

**BOROUGH OF LANSDALE
ADMINISTRATION AND FINANCE COMMITTEE MINUTES
MEETING OF OCTOBER 7, 2020**

Members Present:

Denton Burnell	Borough Council President
Carrie Hawkins-Charlton	Borough Council Member
Leon Angelichio	Committee Chairman
Garry Herbert	Mayor
John Ernst	Borough Manager
John Ramey	Finance Director
Brian McGowan	Assistant Finance Director

Guest Speakers

Ms. Suzan Gould Executive Director- Manna on Main Street

Mr. Angelichio called the meeting of the Administration and Finance Committee to order at 6:20pm.

1. Action of Minutes Previous Meetings

Motion Ms. Hawkins-Charlton, second Mr. Burnell to approve minutes of September 2, 2020 Administration and Finance Committee Meeting. Motion carries 3 to 0.

2. Financial Reports Year to Date

Mr. Ramey- Looking at the General Fund through 08/31/20, revenues are up 1%. Real estate taxes are up \$182k or 4%. EIT was up \$70k and for July was \$83k. Transfer tax was down \$50k and for September it was only down \$23k and closed the gap.

Expenses were down \$370k or 5%. Police overtime is \$23k down and Public Works overtime was down \$58k. Also, legal services were down \$166k.

Compared to budget, we are at 74% of revenue for 2020 compare to 79% at this time for 2019. Expenses we are at 53% in comparison to budget than 58% in 2019.

The other funds which we discuss as far as Electric and Sewer are doing the same and going to skip for tonight.

3. Committee Business Items

(A) Berkheimer Liaison Resolution

Mr. Ramey- Berkheimer requires a resolution for 1 person to confidentiality. It will be me and we do this every 4 years.

Motion Mr. Burnell, second Ms. Hawking to give John Ramey Berkheimer Liaison per the resolution. Motion carries 3 to 0.

(B) Addendum to land development agreement with Westrum Developers

Mr. Angelichio- Well, we have done these before and they benefit the Borough.

Mr. Ernst- As indicated, they are able to do site improvements for work on the property in sewer lines and laterals to adjust to the property. We are talking about \$325k in services fees to \$625k. The work performed is worth about \$340k in service in sewer and in laterals. The cost is going to be split between the Borough and the Parking Authority. Each will contribute \$170k each. Westrum will pay \$ 315k in service fees on their end.

If we get done, it would save a significant amount of money to the Borough. This and the addendum and would be on file.

Mr. Angelichio- This is not cash out of pocket and this is work in leu of fees paid deducted dollar for dollar.

Mr. Burnell- What is the typical % of increases in fair wage.

Mr. Ernst- It would be plus or minus 30% if put out to bid and advertised.

Ms. Hawkins-Charlton- Do we have a say over what contractor they use?

Mr. Ernst- It is the one they choose. They are looking for the best contractor also.

Mr. Angelichio- That is a good question. They're able to control that.

Ms. Hawkins-Charlton- Is the parking lot going to be paved?

Mr. Ernst- We will have our own inspectors and follow standards for the Borough. The sewer system will come out of the freight house parking lot. The parking lot will be paved. The Parking Authority will make sure it is paved and coordinated with the engineer that both both are being done. It is a challenge because both groups will be in and out.

The parking and paving will be done with stormwater management by Westrum on their end and on our end.

Mr. Angelichio- Will the alley be used more than now and will there be traffic control devices?

Mr. Ernst- No and not until demonstrated a need for these devices. We will need a motion on this.

Motion Mr. Burnell to move to full Council the Addendum to Land Development Agreement with Westrum Developers, second Ms. Hawkins-Charlton. Motion carries 3 to 0.

(C) Approve Drop Ordinance

Mr. Ramey- Last month, it was approved and advertised. This was sent to Stacie and will be advertise.

Mr. Burnell- No action is needed because we approved this already and this is just step 2.

4. Old Business

(A) 2021 Budget

Mr. Angelichio- I got a chance to sit with John R. and pleased with the progress.

Mr. Ramey- Draft#1 will be available tomorrow. I am waiting on some #'s for health insurance. We have a fully balanced budget w/no tax increase and still looking for savings.

Mr. Angelichio- I will also look and beg for additional cost savings measures.

Mr. Burnell- Agreed. This Covid isn't over yet and agree.

Ms. Hawkins-Charlton- As far as OT, will this still be selective?

