

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF MAY 3, 2023**

Members Present:

Denton Burnell	Borough Council President
Carrie Hawkins-Charlton	Committee Chairman
Rachael Bollens	Borough Council Member
John Ernst	Borough Manager
Glenn Dickerson	Finance Director
Rick Lesniak	Fire Marshall/ Emergency Management Coordinator
Andy Krauss	Electric Superintendent

Ms. Hawkins-Charlton called the meeting of the Administration and Finance Committee to order at 6:30pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell to approve the minutes from the Admin and Finance Committee meeting on April 5, 2023, second Ms. Hawkins-Charlton. Motion carriers 3-0.

2. Financial Reports

(1) Revenues & Expenses

Mr. Dickerson- One of the benefits of the new system is that I can give financial results as of 04/30/23.

The General Fund revenue is up \$1.7 million year-over-year. The increase is due to timing of tax collections and the results of the millage increase. We are right on and forecasted already. The real estate transfer is down a little bit and it is due to large collections last year. Expenses are up \$900k and much of this is also employee related and also just due to timing so far.

The Parking Fund is flat year-over-year. The revenue and expenses come from the County.

For 421 W Main Street, it has flat with revenue and expenses year-over-year.

The Electric Fund has revenues and expenses which are right on. Andy is doing a great job!

The WWTP has revenue that is right on and in line with last year. Also, the expenses are down \$100k. Also, the timing of employee expenses are on track and the overtime has gone down.

The Parks & Recreation Fund has revenue up of \$19k. Pool memberships and other park programs are on track. The expenses are up \$100k related to some timing of employee expenses.

Debt Service is flat. The revenues and expenses are slightly up due to payback.

Mr. Burnell- What is the expenses?

Mr. Dickerson- The principle and interest that we pay back. We are paying more on the principle.

The Capital Fund has timing for grants and we are just ¼ of the way into the year and not worried. The expenses are up \$500k due to trailing of expenses from projects which are finishing from last year.

Overall, the total revenues are up \$1.7 million and the total expenses are up \$1.5 million.

Inflation is still going on and it is related to supplies. The departments are diligent and looking at this. Some of the supplies we are buying now, but this will even out in time.

Mr. Ernst- In the Electric Fund, we budget \$100k for transformers and now need to budget to \$1 million for some things that we have historically done. This stuff is the least expected material. We order a vehicle and are not looking at 2028 for when we can expect it. We budgeted for \$350k, but we don't know what it will cost. It is all over the place and we don't know how to budget.

Ms. Bollens- I thought the water and sewer were running the same as last year.

Mr. Dickerson- The revenue is the same and flat. The expenses are up slightly do to things and are up \$100k.

Ms. Bollens- For the next budget, how much revenue are we going to get from like for the new apartments?

Mr. Dickerson- If we know the average on a quarterly basis, we can accurately project on an annual basis.

Ms. Bollens- Are the Parks & Recreation expenses going up?

Mr. Dickerson- There are a couple of projects completed and also payroll.

Mr. Ernst- There are also some things like at the pool buildings.

Mr. Dickerson- This should even out over the year.

Comment from resident- I hope we are not skimping on the quality of items, as you mentioned between departments like items like chlorine.

Mr. Dickerson- No. We don't do that.

3. Committee Business Items

4. Old Business

A. ARPA Project list review.

Mr. Dickerson- We have all talked. We received \$1.793 million and a small allocation of people returned ARPA money, so we received that portion also and the total amount went up slightly. In 2022, we committed and used \$745,900 which is under the Single Audit threshold. We have \$1.044 million left to spend and here is a list of items that we could spend on. We have NOVA chip \$888,311k, Squirrel Lane \$859k and Jenkins Outfall, and some WWTP and Neshaminy Creek projects and there are a few more listed here.

Mr. Ernst- The Neshaminy is unfunded and it is required by us to now do.

