Unit Price*	Material Costs
Wearing (9.5mm)	3210	2	113.55	364.5	\$65.80	\$23,983.80
Base (25 mm)	500	4	117.75	117.8	\$55.80	\$6,570.45

Total: \$30,554.25

*2024 COSTARS Quote from Highway Materials based on February 2024 asphalt cement index of \$562.00/TON

NOTE: Asphalt index for May 2024 is \$620/TON which is over 10% greater than the \$562.00/TON asphalt index from February.

As a result, asphalt prices may be subject to an asphalt escalator clause.

ZONING HEARING BOARD APPLICATION

APR 29 2024

Initialed Instructions and Application must be submitted to:

Malvern Borough Administration
1 East First Avenue, Suite 3, Malvern, PA 19355
(Mon-Fri; 9:00AM – 12:00PM, 1:00PM – 5:00PM)

I. APPLICANT INFORMATION

Applicant Name: Nicholas Vastardis L.
First Last MI

Contact Information: 610-644-9663
Business Phone Home or Mobile (Circle)
vcellc@verizon.net
Email

Mailing Address For Notices (If different): 29 Harvey Lane
Street
Malvern 19355
City Zip Code

Applicant's Attorney's Name: Scott Rothman
First Last

Applicant's Attorney's Address: 1100 E. Hector St., Suite 425
Street
Conshohocken 19428
City Zip Code

II. PROPERTY INFORMATION

Property Location: 155 Channing Ave. Malvern 19355
Street City Zip Code

Tax Parcel (Folio) Number (If known): 2-4-235

Applicant's Initials: 

Property Description: *(Example: 2.5 acres, located at 2525 Borough Road, with 3-story residence, adjacent to cemetery, Tax Parcel (Folio Number 15-2 89.1))*

The property is approx. 18,000sf, improved with a residential quadruplex, a pre-existing nonconforming use.

There is a large side yard at the intersection of Channing and 1st Avenues.

Property Owner's Name: Little Ranch Partners, LLC
First Last MI

Property's Zoning Classification: R-4

Property's Buildings and/or Other Structures Present: Quadruplex building
occupied by residential tenants

Property's Current Use: Multi-family residential, a pre-existing nonconformity

III. REASON FOR HEARING

Check all that apply:

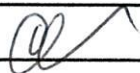
- Variance
- Appeal from a determination of the Zoning Officer or Engineer
(Attach a copy of determination being appealed)
- Special Exception
- Other relief as may be granted by the Board

Indicate by specific section(s) of the Borough Zoning Ordinance (From the Borough Code) that applicant believes would allow the Board to approve the applicant's request.

Section 220-701 - R-4 District Use Regulations

Section 220-702 - R-4 Area and Bulk Regulations (Subsections A and C.3)

Section 250.1.B.5 - Off Street Parking

Applicant's Initials: 

If the applicant is appealing a determination of the Zoning Officer, attach a copy of the zoning officer's determination and explain the reasons that the applicant believes the Zoning Officer's determination is incorrect with reference to any applicable section(s) of the Borough Zoning Ordinance (from the Borough Code).

N/A

What additions to or improvements in the property does the applicant intend to make under this application, if any?

(Describe as completely as possible, and attach a survey or plot plan of the property indicating size of the lot, size of the buildings or other structures now erected and size and location of those to be erected together with all other required plan details. If the plan submitted with this application does not meet requirements, additional plans may be submitted prior to the scheduled hearing or a continuance may be necessary.)

The proposed plan calls for the subdivision of the parcel into two lots. The existing quadruplex will remain and sit on the larger subdivided lot, comprising 10,197sf. The existing parking space for one vehicle will remain.

The existing nonconforming use will remain, but the subdivided lot size may constitute an expansion thereof.

The second lot, comprising 7,719sf, will be improved by right with a new single-family home. The plans for the new home do not require any zoning relief.

Attached is a sketch plan depicting the proposed subdivision, footprint of existing and new improvements, and calculations.



If applicant is changing the use of the property, describe the nature of the proposed use and explain why the use should be permitted, listing any sections of the Borough Zoning Ordinance (from the Borough Code) that it believes to be related to its proposal.

The use change results from the subdivision, which preserves the existing quadruplex, but adds a single-family home on the smaller subdivided parcel.

The zoning relief requested includes permission to maintain one (1) parking spot on the subdivided parcel where the quad sits, a variance from the 12,000sf lot size required for an "other" use in the R-4 District, and a variance from the side yard setback to maintain the height of the existing bay window in the quad.

IV. SIGNATURES

Signature of the person completing the application.

