



ASTON AMBULANCE AUTHORITY

EMERGENCY MEDICAL SERVICES

Meeting Minutes

March 17, 2026

5:00 PM

Aston Township Municipal Building

Present Board Members: Chairman Joseph McGinn, Jr, Vice Chairman Tom Morgan. Nancy Bowden, Kevin Tinsley Sean Joyce.

Present Ancillary staff: Manager Bruce Egan and Solicitor Michael Maddren

Not Present: Secretary Kelly Pippin

1. Call to Order by Chairman Joe McGinn, Jr
 2. Pledge of Allegiance
 - a. Note no item 3 on the published Agenda
 4. Public Comment on Agenda Items- None Noted
 5. Approval of February 17, 2026, Meeting Minutes
 - a. Motion was made to accept the meeting minutes by Nancy Bowden
 - b. Second by Kevin Tinsley
 6. Managers Report
 - a. See attached report given by Bruce Egan
 7. Treasurer's Report and Authorization to pay bills
 - a. Financials
 - i. Suzanne Kountourzis from By the Book reports that purchases for start up are coming in and reconciled. Tonight she brought checks that will need to be signed.
 - b. Consideration of bills list totaling \$11,134.79
 - c. Consideration of invoice from Arthur J Gallagher in the amount of \$86,294 (increase from total amount approved last month is attributable to effect of increase in employee census on Workers Compensation coverage with AM Trust Financial-total increase is \$17,374.00)
 - d. Motion to accept Treasurers report was made by Nancy Bowden
 - i. Seconded by Kevin Tinsley
 - ii. None Opposed, motion passes
 8. Consideration of resolution 2026-03 consenting to Trainer Borough becoming a member of the Authority.
 - a. Motion was made by Nancy Bowden
 - b. Motion was seconded by Kevin Tinsley
 - c. None opposed, motion passes
 9. Consideration of resolution 2026-04 authorizing establishing classes and thresholds for spending by the Manager without board consent.
 - a. Discussion was had with the limit being \$1500.00, after discussion the threshold was set at \$2,000.00 per month.
 - b. Motion was made by Nancy Bowden
 - c. Motion was seconded by Sean Joyce
 - d. None opposed, motion passes.
 10. Consideration of resolution 2026-05 establishing customer rates for 2026.
-

ASTON AMBULANCE AUTHORITY

3264 CONCORD ROAD – ASTON, PA 19014

PHONE: 610.494-1636 Ext. 119 | www.AstonTwpEMS.com



ASTON AMBULANCE AUTHORITY

EMERGENCY MEDICAL SERVICES

-
- a. Chairman Joe McGinn gave summary and explanation of rates
 - b. Motion was made by Nancy Bowden
 - c. Seconded by Kevin Tinsley
 - d. None opposed, motion passes.
11. Authorization to purchase 2 Duty-Built Rescue 450 lb Big and tall recliner chairs from Fire Station Furniture for a total amount of \$1987.01
 - a. Motion was made by Nancy Bowden
 - b. Seconded by Kevin Tinsley
 - c. None opposed, motion passes.
 12. Ratification of Authorization of the following:
 - a. The purchase of Narcotics Safes from Safe&Vaultstore.com in the amount of \$5,604.05
 - b. The acquisition of staff emails from Office 365 from Go Daddy.com in the amount of \$2,291.89
 - c. The reimbursement of Aston Township in the amount of \$7,895.94 after it advanced the costs of items 12.a and B
 - d. The acquisition of 2 smart phones, 3 Stryker devices and 3 ipads from First Net with accessories for the total purchase price of \$726.45 with additional monthly expenses totaling \$226.98 per month for 2 cellular lines, 3 ipads sim cards lines and 3 sim cards for heart monitoring modems.
 - e. The engagement of PAY USA for payroll services for \$104.00 plus \$1.00 per new hire and \$.30 per active employe, with an additional annual fee of \$59.00 plus \$7.25 per W2 produced.
 - i. Motion was made by Nancy Bowden
 - ii. Seconded by Sean Joyce
 - iii. None opposed, motion passes
 13. Authorization to obtain a credit card through Meridian Bank
 - a. Motion was made by Nancy Bowden
 - b. Seconded by Kevin Tinsley
 14. Authorization to engage with Steve Luongo's Towing, Inc. for emergency roadside assistance and towing, if needed.
 - a. It is noted by Nancy Bowden that this company does a great job currently for Aston Township vehicles
 - b. Motion made by Nancy Bowden
 - c. Seconded by Tom Morgan
 - d. None opposed, motion passes.
 15. Authorization to enter into a one year lease agreement beginning April 1, 2026 with the Marcus Hook Trainer Fire Dept to lease office and garage/engine bay space in the amount of \$800.00 per month
 - a. Will continue to look at all housing options
 - b. Motion was made by Nancy Bowden
 - c. Seconded by Tom Morgan
 16. Authorization to reimburse Medical Director \$888.00 for Drug Enforcement Administration registration.
 - a. Motion made by nancy Bowden
-



ASTON AMBULANCE AUTHORITY

EMERGENCY MEDICAL SERVICES

- b. Seconded by Kevin Tinsley
 - c. None opposed, motion passes.
17. Public Comment- Non-Agenda Items
- a. Mr. Hart asked if there was a limit on the Credit Card spending
 - i. It was pointed out that we would follow the guidelines as outlined above on Manager's authorization to spend up to \$2,000.00 per month. If additional funding is needed, board approval is necessary
 - b. Nancy Bowden reports "Happy St. Patrick's Day to ALL"
18. Adjournment of the March Aston Ambulance Authority Meeting

Submitted by:

Bruce Egan
Chief of EMS
Manager