

**Borough of Lansdale  
Admin & Finance Committee Meeting Minutes  
February 4, 2026, 6:30 PM  
Council Chambers  
Chairperson: Garry Herbert**

**Members Present:**

Garry Herbert - Chairperson  
Meg Currie Teoh – Committee member  
Mike Yetter – Committee member  
Chris Shannon - Finance Director

**Other Attendees:**

John Ernst – Borough Manager  
Mindy Lipsky – Library Director

Mr. Herbert called the meeting of the Administration and Finance Committee to order at 6:30pm.

**1. Approval of Minutes Previous Meetings**

Mr. Yetter made a motion to approve December 3, 2025, committee meeting minutes. Ms. Currie Teoh seconded the motion. Motion approved 3-0.

**2. Financial Report – Mr. Shannon**

- Reviewed the financial report as of 12/31/2025.
  - The financials show Year over Year from 2024 and 2025.
  - The 2025 numbers are not finalized yet as staff are still receiving invoices to be paid from 2025 fiscal year.
  - A report by each fund was listed (see attached at end of minutes)

**3. Committee Business Items**

- Mr. Shannon informed the committee that per GFOA standards that we follow we are 4.5 months' funds to cover borough expenses in our general fund which is about 37%, GFOA suggests 16.7% we should have in our general fund. We are in good shape from that standpoint.
  - Mr. Herbert – The debt service we have 2.3 months' worth of money for non-debt service if from some reason we couldn't pay. If money wasn't coming in?
  - Mr. Shannon – We don't have a problem making debt payments. The highway fund is higher due to Liquid Fuels being applied for late for 2024/2025 and when we received the funds.
- A fiduciary bond is required, and we are working on getting a recommended amount for the bond and getting an underwriter to work on this with us. Council will need to set the amount for the bond.
  - Ms. Currie Teoh – Is there a deadline to get this bond?
  - Mr. Shannon – We should get it done ASAP in order to not hold anything up.
  - Mr. Herbert – Is there any penalty for not having it?
  - Mr. Shannon – We can't apply for Liquid Fuels or RACP grant funding.
- 2024 Audit – The auditors have been requesting items that they need to continue with the audit which we are getting to them as quick as possible. We hope to have it closed out in the next few weeks. This is the auditors busiest time of the year. As soon as the 2024 audit is done we will move right into the 2025 audit. That one should be a easier as we have made the budget process easier for next year. He built the system from the bottom up.

- Mr. Herbert – Can we ask the auditor to come and speak about the 2023 audit to Council?

#### **4. New Business**

- Ms. Currie Teoh made a motion to move to full Council the award of the Turf Maintenance 3-year contract to Biase Landscaping, the lowest responsible bidder. Mr. Yetter seconded and the motion was approved 3-0.
- Mr. Yetter made a motion to move to full Council to approve the FX Browne/Bogia Engineering contract. Ms. Currie Teoh seconded and the motion was approved 3-0.
- Mr. Yetter made a motion to move to full Council to approve a resolution for the borough to act as a pass through for Discover Lansdale's Montco 2040 grant application for improvements to the Freight House building.
  - Bruce Schwartz – commented that the Freight House project fits the borough's Comp Plan. Phase 1 has been completed. This part of the project is Phase 3. He has to submit the application by March 2.
  - Mr. Herbert asked what the dollar amount is that they are requesting from the grant?
  - Mr. Schwartz - \$250,000 with a 10% match which Discover Lansdale will pay.

Ms. Currie Teoh seconded and the motion was approved 3-0.

#### **5. Informational Items**

None

#### **6. Public Comment**

Mike Sarconcinski – Can the presentation you had on the screen be made available to the public?

Mr. Herbert – Can we put it online?

Mr. Ernst – Yes. If there is anything Council would need to approve it can be online after the approval/

Mr. Sarconcinski – Projects were moved out of the Electric and WWTP plans due to a lack of funding?

Mr. Ernst – We are going to do a loan through PennVest for the WWTP projects since we will get a better return. For the Electric project we could wait a bit for the project to get done.

Mr. Yetter – Is there a lower investment performance?

Mr. Shannon – Lower funds generate less interest.

Mr. Sarconcinski – At the November meeting it was mentioned that you had an outside auditor and not just the state auditor working on the audit.

Mr. Herbert – We are still using one consultant on an as needed basis to clean up some items.

Mr. Ernst – Maillie is not a state auditor. The only audit done with a state auditor is for the Liquid Fuels audit.

Mr. Sarconcinski – Who found out that the 2023 audit was not filed?

Mr. Ernst – All accounting processes were not followed prior to the 2023 audit, but we did not have financial issues.

Jean Fritz – About snow removal on the 500 block of Pennbrook Ave, is the snow supposed to be cleaned up or just move there? Where does the money come from for snow removal?

Mr. Ernst – There is a line item for snow but we can exceed that budget so we will take money from Liquid Fuels to cover the extra expense.

Alexx Sickler – The election wards are out of whack with the new apartment complexes added the past few years. It seems that changing some of the boundaries for the smaller wards would be a good thing to do.

Mr. Herbert – I believe the County said they didn't want or need to do this.

Mr. Ernst – We the borough would have to invest in a professional firm to come in to do the work.  
Council will have to decide if they want to put up the funds to make the change.

Meeting ended at 7:29pm

Submitted by:

Stacie Maile

Recording Secretary