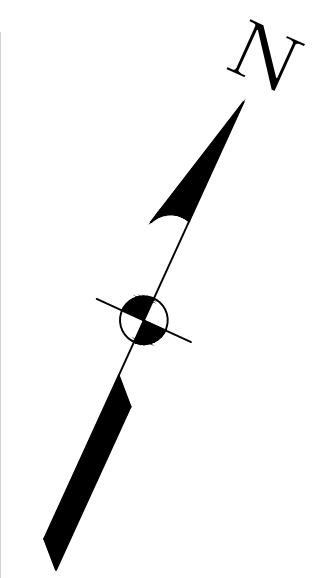
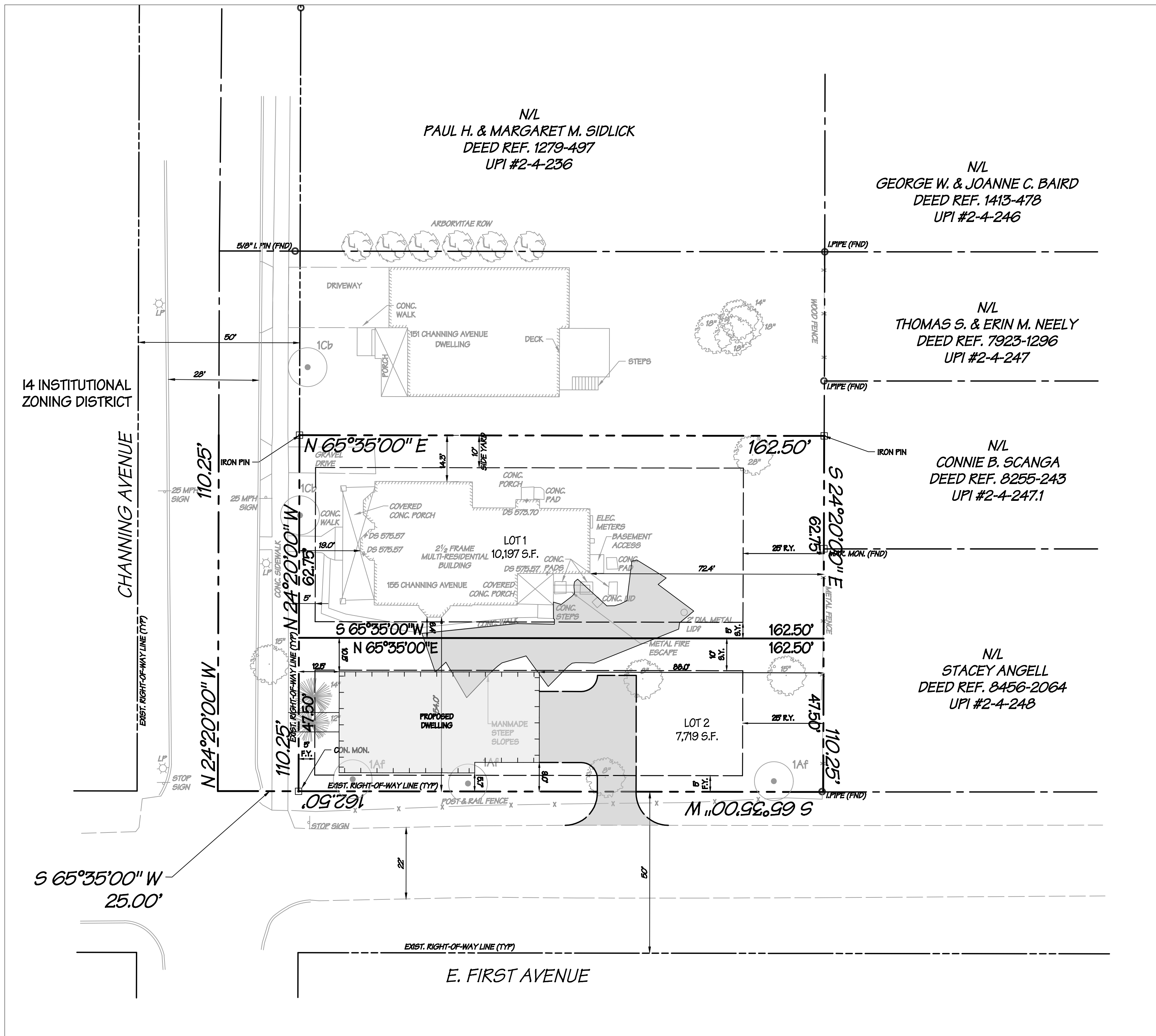
Applicant Signature:  Date: 4/29/24

OR

Attorney for Application Signature: _____ Date: _____

REMINDER: Did you remember to initial all pages of the application...?

