

BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF NOVEMBER 2 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 McGowan	Assistant Finance Director
John Crawford	Interim Finance Director
Pat Chapman	Customer Service Manager/Open Records
Chris Kunkel	Project Manager

Mr. Burnell called the meeting of the Administration and Finance Committee to order at 7:00pm.

Action of Minutes Previous Meetings

Motion Mr. Burnell, second Mr. Van Dame to approve minutes of October 5, 2016 Administration and Finance Committee Meeting. Motion carries 3-0.

2016 Financial Reports

(1) Review of Financial Reports as of 10-31-2016:

Recap revenues- EIT and LST running ahead and expenditures running as expected per Mr. Crawford.

(2) 2017 Budget-

(a) Per Mr. Crawford, the Preliminary Draft #4 of the 2017 Budget was issued today. Revenues and expenditures are done and we have a \$169,577 deficit in the General Fund for 2017. Mr. Van Dame asked if revenues and expenses were being looked to get that number to \$0. Per Mr. Crawford, managers have scoured revenues and expenses for weeks and we have reduced the number from \$374k to \$169k but we will continue to look into it. Per Mr. Ziegler, we are also looking internally in Finance to see if we could do anything ourselves. Per Mr. Crawford, a small tax increase may be needed to offset the deficit in the General Fund.

(b) Per Mr. Crawford, overall projected revenues for 2017 are up \$500k and expenses are down \$800k which net is \$1.3 million increase. The goal is to keep interfund transfers flat going forward. The goal should be to have each fund self-sustain going forward without relying on interfund transfers.

Committee Business Items

Approval of Additional Equipment to Sell on Municbid: Per Ms. Chapman, we have identified a few more items to sell on Municbid. We also have a few items to relist that didn't sell from the prior sale. Additional vehicles: sludge truck, water truck, hydraulic equip and 2 to 3 more vehicles. A list will be provided for the new items.

Mr. Burnell motion to advertise new items, second Mr. Van Dame. Motion carries 3-0.

Lease Agreement for 421 W Main St

Per Mr. Ziegler, we would like to enter into a new lease with the County at 421 W Main St.

Mr. Kunkel- the 1st and 2nd floor are currently rented. The county wants to rent the rear of building and the 3rd floor. This will be a Gross Lease which means the Borough will continue to offer same services it currently does in regards to some expenses and maintenance on the building. The rent would be \$12,888/month which will be a 10 year lease, there will also be the option of a 5 year extension. The Borough pays approximately \$6,700/month in expenses. There will also be some additional costs to the Borough such as replacement of rear door, outside lighting and replacement of the fire escape system.

Mr. Ziegler- the County is looking into expanding services. Renovations will be made inside and such as to the judge chambers to open the floor to cubicles, but there will be nothing structurally done to the building.

Mr. Van Dame asks that the 5 year option be mutually agreeable in the lease.

Mr. Burnell also recommends the 5 year mutually agreeable option and to bring to Council with that inclusion.

Motion Mr. Burnell, second Mr. Van Dame. Motion carries 3-0.

Old Business

North Penn Commons Donation

Per Mr. Van Dame, the NP Commons is \$250k short of its capital fundraising goal and whatever the Borough will give will cut into that. The NP Commons was asked if other municipalities were giving money and the answer was “no”. Discussion was made on what that amount should be and also discussion about the 2017 Budget. Mr. Burnell recommends that a \$75k donation be given to NP Commons contingent on the sale of the 311W Main Property.

Motion Mr. Burnell, second Mr. Van Dame. Motion carries 3-0.

Trash Hauling

Per Mr. Fazio, the bid specs are out. Mr. Burnell says he is reviewing and Council will get sometime in the future. Then there will then be a public discussion.

New Business

Public Comment

The meeting adjourned at 7:50 pm.