

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF FEBRUARY 7, 2018**

Members Present:

Jason Van Dame	Committee Chairman
Denton Burnell	Borough Council President
Leon Angelichio	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

Mr. Van Dame called the meeting of the Administration and Finance Committee to order at 7:02pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell, second Mr. Angelichio to approve minutes of December 6, 2017 Administration and Finance Committee Meeting. Motion carries 3-0.

2. Financial Reports Year to Date

Mr. Ramey- In trying to be a little more transparent, we will be printing reports out the morning of the meeting. We are at 6.23% of budget so far. We are below budget \$185k and on par with expenses. We don't have steady revenues yet and starting at 1.23% of budget. Come March, we will get 32% of total General Fund revenue thru tax bills. Next 2 meetings, we will be behind budget, then we will be ahead going thru the year. \$3.4 million budget for revenue and we will get \$2.2 million in one month. We are always able to float ourselves in reserves going forward unlike some municipalities which have to take out a TAN(tax anticipation note).

3. 5- year paving plan presentation

(A) Mr. Kunkel- **This will be coming out of the Public Works meeting for 5 projects: White's Rd rehabilitation N Line, W 3rd St, paving overlay, micro surfacing.**

1. Paving management 287k lineal feet which equal 54 miles of roads in the Borough. We need to maintain 11k a year or 2.5 miles. Took info from GIS pavement management report and prioritized roads for most likely candidates.
2. Graphical 5 year map is color coded. Not meant to be a fixed plan, but an evolving. The whole goal is to cover as much as possible to get to 11k/yr. This is all organized to prioritize to get the best bang for the buck. This is the Borough's most valuable asset and it is about \$100 million. Goal is to improve as many roads as possible and to do it as efficiently as possible. We have \$2.5 million and also liquid fuels money to use. There are 3 basic ways to look at to maintain roads:
 1. **Complete**- open and do all utilities, mill and overlay and replace.
 2. **Mill & overlay**- its like a house and take plaster down and replace.
 3. **Microsurfacing**- like an old wall fixing cracks and doing repairs and bringing back into service.

3. A 5 year plan will cover 33% or 1/3 of all Borough roads. Maps will be digitized and made available. We look at historical cost data and developed formula to calculate and how much for a lineal foot **(1) complete & (2) mill & overlay and budget.**

- (1) **Complete**- its \$450-600 per lineal foot based on data just to stay on pace we have to spend \$5 million a year
- (2) **Microsurfacing**- Borough has no direct experience with. Most in Montgomery County and State are using this. On Jackson St, you can see where Upper Gwynedd did 4 years ago. It does a lot to tighten up and improve structure on roads to increase life and also to go beyond 26 years life when at that point and is like an epoxy.

Mr. Van Dame- Some roads intersect with other roads that border Hatfield are other municipalities. Mr. Kunkel- Connecting roads are also priority and will be hit as part of plan. Hancock to Broad and Church to Broad are some.

Mr. Ernst- This document becomes a moving document and could shift later projects to earlier. We have done work with neighboring municipalities before and the water authority to get work done.

Mr. Kunkel- One of the things to point out is why we can't do more faster. When we pick a road, the time it takes til actual paving is 2 years. We want to give residents that time to fix sidewalks. It takes 2 years to go thru the process to even get there and we have to plan. We are looking at the budget now and what's available for the current maps. One thing on the map, we will start North Line in 2018 and it takes 2 years. We budget for it in year project starts and map shows year it is finished.

On Hancock St.- mill and overlay, from Church road to Broad, the utilities are great thanks to Andale development. From Church to Borough line- It needs full sewer and stormwater.

Mr. Van Dame- Borough roads are state owned such as Valley Forge. Hopefully in the future, we will get something moving.

4. Committee Business Items

CSX Engineering Payment

Mr. Ernst- As part of agreement w/ Liberty Bell Trail and crossing 2 railroad tracks, we are obligated to have CSX review and comment as necessary. There is an escrow of \$6,500 and if not used by them, the money will be refunded.