Applicant's Initials: 



LOT AREA CALCULATION		
	LOT 1	LOT 2
GROSS LOT AREA	11,766 S.F.	8,906 S.F.
LESS RIGHTS-OF-WAY	1,569 S.F.	1,197 S.F.
NET LOT AREA	10,197 S.F.	7,719 S.F.

IMPERVIOUS SURFACE SUMMARY		
	LOT 1	LOT 2
DWELLING	2,141 S.F.	1,875 S.F.
COVERED PORCH	407 S.F.	0 S.F.
GARAGE	0 S.F.	0 S.F.
DRIVE	0 S.F.	859 S.F.
PATIO/WALKS	372 S.F.	75 S.F.
GRAVEL	190 S.F.	0 S.F.
TOTAL	3,110 S.F.	2,787 S.F.

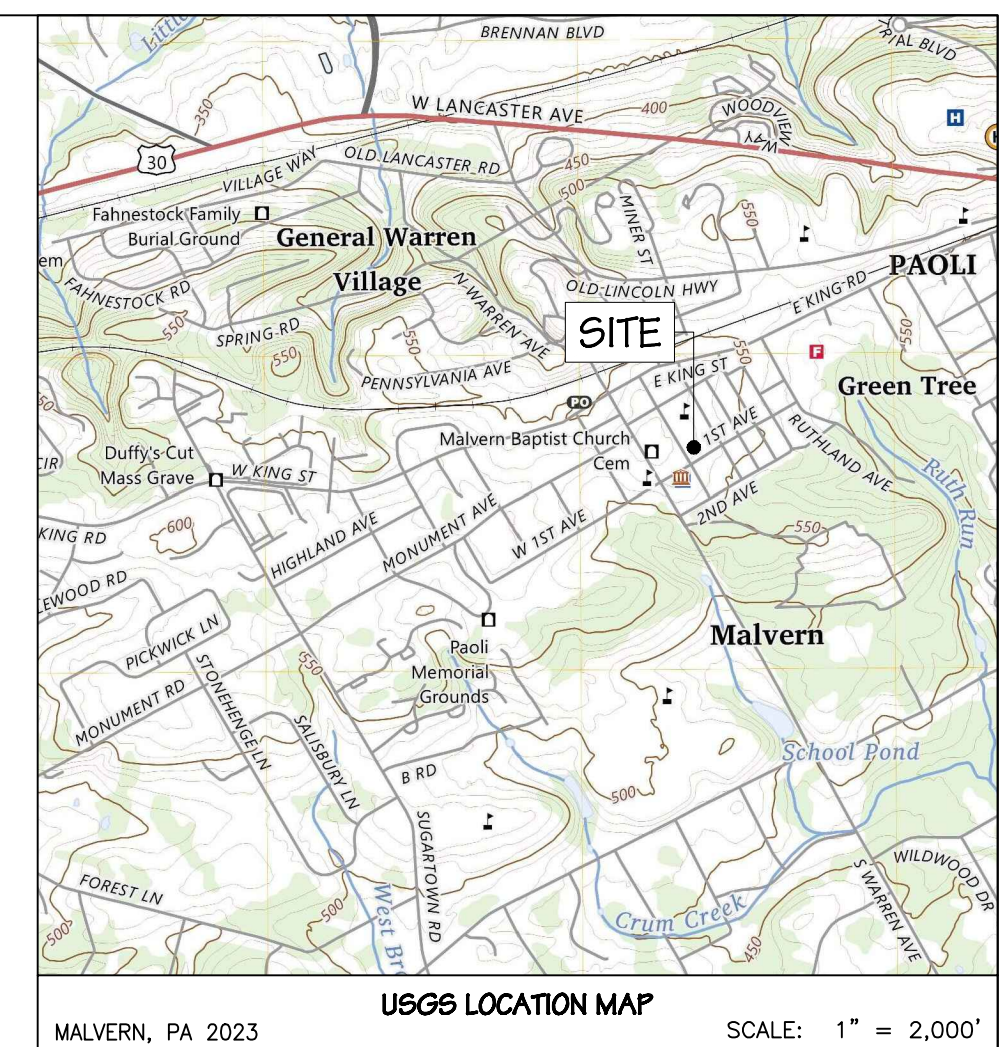
ZONING DATA			
ZONING DISTRICT: R-4 RESIDENTIAL DISTRICT			
	REQUIRED	LOT 1	LOT 2
LOT AREA	7,000 S.F.	10,197 S.F.	7,719 S.F.
LOT WIDTH	45 FT.	62.75 FT.	47.50 FT.
BUILDING SETBACKS			
FRONT YARD	5 FT. (MIN.) *	19.0 FT.	5.7 FT.
SIDE YARD	5/10 FT. (MIN.)	6.4 FT.	10.5 FT.
REAR YARD	25 FT. (MIN.)	72.4 FT.	88.0 FT.
BUILDING COVERAGE	25% (MAX.)	25.0% ** (2,546 S.F.)	24.3% ** (1,875 S.F.)
IMPERVIOUS SURFACE	40% (MAX.)	30.5% ** (3,110 S.F.)	36.1% ** (2,787 S.F.)
BUILDING HEIGHT	5 STORIES/ 35 FT. (MAX.)	< 35 FT.	< 35 FT.

