

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF JULY 6, 2021**

Members Present:

Denton Burnell	Borough Council President
Carrie Hawkins-Charlton	Borough Council Member
Leon Angelichio	Committee Chairman
Garry Herbert	Mayor
John Ernst	Borough Manager
Brian McGowan	Assistant Finance Director

Mr. Angelichio calls the meeting of the Administration and Finance Committee to order at 6:15pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell, second Ms. Hawking-Charlton to approve the minutes of June 2, 2021 Administration and Finance Committee Meeting. Motion carries 3-0.

2. Financial Reports Year to Date

Mr. Ernst- For May, Melissa put together and analysis. What we learned is there are difference due to timing issues is what we are looking at.

Looking at the Summary Balance Sheet, cash is down 3% and timing in cash flows. The A/R has timing in sewer & billing. Inventory and electric purchases are up for transformers, meters and poles. Electric income is up. Prepaid are down and A/P is up and liabilities is up do to timing. Escrows and deposits are up 25%.

In revenues, Electric is up and Sewer is down. Parks & Rec Revenue is up 448%.

Look at expenses, Parks & Rec is up due to services up over last due to reopening. Also, Highway Aid is up because of winter and snow removal. There is very limited paving and more maintenance. At the end of the year budget, we use Capital fund and have the conversation in how to pay and whether it comes out of reserves or current.

2. Committee Busines Items

A. Discussion of timeline of penalties, interest and disconnection warnings.

Mr. Ernst- We are moving forward with implementation of as of July 22. We have been contacting customers and making robocalls. As of last week, we are making 50 a day. As of Friday, 400 calls have been made. Many people, approximately 30%, paid in full and we are sending copies of the bills. If someone does not answer, we will try back 3 times.

Mr. Angelichio- Do we get a report on unanswered calls?

Mr. Ernst-Yes, customers who are delinquent before Covid are still not paying. The others we are directing them to Mana. Also, a new grant program through the state is available and hope that Mana gets in on that.

Mr. Angelichio- How long is the timeline for penalties? Are we lenient?

Mr. Ernst- We started with a matrix and to be as flexible as we could and you tell us how much to pay on a monthly basis and it can be different per person. Our goal was to be as flexible as possible and vote. People who have 2 years to make a full payment.

Mr. Angelichio- It is represented as a line item on the bill for payment plan.

Mr. Ernst- It is a good question and not sure if billing.

Mr. Angelichio- I like an amortization.

Mr. Ernst- I am not sure and if it would be like a on mortgage statement to what is paid, but you can pay more.

Ms. Hawkins-Charlton- There could be a fee on the bill.

B. Assessments

Mr. Ernst- We got the notice on 2 assessments and the Tax Collector is going to issue a request to get an invoice to them about \$10,600.

C. American Rescue Plan Act Consultant

Mr. Ernst- At the end of last week, we reached out to different consultants for guiding us for getting through a rescue plan. Looking at doing the program for a fee of about \$45k for the 6 year length and it is not per year, but length. It is plus or minus.

Delta Development has about a \$6,000 retainer fee and charges per month.

After talking to other municipalities, they recommend them and work is done out of Jamison, PA. I wanted to wait until we discussed before they come out to us. They work with a large regional development & regional CPA firm. They have guidance in helping municipalities to guide through. They are in 37 of 67 counties and lots of municipalities and accounting services.

Mr. Ernst- The funding that the Borough is supposed to get is \$1.8million and can pay them out and we get the money and it is like \$1.78 million. There is a discussion going on around the municipalities, but the amount of work to go back to the government to have the time and money to do this. So, the purpose to putting onto the agenda is to look at the option rather than do ourselves.

Mr. Angelichio- I would love to see in person. Would we do on a business meeting night or a work session night?

Mr. Ernst- We haven't got the money yet and hope by July or August and the rest to come in 2 months.

Mr. Burnell- I have him come to full Council, but would like to get references.

Mr. Ernst- Yes, references, but not for this program, but for other services.

Mr. Ernst- How is August?

Mr. Angelichio- Yes

Mr. Burnell- Yes, that would work.

Mr. Angelichio- You might have a single individual monitor this over a work week.

Mr. Ernst- I want everyone to understand there will be additional work by our staff. They will be working with us to do the work.

Resident question – Jean: How did they come up with the \$45k?

Mr. Ernst- My belief is that is based on amount of money and with this is based on population and we can ask.

Mr. Angelichio- Is there an opportunity for additional funding?

Mr. Ernst- I do know County Commissioner with receiving and we can work with them to fund projects.

Mr. Angelichio- I am curious what we can do with the money.

Mr. Ernst- We know what we cannot do.

Mr. Angelichio- There is a work session in August. Remind people there is the new Onedrive.

Mr. Ernst- Rather than have them look at this example for “Hanover” which they have done in presentation. We will have them do one for us, so there is no confusion.

Resident question- Jean: What about in regards to a list of questions?

Mr. Ernst- This is the reason why. I like to go over and then have people and well thought out questions in a Q&A after presentations.

3. Old Business

Mr. Ernst- Following up, in regards to the delinquent account collections, I reached out to a collection agency that works with Norristown. He wanted to check to see if we are an electric provider and if we are able to do and if fees can be charged. According to our ordinance, we are able to and will be meeting on Friday and said I rather meet in person. I did want to have his information first before anything.

3. New Business

Mr. Ernst- The Police would like to enter into bargaining and it ends December 31. We reached out to the discussion team to begin talking to them. It is a 4-year contract, but then entered into 6 months after. We cannot enter then into bargaining before and then we will have to work out timelines during bargaining.

I found out this morning that the Borough received \$280k in Green Light Go money. \$350k total and the Borough match is \$70k. This program was put into hiatus during COVID. This will upgrade 7 traffic light location.

Mr. Krauss- Items like radar, traffic control cabinet and more pieces.

Mr. Angelichio- Anything like painting?

Mr. Krauss- Not sure, but we replaced the stainless already through other grant money. Radar is very expensive.

3. Public Comment