Old Business Items

1. Chief of Police Search

Mr. Ernst- We have made an offer. We are close to having completed and hopefully at the business meeting voting to approve contract.

2. Police Contract

Mr. Ernst- Discussion moving forward, getting closer to settlement and are reviewing documents and hashing out differences. The contract expired on Dec. 31st.

3. Schweiker Park

John R- We made settlement. Hatfield is working w/ Public Works on demo of shrubs. Once Hatfield settles, we will get a bill.

4. Madison St Widening Project

Mr. Ramey- We are getting ready for mobilization. Length of project is 220 days and started. They have until 3 weeks of Oct for the street to remain open during construction, but it could close for little bits. There is a parking plan for those times.

5. Skate Park Update

Mr. Ramey- Presentation will be made at work session and right now going on in Parks Committee.

New Business

1. Pole attachment agreement(Electric Committee)

Mr. Ramey- Something coming out of Electric committee coordinates and have in place all revenue attachments. We should be getting something by the end of the year for next year.

2. Solar grant (Electric Committee)

Mr. Ramey- Coming out of Electric committee. Grant app 50/50 match. \$1.4 million project. Looking at \$710k to put in and 7 year payback and then \$150k in potential annual revenue.

Mr. Ernst- There would be 2 solar panels for 2 facilities at Borough Hall and the adjacent field at WWTP. Panels at this building will be only electric needed and at WWTP will be used to offset costs there.

3.-7. Approval to bid Whites Rd(Public Works)

Approval to bid N. Line St(Public Works)

Approval to bid W. Third St(Public Works)

Approval to bid micro surfacing(Public Works)

Approval to bid and mill and pave(Public Works)

Mr. Ramey- Total cost will be \$5.3 million and all will be approved and coming out of PW. This will be to bid contracts, not to award. Costs estimated at \$5.3 million. There may be grants to offset costs.

Mr. Kunkel- These costs are taken considering any future potential grants.

8. Small Stream Grant Resolution for W 3rd St(Public Works)

Mr. Ramey- \$487k total costs and applying for \$415k grant. There will be \$70k left which is a 15% match.

9. Incode Upgrade

Mr. Ramey- In the process of purchasing EnerGov and for implementation and also to upgrade Incode which we have been on for 9 years. It would take about a 12 month lead time to start and probably an 18 month process. The quote right now is \$48k, if it lasts 10 years than that's about \$5,000/yr. There is an HR in the newer one and it's more stable. It's in our 5 year capital plan. It's something that I am not asking for yet until I get a demonstration.

10. Capital Purchases

Mr. Ramey- Instead of listing all on agenda.

1. **Richardson Substation-** cost is \$550k. The transformer purchase to be funded by contribution from Equus Capital partners as part of their agreement to develop Madison Parking Lot.
2. **Fiber Optic Network-** In last phase about \$30k left to spend.
Mr. Ernst- Once we have completed our loop, we become more attractive to those who use our poles.
3. **Fleet Management program**
Mr. Ramey- there are 3 vehicles we will be adding to the fleet.
\$178k- new bucket truck(12 month leeway, won't pay for until 2019)
\$32k- Ram with plow
\$22k- Escape for WWTP
Mr. Ernst- Andy will be in here in March to discuss tracking maintenance, tracking usage, tracking costs of repairs, resale values and from putting money into vehicles getting rid of in the future.

Additional Items not on agenda

11. Parking Authority

Mr. Angelichio- Would like to discuss the Parking Authority and a dissolution mentions multiple bank accounts, property holdings and 3 other things: (1) What is feasibility, (2) What is legal ramifications? (3) What is benefit of having or not?

Mr. Burnell- said he outlined last month at their meeting to be discussed.

12. Department Goals

Mr. Ramey- We do have 3 goals:

1. Capital reports for all heads of departments each quarter. Here are the projects and where are we logistically and financially.
2. Parking Authority- begin of year and they now have their own books. Talk to them about setting up a budget.
3. Transparency reports- Doing inhouse reports after contract is up would save us \$7,000/yr.

Public Comment

The meeting adjourned at 7:57

