

BOROUGH OF LANSDALE  
ADMINISTRATION AND FINANCE COMMITTEE MINUTES  
MEETING OF JULY 6, 2016 – 7:00 p.m.

Members Present:

Jason Van Dame	Committee Chairman
Denton Burnell	Borough Council President
Steve Malagari	Borough Council Member
Jacob Ziegler	Borough Manager
Brian Shapiro	Finance Director
Brian McGowan	Assistant Finance Director

Mr. Van Dame called the meeting of the Administration and Finance Committee to order at 7:01pm.

**Action of Minutes Previous Meetings**

Motion Mr. Malagari, second Mr. Burnell to approve minutes of June 1, 2016 Administration and Finance Committee Meeting. Motion carries 3-0.

**2016 Financial Reports and Capital Items**

Mr. Shapiro reviewed the financial reports for the period ending June 30, 2016 with the committee. There was minor activity and nothing to report.

The committee discussed the purchasing of audio and video equipment for the recording of Council Meetings. Equipment costs(\$35-55k-3quotes) were discussed along with a potential technology grant from the franchise agreement to cover equipment costs. The discussion was tabled for next month's management team discussion.

The committee reviewed a capital request for the Electric Department to go out to bid for capital equipment for the main substation.

Motion Mr. Burnell, second Mr. Malagari is to recommend that Borough Council place the out to bid. Motion carried 3-0.

**Municipal Finance Caucus**

Mr. Ziegler informed the committee that the Borough received a request from American Municipal Power who is the Borough's electricity provider to send a letter to our congressional representative to join a municipal finance caucus. The purpose of the caucus is to promote extending the use of tax exempt bonds which fund municipal capital projects and keeping the bonds tax-exempt.

Motion Mr. Malagari, second Mr. Burnell. Motion carried 3-0.

**Utility Billing- Customer Service Charge**

Mr. Shapiro discussed with the committee the customer service charge and it was recommended that the no reduction or elimination to the customer charge. There are fixed and variable costs that need to be covered for maintenance of the sewer system. The customer charge is to cover fixed costs, but it only covers a just portion of those total costs.

**Municipal Resolution Authorizing Sale of Meters and Personal Property**

Council members were asked to consider resolution #2016-21 with attached list of various items of the Borough personal property to be sold on Municipal.

Motion Mr. Denton Burnell, second Mr. Malagari. Motion carried 3-0.

**NPWA- Sewer Billing Update**

Mr. Shapiro informed the committee that North Penn Water has begun to work with their software company to test templates. Next step would be to import data into them.

**Energy Savings Passback**

Mr. Shapiro informed the committee that the June electric bills reflected the electric savings pass back.

**New Business**

Anne Scheuring presented check for \$6,500 to help pay for the brackets needed to hang the hometown hero banners. It included donations of \$500 from the Fraternal Order of Eagles Lodge#1761 and \$5,000 donation from Rex-Heat Treat Corporation.

The meeting adjourned at 8:03pm.