

BOROUGH OF LANSDALE  
ADMINISTRATION AND FINANCE COMMITTEE MINUTES  
MEETING OF JANUARY 4, 2017

Members Present:

Jason Van Dame	Committee Chairman
Denton Burnell	Borough Council President
Steve Malagari	Borough Council Member
Jacob Ziegler	Borough Manager
John Ramey	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 December 7, 2016 Administration and Finance Committee Meeting. Motion carries 3-0.

**2016 Financial Reports**

**(1) Review of Financial Reports as of 12-30-2016**

Mr. Ramey- Looking at fiscal year revenues came in well over budget; \$200k over real estate taxes, \$84K EIT, \$40K LST, \$100K Real Estate Transfer. There are still year-end adjustments that could affect overall, but still a good year. Expenses are looking about a million under budget. EIT & LST could be over for various reasons, like conservative budget #'s.

**Committee Business Items**

**Approval of Landscaping Bids-**

Per Mr. Ramey- We received 3 proposals for an annual 3 year contract. Biase Landscaping was the lowest at \$45k/ year. The other two had increases over the 2<sup>ND</sup> and 3<sup>RD</sup> year while Biase remained flat. The bid range was \$136.1K - \$174.9 for total costs over 3 years.

Per Mr. Ramey- Looking at the overall costs of landscaping they have gone up over the past few years. One reason is that we have added other properties to the contract such as the Library and the new 9<sup>th</sup> St Train Station.

Mr. Burnell asks what was the previous costs under the old contract? Mr. Ziegler answers- the costs were \$25K for 2016 from our contract, but the costs had gone up during the year when we added properties. M & M may also have underbid the contract.

Motion Mr. Burnell, second Mr. Malagari to recommend that Borough Council award the the 3yr contract to Biase Landscaping LLC. Motion carries 3-0

**Approval of Check Signers**

Per Mr. Ramey- over the next few weeks we would like to update the bank signatures on the bank accounts.

## **Old Business**

### **Update Development of Trash Removal Specifications**

Per Mr. Fazio- bid specs are complete and they could advertise when we are ready. You need to give the bidders truly 4 weeks to get all information together to get a good bid prepared. We are asking for a lot of information. If we say that we wanted to advertise next week, it would be the 3<sup>rd</sup> week in February and 1 to 2 weeks to evaluate.

Mr. Van Dame asks how long would the bid be good for? Mr. Fazio- the bid would be good for a couple of months. Mr. Burnell suggests we can then give the public a few weeks to review it. Mr. Fazio responds that it would be on the web and give an unfair advantage to those who view it there and he recommends that we also put it out there at the same time to the public. Mr. Burnell- we have been saying we wanted to give the public the info and want to take this opportunity to do so and we shouldn't lose this opportunity. Mr. Malagari asks if this has gone out to the Trash Committee. Mr. Fazio says they haven't seen the whole thing yet.

Motion Mr. Burnell, second Mr. Van Dame to move to Pennbids and to advertise in the next few weeks. Motion carries 3-0.

### **Sale of 311 W Main St**

Mr. Ziegler- If all things go well, we will be going to settlement on 311.

### **HR Position**

Mr. Burnell asks for an update on the HR position. Mr. Ziegler says that we are in the final stages and at the end of the week we are doing background checks. The goal is to get someone on board hopefully by the end of the month or a deciding date.

## **New Business**

### **Consider Change in Liability and Property Insurance Carrier**

Mr. Van Dame mentions for some time we have needed to look at the insurance which has gone up.

Mr. Ramey suggests that we look into Delaware Valley Insurance Trust which we are members. DVIT offers discounts for combining all of our insurance together. There is an application fee of \$1,000 and the current discounts are 2-3% for having both Health Ins. and also Worker's Compensation, but we will get 5% if we include the Property & Liability Insurance to it. We would save about \$26,000 if we did two and receive the 2-3% discount and could save even more at the 5% if we had all 3 with DVIT.

Mr. Ziegler says that we have met with Uninvest regarding our current policies with them and we will keep you up-to-date. We have been with Uninvest for 10 years.

Mr. Van Dame asks for a recommendation. Mr. Burnell motions, Mr. Malagari seconds to go ahead with filing the application with DVIT. Motion carries 3-0.

**Grant Opportunity Growing Greener**

Mr. Ziegler mentions a Grant Opportunity under “Growing Greener”. We found out about at the end of November 2016. This would be associated and for the stream bank stabilization in White’s Rd Park. The Project would be for the design facility- around \$100K and we would need to do a 15% match. AKRF submitted a plan back in June and we got snippets back to the local DEP office. Then, we got a notice from Harrisburg that they weren’t going to review but said to resubmit the plan for this September. While the plan stayed the same except for some dates, the opportunity came up again in late November until January 13<sup>th</sup>. We may not get exactly what we have in the plan, but we have a plan going forward. AKRF will submit the application for us at No Cost. If we get the grant it is understood that there is a Match. We think the total project cost would be around \$120K which the costs for us to budget are then \$15-20K.

The meeting adjourned at 7:45pm.