Mr. Angelichio- I imagine any year and the costs of labor. Both Mike and Rick have both done. Hopefully, we will get cooperation with mother nature.

Mr. Ernst- We will always be selective with OT. There are preventive things in the winter and also mother nature. We will continue to reduce OT and use on an as needed basis.

Mr. Angelichio- Any savings on road salt?

Mr. Ernst- Not significant in purchase #'s. The big expense will be manpower and plowing.

(B) East Main St. Streetscape Project

Mr. Ernst- There will be a presentation at the Business meeting this month.

5. New Business

(A) Your Way Home Program

Ms. Suzan Gould(Executive Director- Manna on Main St.)- Thank you and the clients Mana are served and we will pay rent and utility and this time.

The program comes out of Montgomery County Community Development.

Our mission is to end hunger by food, social services, education needs, community outreach with the hope that everyone is fed.

It is a great privilege. Since March 13th, we are open to support and feed with money received and from help of volunteers.

ERV-CV- is designed to provide housing stability to low-and-moderate income families.

Prioritizing and equitable approach and stabilization to the directly impacted by Covid-19.

There were 3 areas selected which are the greater Lansdale area, Norristown and Pottstown.

Each household can receive up to \$1,500 per month and rental and utility arrears up to \$9,000 is max.

Housing stability case management is there to help people after this program.

The ERV-CV is to provide up to 250 households at \$9,000 max. There is a budget of \$2.25 million and \$90,000 towards administration and staffing which is 4%. The maximum budget is then \$2.34 million.

We will fund reimbursement up thru December.

As of Sept 30, 2020, there have been 144 households to apply and there are 59 application currently in processing and 21 have been approved with a total distribution of \$40,650.

For October to date, there are an additional 23 applications and additional check requests for \$23,404.

We estimate that 60% of the requests are local to Lansdale and they usually wait 10 business days. Each application takes about 2 to 3 hours of time spent.

So, how to apply? If people in the Borough are having issues with utilities, they can just go to the link.

Mr. Ramey- Since we found out about the program, we have been referring people to Manna.

Mr. Burnell- It is looking like you are well under using your budget. What is the plan for after December?

Mr. Gould- There are talks that the plan will extend to March. The amount of \$9,000 is based on each household. People are just finding out about the program and calling and have tried what they could do. People maybe not need right now and will maybe need. I am hopeful we can spend \$1 million. We had applications in process and approved and are at 103 and have been only doing a month.

Mr. Angelichio- I am glad to hear the money is available for households. I think the level of need may not be where we thought it would be. It looks like people are being more

responsible and doing everything they can and using it as a last resort. I think that stands for the community.

Ms. Gould- This community is so generous. If December 30th comes, there is concern about the utility bills going up. One of the wonderful things about Montgomery County is that we never say “no” and always give a referral. Nobody is ever turned away without and we have a great network with everyone and also from the religious based groups. You can also go to our website to give time, food or volunteer.

I would say 3 years ago, we came for support for North Penn Commons. Because of this look at what Manna has been able to do since day one. The lobby provided that space.

Mr. Angelichio- No shame in asking for help. We don't want to get so far behind before we ask for help.

(B) Formalization of Payment Plans

Mr. Angelichio- Let's talk about formalization of payment plans.

Mr. Ramey- The Borough has no formal payment plan and it is case-by-case. Coming out of Covid, we will start to do penalties and shutoffs. We wonder from Council for how long and then until the day.

We created a starting point of 120 days and say they pay this amount over that time.

Mr. Anglelichio- The fact that we are entering winter and how hard this could be. This isn't shutting off electric in June and not causing structural damage.

Mr. Ramey- We don't shutoff and do limiters in the winter.

Mr. Burnell- Leon, the Mayor and I spearheaded the Community Block Grant Program and don't want to step on those helping already, but we want to be in a position to help people just in case. We can maybe structure an ordinance in an emergency, but the actual ordinance and the actual act can happen at multiple times by resolution funding the amount of time and money and be basic. We can take quick action and approval.

Mr. Angelichio- There should be a skeletal structure and parameters and need to go thru legal.

Mr. Burnell- I would propose and something that we can prepare and advertise in 2 weeks.

Mr. Angelichio- With the institution of the County program doesn't have this beating down our necks but we want to have something.

Mr. Burnell- I agree.

6. Public Comment

Meeting adjourned at 7:15.

