

BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF JANUARY 2, 2019

Members Present:

Denton Burnell	Borough Council President
Carrie Hawkins-Charlton	Borough Council Member
John Ernst	Borough Manager
John Ramey	Finance Director
Brian McGowan	Assistant Finance Director
Chris Kunkel	Project Manager
Nancy Shaw	Human Resource Director
Pat Chapman	Customer Svc Manager/ Open Records

Mr. Burnell called the meeting of the Administration and Finance Committee to order at 7:05pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell, second Ms. Hawkins-Charlton to approve the minutes of December 5, 2019 Administration and Finance Committee Meeting. Motion carries 2-0.

2. Financial Reports Year to Date

Mr. Ramey- Thru the end of November, most of the income and expenses are in for the month, but not yet for December. This is why we are looking at November here. There is one month left and we are at \$8.5 million in revenues which is up \$645k or an 8% increase. For expenses, we are looking at \$10.4 million which is up \$664k or 7% increase.

Everything else is tracking well according to the budget. We are doing a projected look at right now and we are looking at an increase of \$200k in fund balance.

Looking at the \$200k, the transfer taxes are about \$150k over budget. The increase is due to the Silk Factory and also state recycling grant money which we received in February and September. The one in February came in late and was for the prior year and we weren't expecting.

Usually by the end of February, we have all the invoices in and also everything received and recorded for the prior year.

3. Committee Business Items

A. Road Project Update

Mr. Kunkel-On East 3rd St, there is a change order to replace the whole main which has caused a delay. Our ability to approve a change order on the fly doesn't happen. When we were notified, we had to do test bits while starting and stopping. Then the work kept starting and stopping for 10 days.

Ms. Hawkins- Charlton- There will be better resident education & notification for 2019. We definitely go out of our way to communicate.

Mr. Ernst- Reaching out and providing info over the holidays was a little difficult. Putting it out onto Facebook is a double-edged sword because we get some negativity and questions why we are proceeding a certain way.

Ms. Hawkins- Charlton- While keeping costs down there are unscrupulous contractors taking advantage of the bidding laws. This affects us and also can we also do things like not having the contractors come back? We can and should be doing pre-bid qualifications like asking questions to the bidders and if they couldn't finish any previous jobs or whether they have specific equipment or have they ever been denied payments.

Mr. Ernst- At the same point, we are limited in what we can do at that point.

Mr. Kunkel- We can then caution them, but we can't say that we don't like your tools. We are working with the solicitor on this and to set measurable standards. If the contractor comes in and they are not honest about info, then if we ever went into a dispute then this would put us into a much different position. 40% of contractors this year were disqualified.

In the West Ward, we had an issue with setting up road closures and need to work more closely and have standardized signs.

Mr. Ernst- Also, there are contract deadlines and how come they don't finish the job? They can wait until 2 days before the end date to finish when the job maybe almost already done. With the paving contractors, the contractor is juggling between different municipalities and then there is the factor of the weather going on. We could put penalties in or liquidated damages, then the contract price goes up. The contractor may have some unforeseen circumstances and then they would calculate into contract.

Mr. Kunkel- In regards to running operations as efficiently as possible, some of work is staging-out. There are things that are layered on top of other contracts. 2nd is doing pre-bid qualifications which we already talked about.

When we 1st worked on curb & sidewalk notifications to the residents, it was chaotic. Over the years, we learned and were sensitive to it and kept working every year. Now we do these street projects and there are no issues.

There were lessons learned like on Line St on the schedule cycle. Sometimes the processes change and don't always work.

Ms. Hawkins- Charlton- That is correct and to be able to adjust and have an open mind.

A resident asks: Is there some new legal reason the Borough can't work on alleys?

Mr. Ernst- Borough staff has started some discussion into the repairs & maintenance of alleys. We are looking at the cost to budget and not only financial and then to liability. Like water coming off an alley and causing pooling based on not doing grading. It is complicated because it opens up more discussions.

There have been legal issues over the years and these cases have set legal precedence over the years. We know that the alleys are an extremely complicated issue. As staff, we have discussed

what is appropriate way to move forward.

3. Public comment

A resident asks, why is info not being put out timely and also why was the Police swearing-in Wasn't communicated?

Mr. Ernst- We have talked about ways to communicate quickly and to others who don't communicate by Twitter or other social media. If using bulk mailings, this gets very expensive and many people throw into the trash. How do we prefer information to be shared with them?

Resident responds- Lansdale Borough should put it out onto the web page. It just shouldn't be responsible for just putting it out onto Twitter and then assuming people just get it.

Meeting adjourned at 7:55.