Ms. Hawkins- Charlton- There is a \$100k for Neshaminy

Mr. Dickerson- Yes, there is and we have needs like at the pump station. There are also items on the Police side like technology and one item is the automated license plate reader. I can give the information on.

The Police dispatch console is 10 years old and there are issues with it. We got a recent quote for \$160k to replace it. With 4 Police officers hired, we will need 2 vehicles which are \$94k, cameras which are \$10k, radar which is \$16k and outfitting which is \$32k. We may have come up with something and may not need to use ARPA. Also, you can now take the amount of it and use towards any government services now which you couldn't before.

Mr. Burnell- I thought we already did.

Mr. Dickerson- Yes, but now we can use. We don't have to worry about reporting.

Mr. Ernst- The recommendation from staff is for infrastructure and we can pay for NOVA chip.

Mr. Burnell- Is there anything on the list that we are not going to do?

Mr. Ernst- All are necessary.

Mr. Burnell- Are these all on the capital list?

Mr. Ernst- Not the Neshaminy.

Mr. Dickerson- We can put a portion towards.

Ms. Hawkins-Charlton- If we go with #4, then where does the rest of the money go towards?

Mr. Ernst- We can get together with the engineer and figure it out.

Mr. Dickerson- We will have the money to use and chip away and very easy at in 2024.

Mr. Ernst- This list is for 2023. Anything remaining carries forward to 2024. We don't have to worry about the Single Audit.

Ms. Hawkins-Charlton- If 2 officers and 2 vehicles needed, what do we do without the vehicles?

Ms. Bollens- Didn't we budget and anticipate this hiring 4?

Mr. Dickerson- We have a fleet and it is mandatory. We have unexpected down time and this is when we are short. In-order to make sure of coverage, we need to make sure that we have.

Ms. Bollens- Are the new Police cars going to be here in weeks when ordered?

Mr. Dickerson- There is some delay, but we can get ordering now.

Mr. Burnell- Assuming these are funded then great, but if not claw back.

Ms. Hawkins-Charlton- Rick can you talk about the Police dispatch console.

Mr. Lesniak- So this existing computer dispatch and Motorola is no longer supporting. If the hardware breaks, we can't go to Best Buy and buy a computer. Motorola has a monopoly and if the console goes down it could be weeks or months. This means that if it does so would department communications that rely upon. Things like calls between the officers to share information out in the field would be impacted. So, 1 ½ years ago, we reached out to Motorola and we had a grant and we met with people and the former Chief of Abington. He suggested that we go with ADTEL. ADTEL is \$160k and Abington is bigger than us here and we got a quote.

Mr. Burnell- How long is the quote good for?

Mr. Lesniak- The quote from Motorola is \$500k and this one is \$160k.

Ms. Bollens- Are you able to go to Abington and see?

Mr. Lesniak- Yes, the person was here already. They went through it and the designing and how it is implemented.

Ms. Bollens- Who does he work for and does he work for the company?

Mr. Lesniak- No. He works for Cheltenham IT in the Police. He previously worked for the IT Department in Abington.

Mr. Burnell- What does the dispatch team do if it does break?

Mr. Lesniak- We have reduced capability. They have 4 radios in front of them and I can't go into all of it. Right now, we are with 4 radio channels, phones and the people in the lobby. There are events going on and having a console gives us a duplicate. We could get 2 unites and then have a 2nd person working on a console. We have capability to call out to Police on 10 digit line. The dispatcher can call out to the officer instead of using 911. During an event, we can't get through to 911. If we get rid of this current system, we will have a lot of functionality.

Mr. Burnell- Was this in the Capital plan?

Mr. Dickerson- No.

Mr. Lesniak- We can look for alternate funding like a grant.

Ms. Hawkins-Charlton- I want to make sure of these things and that we are ahead of the ball.

Resident- Is 10 years of service the benchmark?

Mr. Lesniak- We are at the mercy of Motorola through upgrades and I can maybe say it is 8 years.

Ms. Hawkins- Charlton- In 2015, we spent \$250k on the current one.