* NO LESS THAN 5 FT. AND NO GREATER THAN 40 FT.
** CALCULATED USING THE NET LOT AREA

REFER TO MALVERN BOROUGH ZONING ORDINANCE FOR ANY ADDITIONAL REGULATIONS THAT MAY APPLY.

- GENERAL NOTES**
- PROPERTY INFORMATION**
DEED REFERENCE: DB 9691, PG 566
PARCEL ID: #2-4-235
LOT AREA: 20,672 S.F. (GROSS)
17,216 S.F. (NET)
 - LAND USE**
EXISTING LAND USE: RESIDENTIAL
 - SURVEY NOTES**
 - PHYSICAL FEATURES SHOWN HEREON OBTAINED BY A FIELD SURVEY COMPLETED ON FEBRUARY 26, 2018.
 - HORIZONTAL DATUM IS BASED ON DEED BEARINGS, VERTICAL DATUM IS REFERENCED TO NAVD83.
 - THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT.
 - THIS PLAT IS REPRESENTATIVE OF EXISTING CONDITIONS FOR WHICH VASTARDIS CONSULTING ENGINEERS, LLC WAS CONTRACTED TO PERFORM EXCEPT ANY UNRECORDED OR UNRECORDED EASEMENTS WHICH MAY NOT BE VISIBLE OR SUPPLIED TO VASTARDIS CONSULTING ENGINEERS, LLC.
 - THE LOCATIONS OF UNDERGROUND UTILITIES HAVE BEEN SHOWN BASED ON FIELD SURVEY AND SURFACE OBSERVATION. VASTARDIS CONSULTING ENGINEERS, LLC (VCELLC) MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA EITHER IN SERVICE OR ABANDONED. VCELLC DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION. THEREFORE, VCELLC SHALL NOT BE RESPONSIBLE OR HELD LIABLE FOR ANY UTILITY NOT SHOWN OR SHOWN ON THE DRAWINGS IN A LOCATION OTHER THAN WHERE IT IS ACTUALLY DISCOVERED UPON EXCAVATION. VCELLC HAS NOT PHYSICALLY EXCAVATED AND LOCATED ANY UNDERGROUND LINES.

- ZONING RELIEF REQUESTED:**
THE APPLICANT RESPECTFULLY REQUESTS RELIEF FROM:
- SECTION 220-701.A. USES BY RIGHT. THE QUADRUPLIX (LOT 1) EXISTS AS A NON-CONFORMING USE.
 - SECTION 220-702.A. MINIMUM LOT AREA AND WIDTH. THE LOT AREA ASSOCIATED WITH LOT 1 IS PROPOSED TO BE 10,197 S.F. THE MINIMUM REQUIRED LOT AREA IS 12,000 S.F., WHICH IS LISTED UNDER THE "OTHER" CATEGORY.
 - SECTION 220-702.C.(3) MINIMUM SIDE YARDS. THE SOUTHERN BAY WINDOW EXTENSION OF THE QUADRUPLIX (LOT 1) IS LOCATED 64-FT FROM THE PROPOSED LOT LINE. THIS IS PERMITTED UNDER THIS SECTION PROVIDED THAT CERTAIN HEIGHT REGULATIONS ARE MET. THIS BAY WINDOW IS GREATER THAN 18-FT IN HEIGHT, WHICH REQUIRES THE ZONING VARIANCE. OTHERWISE, THE OTHER PORTIONS OF THE QUADRUPLIX ARE LOCATED 10-FT FROM THE SOUTHERN PROPERTY LINE.
 - SECTION 220-2501.B.(5) REQUIRED OFF-STREET PARKING. LOT 1 CONTAINS ONE (1) PARKING SPACE ON THE PARCEL.
 - ANY OTHER SECTION OF THE ZONING ORDINANCE THAT MAY BE REALIZED THAT IS NEEDED DURING THE PROCESS.



