

BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF FEBRUARY 1, 2017

Members Present:

Jason Van Dame	Committee Chairman
Denton Burnell	Borough Council President
Steve Malagari	Borough Council Member
John Ernst	Assistant 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 7:00pm.

Action of Minutes Previous Meetings

Motion Mr. Malagari, second Mr. Burnell to approve minutes of February 1, 2017 Administration and Finance Committee Meeting. Motion carries 3-0.

2016 Financial Reports

(1) Review of Financial Reports as of 12-31-2016

Mr. Ramey- For 2016, we were actually under budget by \$1.5 million in the General Fund. There was a transfer that was to be made to Capital that wasn't deemed necessary. Parks & Rec was under budget by \$113k. Police wages were \$250k under budget which may be due to hiring new Police officers who earn ½ the wages during their 1st 6 months of service. Medical insurance was also \$200k under budget and possibly due to rate stabilization in the plan which we did use, but it does replenish over time.

(2) Review of Financial Reports as of 01-31-2017

Mr. Ramey- Revenues and expenses look lower than last year, but it is hard to tell since it is so early in the year.

Committee Business Items

• **Approval of Check Signers**

Mr. Ramey- We have a list of check signers that it is being updated for each of our bank accounts. The signers will be President and Vice President of Council, 3 members of committee, Finance Director and Assistant Finance Director, Borough Manager and Assistant Borough Manager and the Treasurer.

Motion Mr. Burnell, second Mr. Malagari to recommend that Borough Council approves the Check Signer's List. Motion carries 3-0.

• **Resolution of Equal Rights and Opportunities**

Mr. Van Dame- This resolution we approve each year.

Motion Mr. Burnell, second Mr. Malagari to recommend to Borough Council to approve resolution. Motion carries 3-0.

- **Resolution for Document Disposal**

Mr. Van Dame- This is for updating and removing of records. Mr. Ramey- Usually this is something done each year, but we just cleaned out the basement at 421 W Main and also went around to each department head and made a list of records ready for disposal.

Motion Mr. Malagari, second Mr. Burnell to recommend Council to approve the resolution for document disposal. Motion carries 3-0.

- **Approval of contract with F.X. Browne Inc. for recycling service contract renewal**

Total cost per year is \$5,800. Mr. Burnell asks, does anyone else ever bid on this? Mr. Ernst- They are the only one who bids.

Motion Mr. Burnell, second Mr. Malagari to authorize Council to approve recycling service contract with F.X. Brown Inc. Motion carries 3-0.

- **Approval to send Madison Street widening project to bid**

Discussions among group regarding Madison St widening project would create 70 new parking spaces by converting eastern-end of Madison to one-way westbound. There is a \$1.5 million grant for the Project.

Last month, Pennoni presented the project to the Planning Commission. The Parking Authority has already approved the project. At this point, the Parking Authority is looking for a resolution to go out to bid on the project.

Motion Mr. Burnell, second Mr. Malagari to recommend that Borough Council authorize bids to go out on the project. Motion carries 3-0.

Old Business

Single Trash Removal Update

To be advertised on January 23rd & 27th. It will close and the bids would be opened on February 24th at Mr. Fazio office.

Application for change in Liability and Property Insurance Carrier

Mr. Ramey- We got info back from all department heads. DVIT will now look at our policies to see if there is any cancellation fees. They will do that before we would pay any application fee.

We need the application before we can even compare. We would typically pay 10% fee which is called the sure-rate penalty if we cancelled and we just started the policy as we are at the beginning of the new year. We need to look at and this and it can take the rest of the year.

DCNR Grant for Liberty Bell Trail

Mr. Ramey-This is a grant for the Liberty Bell Trail Stony Creek Park Section. The Borough match is \$86,000 which has already been approved. The total trail will be approximately 2 miles completed in 3 parts over 2 years. The total cost of the project will be about \$1.2million with other grants the final Borough outlay will be \$230,000.

New Business

Act 172

Mr. Ramey-This item is informational only regarding Act 172. On November 19th,2016, Act 172 was passed by the State. Act 172 will allow Council along with Fire Chief to give credit to volunteers for their service. It's an incentive for current volunteers and also encourages others to volunteer. John Ernst- the Fire Department keeps statistics on the amount of work and training that each of its members gets. The more that the volunteer has given or earned then the more the credit they are given equals. The credit would be on either their local earned income tax or real estate taxes.

Public Comment

The meeting adjourned at 7:45pm.