Mr. Dickerson- I agree and same thing I know.

Ms. Hawkins-Charlton- As far as the vehicles, can we get a list of what we have and the officers?

Mr. Burnell- Also, what happens if we don't have the opportunity to fund that?

Mr. Dickerson- If we say don't fund Novachip, we will have money in the budget. The biggest thing with Novachip is that we had a specific amount in for the road program. The quotes coming in were higher, but we can take some of the money from this and fund the overage.

Mr. Ernst- Based on the conversation that we had tonight, we want to come back with a revised list.

Mr. Dickerson- I am confident that we can fund the vehicles.

Mr. Ernst- Several projects have come off the list like Fire and the Library solar. We just have infrastructure.

Resident- What if the Neshaminy grant doesn't come through?

Mr. Ernst- The Neshaminy Creek, if it is anything like the Whites Rd then it is a 5-8 year window. We don't even have the drawings. The grant money is just for the engineering and we are required to do. We are required to do when the DEP says, so like in 2032, but it is when they say.

Mr. Burnell- What streets are included in the \$800k?

Mr. Dickerson- We are also tabling the residential deposits because we can't do what we need.

Resident- So there is a collection and a deposit, so we are both tabling?

Mr. Dickerson- Yes, the deposits are still required also.

5. New Business

A. Resolution authorizing the use of digital signatures on Borough ordinances/and or resolutions.

Mr. Dickerson- This has been drafted by the solicitor.

Motion Mr. Burnell to authorize the use of digital signatures on Borough documents, second Ms. Bollens. Motion carries 3-0.

B. Electric and Sewer billing out of the new financial software should be live in June.

Mr. Dickerson- We say June that the billing will come out of the new system. It is a new bill and will have more information which you can see here on the screen. The pay by phone # is on the top and the customers svc# and all other information like the meter#, usage, current information, read date, demand, previous read date and off-peak or on. This will only appear on the bills that have these. There will also be a chart of consumption.

Mr. Ernst- Will there be a breakdown on the bill that breaks down the dollar amount?

Mr. Dickerson- Yes.

Mr. Krauss- Will rates be coupled or uncoupled?

Mr. Dickerson- We won't get to that level.

Mr. Ernst- Is there any way that we can break that out?

Mr. Krauss- Yes, we can, but we want to simplify the bills.

Mr. Ernst- I know over the years people want to break it out to compare the bill. They look line by line and compare it to like PECO.

Mr. Dickerson- The sewer bills will have the same information. We will display the Premise ID and info. For solar customers, we will have a special bill for those customers.

C. Lansdale Borough Personnel Manual Review

Mr. Dickerson- The latest personnel manual will be posted to One Drive for all.

D. Lansdale Borough support for Discover Lansdale RACP grant application for Freight House.

Mr. Dickerson- The RACP grant we will pass through the Freight House. We wrote up the resolution and the Borough will pass through. There is a cooperation agreement and the pass through agreement will go through to full Council.

Motion Ms. Hawkins-Charlton, second Mr. Burnell to bring to full Council the RACP grant and any pertinent documents. Motion carries 3-0.

E. Additional Comments

Mr. Ernst- Tonight coming out of Public Works, you will hear a proposal to increase sewer rates. You will probably hear about that in Admin & Finance next month, You will hear about the increases gradually up until 2037. This brings us to where we are comparing to others in the area. We will be having a conversation in both.

Mr. Dickerson- The 2022 Audit documents are still being produced and it should be done by May. We can expect the report by the end of June.

Mr. Burnell- I wanted to mention this. I have reached out to Patrick to find out what the estimated costs are for moving a Ward.

5. Public Comment

Resident- I heard about this, but can someone confirm that the school district reached out to us to use their Healthcare Center?

Mr. Burnell- No, I wasn't aware of that

Mr. Ernst- Who reached out to us? Have they also reached out to all the other communities in the area?

Meeting adjourned at 7:30.