

## Finance & Administrative Committee Meeting

**Finance & Administrative Committee Members:** Commissioner and Committee Chair R. Samuel Valenza, Commissioner Kevin Spearing, Commissioner Cheryl Lockard, Randall K. Schaible, Assistant Township Manager/Director of Finance

- I. **Moment of Silent Meditation**
- II. **Pledge of Allegiance**
- III. **Call to Order:** The meeting was called to order by Commissioner and Committee Chair R. Samuel Valenza.
- IV. **Presentations & Announcements:**
  - Commissioner Spearing asked everyone to remember the Lavallo Family with the passing of Commissioner Joseph A. Lavallo who was a dedicated servant of the Township and a devoted husband, father and son to his family. Funeral services will be held at St. David's Church at 9:30 a.m. on Friday, January 29, 2021.
- V. **Roll Call:** Commissioner and Committee Chair Valenza; Commissioners Spearing and Lockard. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance, Matthew H. Candland, Township Manager, and Alex Baumler, Township Solicitor.
- VI. **Approval of Minutes** - November 23, 2020 - The meeting minutes were unanimously approved as submitted.
- VII. **Acceptance and approval of the following reports:**
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer):
  - D. Investment Activity Report
    - Mr. Schaible stated that Business Tax revenue collections are over budget and Earned Income Tax collections are slightly under budget.
  - E. Quarterly Capital Reserve Fund
  - F. Bond Issue Reports
  - G. Quarterly Grant Report
    - The Committee reviewed report details and unanimously approved the reports as submitted.
- VIII. **Review of Financial Statements:**
  - A. Current Bills Paid
  - B. Revenue and Expense Summaries
    - The Committee reviewed statement details and unanimously approved the reports as submitted.
- IX. **Personnel - acceptance and approval of the following:**
  - A. Appointments/Reappointments:
    1. The reappointment of the following members on the Environmental Advisory Council

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to serve a new 3-year term that will expire on December 31, 2023:

- Jean Scherfcunningham
  - Constantine Woznvj.
2. The reappointment of the following members on the Human Relations Commission to serve a new three-year term that will expire on December 31, 2023:
    - Susan Worth LaManna
    - George Rosser
  3. The appointment of Susan Moody on the Civil Service Commission to serve a new six-year term that will expire on December 31, 2026.
  4. The reappointment of Joanne Szupka on the Police Pension Fund Committee to serve a new three-year term that will expire on December 31, 2023.
  5. The reappointment of the following members on the Parks and Recreation Advisory Council, to serve a new two-year term that will expire on December 31, 2022:
    - Michael Cavanaugh – Ward 7 Representative
    - Dan Swedberg – Ward 5 Representative
  6. The reappointment of the following members on the Historical Commission to serve a new three-year term that will expire on December 31, 2023:
    - John Connell
    - Robert Mathers
    - Alan Sentman
    - Susan Worth LaManna
  7. By resolution, the reappointment of Anthony Corbett on the Zoning Hearing Board to serve a new five-year term that will expire on December 31, 2025.
  8. By resolution, the appointment of Peter O'Halloran, from an Alternate Member to a Voting Member replacing John Fenn on the Zoning Hearing Board, and complete the remainder of the current term that will expire on December 31, 2022.
    - The Committee recommends the Board of Commissioners take action at the February 1, 2021 Regular meeting on the above referenced appointments and reappointments.
- B. Vacancy(ies):
1. On the Historical Commission to fill the vacancy left by Kazim Ali and complete the remainder of the current term that will expire on December 31, 2020.
  2. On the Historical Commission to fill the vacancy left by Henry Hedrick and complete the remainder of the current term that will expire on December 31, 2022.
  3. On the Historical Commission to fill the vacancy left by Paul Tkacs and complete the remainder of a current term that will expire on December 31, 2022.
  4. On the Parks and Recreation Advisory Council to fill the vacancy left by Alex Zachariah as a representative of Ward 3 and complete the remainder of a two-year term that will expire on May 5, 2021.
  5. On the Zoning Hearing Board to fill the Alternate Member vacancy left by Peter O'Halloran and complete the remainder of the current term that will expire on December 31, 2023.
    - Commissioner Valenza stated that anyone interested in filling these positions should send a resume and cover letter to Matt Candland, Township Manager.

X. **Old Business** - Nothing to report.

**XI. Other Items:**

- A. Consider recommending to the Board of Commissioners to take action at their Regular Meeting on February 1, 2021, the proposed revisions to the Civil Service Rules:
- Chief Block expressed condolences to the Board of Commissioners and to the Lavalle Family on the passing of Commissioner Lavalle.
  - Chief Block stated that a meeting was held on January 13, 2021 regarding the revisions to the Civil Service rules. An extensive discussion followed.
  - Karen Houck, a resident, suggested general education college courses and sensitivity training, in addition to core specific training provided by the Police Academy, which would relate to the ever-changing environment and benefit an officer's job and career.
  - Chief Block replied that courses are included in the Police Academy curriculum and explained the State's certification requires a minimum of 30 hours training per year in the Commonwealth of Pennsylvania.
  - Commissioner Lockard commented about certification, selection of the top candidates by the Civil Service Commission and choosing veterans. Chief Block explained that there are State law requirements and military preference in the process.
  - The Committee recommends the Board of Commissioners take action at their Regular Meeting on February 1, 2021.
- B. Consider recommending to the Board of Commissioners to take action at their Regular Meeting on February 1, 2021, to move the Committees Meeting scheduled for May 17, 2021 that include the Committees of the Finance and Administrative, Parks and Recreation, and Public Health and Safety, to May 24, 2021 due to the May 18, 2021 Primary Elections.
- The Committee recommends the Board of Commissioners take action at their Regular Meeting on February 1, 2021.

**XII. New Business:**

- Commissioner Scull inquired about converting the Commissioners' meeting books to laptops and a paperless distribution of financial information.
- Commissioner Spearing stated that an item will be added to a future meeting. Commissioners Valenza and Spearing recommended that Commissioner Scull contact Mr. Schaible for paperless statements and Chief Block regarding police training.

**XIII. Visitor Comments** - Nothing to report.

**XIV. Commissioners Comments** - Nothing to report.

**XV. Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:00 p.m.

Respectfully submitted by Kathleen Kristire.