

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF MARCH 14, 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 7:12pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell, second Mr. Angelichio to approve minutes of Feb. 7, 2018 Administration and Finance Committee Meeting. Motion carries 3-0.

2. Financial Reports Year to Date

Mr. Ramey- Looking at year up until the end of February, revenues are \$827k and expenses are at \$1.6 million pretty much matching last year at 5% of revenue for this year and 6% at \$866k last year at this point. Expenses last year differ in the vacation accrual, police reset payroll and a couple other bills which got paid late last year like March health insurance and the library. We are about \$500k above last year due to timing of events and calendar. Probably in the next week or two, we will start getting revenue checks then week to week for real estate taxes.

3. Committee Business Items

(A) Resolution appointing Lansdale Borough Assistant Secretary

Mr. Ramey- We will be appointing Stacie as Lansdale Borough Assistant Secretary.

Mr. Ernst- If I am absent, then Stacie can sign for me.

Motion Mr. Burnell to appoint Stacie as Lansdale Borough Assistant Secretary, second Mr. Angelichio. Motion carries 3-0.

(B) Resolution approving Equal Rights and Opportunities Policy

Mr. Ramey- This is just a yearly resolution that we pass.

Mr. Angelichio- We want to look at resolution and make sure it covers everyone and to make sure that it has more teeth. When was the last time that we changed?

Mr. Van Dame- 2-3 years ago, it wasn't too long ago.

Motion Mr. Angelichio to approve Equal Rights and Opportunities Policy, second Mr. Burnell. Motion carries 3-0.

(C) Resolution approving cost sharing agreement with NPWA- 3rd St

Mr. Ramey- We are doing multiple projects with NPWA. We are going to be doing bidding and

NPWA piggy back off of it to cover NPWA part of it.

Mr. Angelichio- How does NPWA pay for their share?

Mr. Ramey- They will just pay for it and be billed.

Motion Mr. Angelichio to approve cost sharing agreement with NPWA, second Mr. Burnell.

Motion carries 3-0.

4. Old Business

(A) Police Contract

Mr. Ernst- Right now we have sent over the latest proposal to PBA. We are at a hold right now and hope for that at the March meeting.

Mr. Angelichio- Asks how many offers have there been so far?

Mr. Ernst- We have had 5 or 6 offers back and forth.

(B) Madison St Widening Project

Mr. Ernst- All curbing is pretty much in for both sides of the street too. You can get an idea now of all the parking going from 22 to 85 spots. The project is 4 days behind schedule and due to the weather. They should be able to make it up with no problems. Any concerns that we have had so far, they have responded back to us.

Mr. Angelichio- asks for an update on Railroad Ave.

Mr. Ernst- Every time we talk to SEPTA it is an additional 2 weeks. Hoping to see to see buses using by the end of March. In April, SEPTA will complete Century Plaza portion paving of the lot. The traffic light facing Railroad Ave is going to be going back in and it has been tested and the cycle going back in.

Mr. Angelichio- Prior to the project you could drive thru lot onto Railroad Ave. SEPTA has closed that off and restriping lot.

(C) Fire Company Stipend Program

Mr. Ramey- When Act 172 approved by the State we started conversations and the fire company didn't like it because of volunteers living outside of the Borough get no benefit.

They asked for a \$100k stipend and asking for \$35/call. Our idea was to go back to them and do \$50k and the must meet the thresholds.

Mr. Van Dame- Right now they are getting about \$5/call and during the storm last week they spent 15 hours. They must also meet the threshold of 130 calls.

Mr. Ramey- We want to offer \$15/call and they get \$5/call from current stipend.

Mr. Van Dame- sometime call is false alarm, so it balances out for longer calls.

Mr. Ramey- The Fire Company will dispense the money based on their records at the end of the year. They currently do it for current program and at end of year will give us records to look at everything to make sure it is good. It also wasn't in the budget for this year, but some of the money was freed up this year for example, we had no Asst. Borough Manager for this year.

Mr. Angelichio- Recommend at a minimum because it wasn't budgeted in and its safer and see their growth and see how this investment in program goes. See how they do and see where it goes.

Motion Mr. Burnell to offer \$50k to Fire Company for Incentive Program, second Mr. Angelichio. Motion carries 3-0.

4. New Business

1. Incode Upgrades

Mr. Ramey- We had demo the other day for the upgrade and had purchased Incode back in 2009. We sat thru demo and the software is a giant upgrade and also leads to Council services like Opengov, Customer Service, HR, IT Electric and at the end of the demo all agreed to want to do.

If we started tomorrow and signed the agreement, we are a year and a half out. We have \$50k in capital plan now and \$47,533 is the current proposal and upgrade to the system and with training. There will also be monthly reoccurring fees which we pay already. Reoccurring fees are \$375/month.

Some features include dashboards which are kinda like a gas gauge. Also, the export function to fill in charts automatically. There is a web portal where you can get into desktop portion and Council can access.

Motion Mr. Burnell move forward to Council the upgrade for Incode, second Mr. Angelichio. Motion carries 3-0.

2. Capital Purchases

Mr. Ramey- Only capital purchase is 2 police cars out of Public Safety and \$58k for the Police vehicles.

3. Credit Card Processing Fees

Mr. Ramey- We pay out a lot of credit card processing fees. I have added up all of 2017 and its \$117k that we spent. The credit card fees come from paying utility bills online, paying bills here and also for things like permits, but it doesn't include parking. It is a 1.7% fee which we could put on. The fee can be charged by a provider and stay with them. We could charge a flat fee and if it goes over a certain \$ amount as a %.

Mr. Burnell- He says he would like to pass that fee on the the end user. He sees this as a convenience fee because you can always write a check.

Mr. Ramey- He would like for there to be talk about the fee. NPWA would like to absorb the fee for Borough residents. He said that \$117k should go down this year. Would like to do more research on.

4. New Electric Tier Rate

Mr. Ramey- This is going thru Electric. New tier rate to offer and incentive to grow and create and a 9% discount in the higher tension rate class. Economic Development Committee is working on 2 lower tiers for small businesses. This is 90% high tension for one now and to keep them and attract more.

5. DCED grant for Liberty Bell Trail

Mr. Ernst- Project is \$800k and has a 30% match which is just over \$200k and getting the rest which is over \$500k to complete. This is for section 9th St to Hatfield/ Borough Line.

Mr. Kunkel- Application for this section is done by the end of the month. It is a 30% match and some costs are not allowed in development. Borough looking at \$300k in Borough costs and \$500k motion coming out of Parks.

The meeting adjourned at 8:10pm.