

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF OCTOBER 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

Mr. Angelichio called the meeting of the Administration and Finance Committee to order at 6:30pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell to approve the minutes from the Admin and Finance Committee meeting on 07/07/2021, second Ms. Hawkins-Charlton. Motion carriers 3-0.

2. Financial Reports Year to Date

Mr. Ernst- Let's discuss the Financial reports at the end of 09/30/2021. First for revenues, we are looking at the 1st, 2nd and 3rd column with the difference. We cut off 5 years and 2020 is an anomaly, but you can see how we are comparing to prior years. EIT is up and we can see electric an 8% increase revenues and \$730k increase to residential and \$425k increase is general services to businesses.

Mr. Angelichio- Is there any change to the electric rate?

Mr. Ernst- The rate is the same and using more electric. We have not had an increase since the last electric rate study. The increase is due to people using more electric.

Mr. Ernst- Sewer is up 23% and the timing is most of it. Parks & Rec is up 139%. Looking at 2021 to 2020 and then to 2018, we are still down. Capital is up 107% due to grant funding.

There will be a draft copy of the budget available. Looking at expenses in Electric, we are up 26% due to tree trimming. The highlights are there are 4,100 man hours in the tress not cut back for 10 years. If the trees are not maintained and trimmed it leads to storm damage. They did 10 years of work for what it would of taken us and they did it in 12 months. This is the first time for us contracting to get to a level playing field.

Highway Aid expense is up 127% due to snow removal. Capital Fund is up 117% and is timing of expenditures related to the budget.

Looking at the balance sheet, cash is down 7% and due to timing of grant funding. A/R is down 6% and due to timing of collections. Inventory is up 15% and is due to purchase of poles and meters. Fixed assets is up 22%. Prepaids is down 34% as timing of payments are down.

NPWA Sewer billing goes away at the end of the year and getting files from them. We will be getting all their info for 5 years and importing. I think we will be seeing physical bills and 3rd quarter mailings. In liabilities, we are down 10% in Accounts Payable due to timing. Payroll is also different due to timing and Escrow is up due to receipt of deposits.

Mr. Angelichio- I like the layout of the financials and it easy to explain and more thorough.

3. Committee Business Items

1. Proposal roof & HVAC @ 421 W Main

Mr. Ernst- Proposal from Remington for complete design and bidding is \$40k and the scope can be talked about. The roof is also somewhat skeptical.

Mr. Kunkel- There is damage and structural issues on multiple different surfaces. There is mechanical equipment on the roof that is past its expectancy. The roof parapet and structure needs to be replaced and combined into 1.

Mr. Ernst- We are looking to move and it is outside my scope and getting something moving forward.

Mr. Angelichio- In an informal fashion, I like to know the price per ton.

Motion Mr. Burnell that we advance on the proposal for renovation of 421 W Main St. Second Ms. Hawkins-Charlton. Motion carries 3 to 0.

2. Maile, LLP as consultant for ARPA funding Distribution

Mr. Ernst- We are looking for a consultant for the American Rescue Plan. I found out our auditor Chris Herr is certified and he can be that person.

Mr. Angelichio- Is it to manage it?

Mr. Ernst- It is guidance on application to projects and documentation and audit trail. Also, the final paperwork and he signs off on it. Glenn said that there were several seminars at GFOA Conference and made contacts.

We can meet with departments and can allocate towards projects and pulling back our money, but we need to make sure approved project with finds which change every month. We received our first amount of money in the bank and we haven't touched. We don't have a use or lose it and we would not have received it if we didn't file on time. By the end of 2023, the money has to be allocated and by the end of 2025 it has to be spent.

Mr. Angelichio- I like to make sure this money is spent and members of the community are entitled to that.

Mr. Ernst- I like to get a list of projects together.

3. Existing liens and fee structure for collection

Mr. Ernst- There is a fee structure and much more in keeping legal services and \$ amount instead of blanket amount.

Mr. Angelichio- Yes, we need to recoup

Mr. Ernst- We are looking to revise ordinance in how we collect fee when applied to property. I would like to have moved forward to floor to take a full vote and authorize solicitor to prepare and advertise and take a full vote in 2 weeks. In the ordinance, the legal services are spilled out and dozens of services and each assigned a \$ value.

Mr. Angelichio- I want people to understand what this is for to prepare and an advertise only and not to adopt. It gives time to the public.

Mr. Ernst- We will have 2 weeks to then adopt at full Council vote.

Motion on Property Lien Fee Structure and to revise the Ordinance to authorize Solicitor to prepare and advertise. Motion Ms. Hawkins-Charlton, second Mr. Burnell. Motion carries 3 to 0.

4. MMO Police Pension and Non-Uniform Pension Plans

Mr. Ernst- We are required to provide obligation and are lower. We have uniform and is \$35k more and non-uniform is \$135k less than last year and it is based on performance of assets.

4. Old Business

5. New Business

1. Solicitor requesting increase in hourly fee

Mr. Ernst- Currently the rate is \$155/hr. and he is asking for \$160/hr. The last increase was from \$150 to \$155. Cost will be the same as other municipalities but less than Wisler.

Mr. Angelichio- If that is competitive.

Mr. Burnell- I have no issue and I think that is comparable and I Patrick does a great job.

Mr. Ernst- This I think will be less than \$5,000/yr.

2. Letter received from Upper Dublin

Mr. Ernst- We received a letter to thank and appreciate us and it comes from the President of Upper Dublin Commission. We offered service and Rick Lesniak went down to help set up and they lost their whole building and it is going to be a long time for them.

3. Road P

6. Public Comment

Meeting Adjourned at 7:30