

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF JANUARY 4, 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
Bryan Poster	Director of Information Technology
Andy Krauss	Electric Superintendent/ Fleet Manager

Ms. Hawkins-Charlton called the meeting of the Administration and Finance Committee to order at 6:35pm.

1. Action of Minutes Previous Meetings

Motion Mr. Burnell to approve the minutes from the Admin and Finance Committee meeting on December 7, 2022, second Ms. Bollens. Motion carriers 3-0.

2. Committee Business Items

A. Preliminary Financial Reports As of 12/31/2022

(1) Revenues & Expenses

Mr. Dickerson- This is really early to provide, but I project to where we are at full year. I project us to be \$300k to \$500k under budget excess and the trailing things not included here. We are up \$3.5 million in revenue and up \$2.2 million in expenses. There is a payroll timing in expenses. Property Tax is up \$422k, EIT & LST is up \$600k, insurance is up \$183k, Parks & Rec revenue is up \$61k and Capital is up \$1.6 million.

Admin costs are up \$181k due to financial software. We are transferring everything over and waiting on meter to get #'s over for electric. We have Honeywell meters and Conexo is the company and we need to get format into a .CSV early February at the latest.

Mr. Burnell- When do you feel that we will have receivable in for the year?

Mr. Dickerson- I think probably early February. There are also transfers and we will do these and we shouldn't just move money to balance like in the past, but we will have to wait and see. At the end of February, we will wait to talk about.

(2) Balance sheet

Mr. Dickerson- Assets are up \$9.9 million. It combines asset depreciation and claim on cash for Electric and Sewer. This makes perfect sense where we are at, but this is not final. Looking at the calendar and February 1st Work Session and then probably for March 1st.

B. Resolution 2021-07 – Equal Rights and Opportunities Policy

Mr. Dickerson- Every year we update the Equal Rights and Opportunities Policy.

Ms. Hawkins-Charlton- Do you want us to review this?

Mr. Dickerson- We can.

Mr. Burnell- Did anything change?

Mr. Dickerson- Not, just the date has changed.

Motion Ms. Bollens to update Resolution 2021-07- Equal Rights and Opportunities Policy.
Second Mr. Burnell. Motion carries 3-0.

3. Old Business

A. Bank services and new online banking vendor.

Mr. Dickerson- We talked about bank services and Penn Community Bank. The fees charged by TD Bank are \$6,000/month. Based on our deposits, it will be \$0 fees for the year. We can take that money and use for other services.

Mr. Burnell- Is it the same level of service?

Mr. Dickerson- Absolutely, I received something back after blocking out the fees that we paid to TD Bank. We are awaiting Uninvest and American Heritage and I will check. I want at least 3.

Ms. Hawkins- Charlton- Is there checking? What else are we charged on?

Mr. Dickerson- Yes and also Merchant Services which is VISA/MC. I would like to get all 3 and have match all 3 up.

4. New Business

A. Update on software and where we are to date.

Mr. Dickerson- I can give an update on the software. The Code department is using it fully and stopped using on December 23. We held all payments and entered cash and reconciled. The process seems to be working well and staff said it is working easier than the other.

Ms. Bollens- Where we going to hire additional staff?

Mr. Dickerson- I am working on a job description this week.

Mr. Burnell- This is something on my mind and looking at the way that we got to the end of the year. Looking at our radar, I like to be more proactive with budget and look forward to having that conversation.

Mr. Dickerson- There is a budget module and to look at that and can go through that and make more efficient.

Mr. Burnell- I think things looking into and also labor contracts and seeing where we are at.

Mr. Dickerson- Yes.

Meeting adjourned at 7:00.