LEGEND	
EXISTING FEATURES	
	PROPERTY LINE
	ADJOINER PROPERTY LINE
	EXISTING RIGHT-OF-WAY
	BUILDING SETBACK LINE
	EXISTING BUILDING
	EXISTING CURB
	EXISTING EDGE OF PAVEMENT
	EXISTING EDGE OF DRIVEWAY
	EXISTING FENCE
	EXISTING CONIFEROUS TREE
	EXISTING DECIDUOUS TREE
PROPOSED FEATURES	
	PROPOSED BUILDING
	PROPOSED DRIVEWAY
	PROPOSED CONCRETE SIDEWALK/PATIO



BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA CALL 1-800-246-1776
NEW MESSAGES MUST BE CONTACTED DIRECTLY

PA ACT 72 (2006) REQUIRES THESE WORKING DAYS NOTICE TO UTILITIES BEFORE YOU EXCAVATE. CALL 800-246-1776.

OHIO RESIDENTS: SPECIAL EXCAVATION REQUIREMENTS
CALL 1-800-246-1776 FOR MORE INFORMATION.

OUTSIDE PENNA. OR IN THE PITTSBURGH AREA WE CAN ALSO BE REACHED AT 412-325-7100

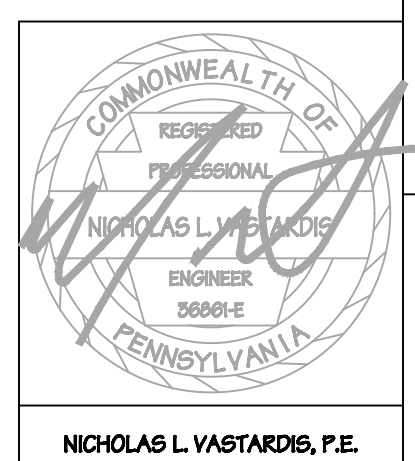
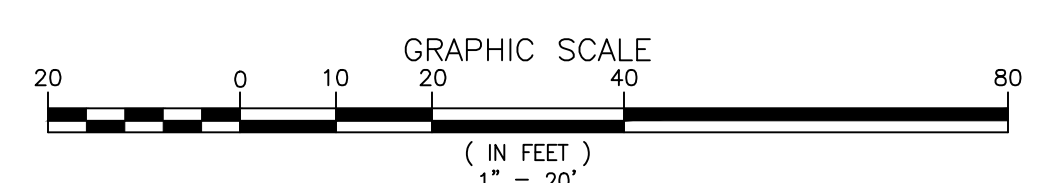
PA ONE CALL
SERIAL NO. 20182620818
SERIAL NO. 20182623900
TAX PARCEL #2-4-235

GEOLOGY DESCRIPTION (WITHIN PROJECT AREA)						
UNIT NO.	MAP SYMBOL	NAME	AGE	LITH1	LITH2	LITH3
173	Xo	OCTORARO FORMATION	PROBABLY LOWER PALEOZOIC	ALBITE-CHLORITE SCHIST	PHYLLITE	HORNBLENDE GNEISS

GEOLOGY INFORMATION TAKEN FROM PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION, eMapPA

SOILS DESCRIPTIONS (WITHIN PROJECT AREA)						
SYMBOL	DESCRIPTION	DEPTH TO RESTRICTIVE FEATURE	NATURAL DRAINAGE CLASS	DEPTH TO WATER TABLE	HYDROLOGIC SOIL GROUP	HYDRIC SOIL RATING
UuqB	URBAN LAND-UDORTHEMETS SCHIST AND GNEISS COMPLEX, 0%-8% SLOPES	20-70 INCHES TO PARALITHIC BEDROCK	WELL DRAINED	ABOUT 60"	C	NO

SOILS INFORMATION TAKEN FROM UNITED STATES DEPARTMENT OF AGRICULTURE, NATURAL RESOURCE CONSERVATION SERVICE, WEB SOIL SURVEY.



NUM.	DATE	REVISION

VASTARDIS
CONSULTING ENGINEERS, LLC

29 Harvey Lane | Malvern, PA 19355 Ph: 610.644.9663 | Fx: 610.644.3789 Email: vcellc@verizon.net

PLAN PREPARED FOR:

LITTLE RANCH PARTNERS, LLC.
155 CHANNING AVENUE
BOROUGH OF MALVERN • CHESTER COUNTY • PENNSYLVANIA

DRAWN BY	CAD
CHECKED BY	NY
DATE	4/29/2024
SCALE	1" = 20'

SHEET 1

of 1