

**BOROUGH OF LANSDALE**  
**ADMINISTRATION AND FINANCE COMMITTEE MINUTES**  
**MEETING OF February 6, 2019**

Members Present:

Denton Burnell	Borough Council President
Carrie Hawkins-Charlton	Borough Council Member
Leon Angelichio	Committee Chairman
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 January 2, 2019 Administration and Finance Committee Meeting. Motion carries 2-0.

**2. Financial Reports Year to Date**

Mr. Ramey- First look at the year-end 2018, we are still making adjustments and there are \$80k more in payments so far.

Revenue overall is about to be \$100k over budget. We raised real estate taxes and have been talking about real estate transfer tax. The transfer tax is \$536k which is \$200K over budget and over the 7 year average which has been \$328k. This is a historic high and only once have we been over \$500k in that time. State grants are \$45k over budget and we will be talking about the recycling grant tonight.

Expenses are \$913k up over prior year, but they are \$406k under budget. Police cost are \$220k under budget and the 3 new officers were not hired until June, so that is half of it. Also, overtime budget is \$18.5k under budget which is the lowest in 5 years. This is also a shout out to Mike and when considering the shortage of officers. Also, Code Enforcement is \$171k under budget.

Mr. Angelichio- The \$200k real estate transfer tax is not expected to occur and is an anomaly. We shouldn't also expect Police OT to go down next year and that is also an anomaly this year.

Mr. Ramey- Real estate taxes come in at \$54k under budget. In 2017, \$38k was leaned and in 2018 \$79k was leaned so that is part of it. Without the leans, we are slightly over and we will eventually get that money.

Mr. Burnell- You said another \$80k this week. When do you feel that we have hit all the expenses?

Mr. Ramey- Not until the auditors come out because we are on the modified accrual and things can hit back.

Mr. Angelichio- With contractors going forward, we want to see a drop end date.

Mr. Ramey- We also wait on the engineers to submit after approval.

Mr. Angelichio- We want to just make sure we hit and follow thru on the process.

Mr. Ramey- On Dec. 31<sup>st</sup>, tax collectors turn leans over to the county and they pay the county after that point.

The Budget is trending. With transfer taxes, we can see 5 years in the budget and now see this anomaly coming in.

For 2017 and 2018, we had the same events going on in the Borough and cut \$76k from the Police.

### **3. Committee Business Items**

#### **A. Approval of contract with F.X. Browne Inc. for recycling contract renewal**

Mr. Ramey- This is one of the items in the Budget, we contact all the trash haulers in the Borough and find out how much they collect for the year and then submit for a grant.

Mr. Angelichio- What does F.X. Browne do?

Mr. Ramey- They file all paperwork for the certificate.

Mr. Burnell recommends that we bring forward the renewal of F.X. Browne on the recycling contract. Second Ms. Hawkins-Charlton. Motion carries 3-0.

#### **B. Resolution approving Equal Rights and Opportunities policy**

Mr. Ramey- This is a yearly policy that we approve each year.

Mr. Angelichio- Any changes from last year?

Mr. Ramey- No.

Ms. Hawkins-Charlton- Do we have to renew each year?

Mr. Ramey- Yes.

Motion Ms. Hawkins-Charlton to approve the Equal Rights and Opportunities Policy, second Mr. Burnell. Motion carries 3-0.

### **4. Old Business**

### **5. New Business Items**

#### **A. Hometown Hero Banner Program**

Ms. Anne Henning- Scheuring- I am here to discuss 2019/2020 to ask the same 500 banner limit and put something into the electric billing for advertising.

American Legion(Stanley) : We had 500 banners to pick up and out of 500 there was only 60 left.

Stanley offered to store the 60. He came the last day and stored and 7 more were picked up from him and another 9 will be picked up. People can request a renewal for the same price, but it would have to be a new banner and then can renew it again for 2 years.

Mr. Angelichio- I know you have been keeping a list.

Ms. Anne Henning- Scheuring- Yes, over 300 on the waiting list. Can guys hang perpendicular on the street because people can't see on some streets, but can see on others?

Ms. Hawkins-Charlton- On Hancock and Broad, they are perfect and stacked.

Mr. Angelichio- I think we will bring forward to renew program and think we will discuss logistics with Public Works.

Mr. Ramey- This will be coming out of Public Works.

Ms. Hawkins-Charlton- Not that we want to be spending more time hanging banners, but I agree.

Mr. Angelichio- We will be discussing logistics.

Ms. Hawkins-Charlton- Can we ask for a little financial?

Ms. Anne Henning- Scheuring- I did raise money and \$7,000 before, but it's hard to go back to them again.

Mr. Angelichio- If you can get some light general accounting to costs for us.

Mr. Burnell- I see a chamber banner on your agenda. Chamber is going to pay for this year.

Motion Mr. Burnell, second Ms. Hawkins- Charlton to bring out to Council and move forward on two year program for Hometown Hero Banners. Motion carries 3-0.

## **B. Madison Street Signage**

Mr. Kunkel- There is a very simple request and there is a 2<sup>nd</sup> option to it. There is a small sliver of property from Madison to Main where the Santa House is located, but this will not impact the Santa House. This property is Borough owned and a developer from Equis wants to put a temporary leasing sign there and maybe a longer sign.

Mr. Knot(Equis)- I am here from Equis and to ask for support and a temporary sign on the property. As you can see, there is very good progress over the past 14 months on all 6 buildings which are all vertical with roofs. Building F is the tallest building and the 1<sup>st</sup> building to be delivered in 2019.

Over the last 4 weeks, we kicked off marketing and website which has 4 floor plans, pricing and info about Lansdale and open house marketing w/businesses like Backyard Beans, Stove & Tap, Well Crafted Beer Company, Boardroom Spirits and others(mentioned).

Mr. Burnell- So, when building F is open will the connection be completed by that time?

Mr. Knot- yes.

Mr. Kunkel- We have been in touch w/contractor and is a condition of agreement.

Mr. Angelichio- In regards to temp sign positioning, placement to sidewalk, lighting and sightline, there are things to be considered here.

Mr. Kunkel- Part of this will take place at the Code meeting and zoning review.

Mr. Angelichio- If we allow to go forward, is there a lease fee for the agreement?

Mr. Kunkel- Before any allocation, we first want to see if there is any interest and then move forward. If we do, then we will go thru Borough Council to work with them and their attorney and go from there.

Mr. Angelichio- I would like to see it ironed out regarding liability with the sign, maintenance around sign. If this goes forward and it is more permanent, these things are to be ironed out.

Mr. Knot- We like to see 10-12 months at the most of the sign. This is like a temporary consent at the most. Also, we don't like it to be lighted.

Ms. Hawkins- Charlton- How has the turnout been?

Mr. Knot- It has been very good and we have a handful of leases signed. They choose the building, floor plans and move in date. The temporary sign is 4x6 and will be on 2 posts and not lighted. We picked the location because it is hard to see our location from Main St. This will be a temporary benefit to businesses there, as well, and people who come and are hungry, thirsty will bring business.

Pete(Signarama)- we are looking at a brushed aluminum composite material and it will not look as temporary as it is.

Ms. Hawkins- Charlton- In regards this the 2-sided sign, what do we do with problems with trash and if the sign falls down and then who do we call?

Pete- Unless it gets struck, it won't fall down.

Mr. Kunkel- We have entered into other agreements and have gone well and no issues. Code will do all the reviews and it sounds like we can encourage to development of the sign.

Mr. Angelichio- Just one concern with the reflectivenss and any potential complaints.

Mr. Kunkel- Part of agreement should be approved by Council.

Mr. Burnell- I agree.

Mr. Kunkel- Let's see how this test goes going forward for a more permanent sign which involves much more planning and the Planning Commission. We will see if this is a 2<sup>nd</sup> Main St at this point and see if this ties into our gateway program.

Mr. Burnell- yes, we definitely want to see and the gateway and wayfinding.

Pete- We do consider all when installing a sign and the line of sight. We already have considered the traffic coming in.

Mr. Kunkel- There has been interest by businesses and having signage at wayfinding for E. Main Streetscape that we would incorporate into.

### **C. Payment:**

**(1) Doli for N. Line St**

**(2) Gorecon for concrete work associated with mill and overlay**

**(3) SJM for E. 3<sup>rd</sup> CDBG**

Mr. Ramey- We have 3 payments coming thru Public Works and \$517k to Doli for N. Line St. Also, we have payment for Gorecon for concrete work associated with mill and overlay for \$324k and a payment to SJM in the amount of \$175k for the 3<sup>rd</sup> St. CDBG.

### **3. Public comment**

Ms. Anne Henning- Scheuring- Hudson Alley and Hector Alley, we have a map now to print out which was the back of the Historical Society. Dick will provide.

Mr. Burnell- Is this a legal street?

Mr. Angelichio- I will have to research this.

Mr. Burnell- I agree.

Ms. Anne Henning- Scheuring- We will get a map to you.

Mr. Angelichio- Just wanted to mention that I am looking for ideas and to bring forward for ideas For services. People get tired of taxes and having ideas to bring forward and spread the load. Just looking for ideas here from anyone to bring forward and to just think about for now.

Meeting adjourned at 7:55.