

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. **Call to Order:** The meeting was called to order by Commissioner and Committee Chair Valenza.
- II. **Roll Call:** Commissioner and Committee Chair Valenza, Commissioners Spearing and Lockard, and Mr. Schaible, Assistant Township Manager/Director of Finance. Also present: Matthew H. Candland, Township Manager, and Alex Baumler, Township Solicitor.
- III. **Presentations & Announcements:**
 - A. Commissioner Valenza announced that the Board of Commissioners met in an Executive Session prior to commencement of the Finance & Administrative Committee meeting to discuss legal matters.
 - B. Presentation by PFM Financial Advisors, LLC:
 - Brad Remig, Managing Director, discussed details of refinancing bonds and borrowing approximately \$3,000,000 that will address existing debt and capital projects.
 - The Committee recommended that the Board of Commissioners move for action at their February 3, 2020 Regular Meeting, authorizing Township Administration to proceed with the issuance of general obligation bonds.
 - C. Commissioner Valenza temporarily adjourned the Finance & Administrative Committee Meeting to convene with the Parks and Recreation Committee Meeting.
- IV. **Approval of Minutes** - November 25, 2019 - The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports** – November and December 2019:
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - Mr. Schaible stated that collections were over budget.
 - Commissioner Spearing commented that he will continue to be an advocate for setting the rate above \$3,000 and he also supports authorizing a discussion with the County's Committee.
 - D. Investment Activity Report
 - Mr. Schaible stated that the Business Tax Office revenue collection was over budget by \$660,000 and approximately \$300,000 over last year.
 - E. Quarterly Capital Reserve Fund
 - F. Bond Issue Reports:
 - G. Quarterly Grant Report
 - Margie Peters, Director of the Upper Moreland Free Public Library, thanked Mr. Schaible

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for providing the Library with an early 1Q2020 payment, which facilitated payroll without borrowing from a money market account.

- The Committee discussed details of all reports, which were unanimously accepted and approved as submitted.

VI. Personnel:

A. Appointments/Reappointments:

The Committee recommended that the Board of Commissioners move for action at their February 3, 2020 Regular meeting, the following:

1. The reappointment of Margaret Holscher on the Parks and Recreational Advisory Council as an At Large representative to serve a new two (2) year term that will expire on December 31, 2021.
2. The reappointment of Henry J. Sokolowski on the Upper Moreland/Hatboro Joint Sewer Authority as an Upper Moreland Township representative to serve a new five (5) year term that will expire on December 31, 2024.
3. The reappointment of Heather Greenleaf on the Upper Moreland Historical Commission to serve a new three (3) year term that will expire on December 31, 2022.
4. The reappointment of Arlene Rubin on the Upper Moreland Historical Commission to serve a new three (3) year term that will expire on December 31, 2022.
5. The reappointment by resolution of Dan Fannon on the Zoning Hearing Board to serve a new five (5) year term that will expire on December 31, 2024. The Committee directed the Township Solicitor to prepare the appropriate resolution for the Board of Commissioners to consider at their Regular Meeting on February 3, 2020.
6. The reappointment of Steve Martin on the Civil Service Commission to serve a new six (6) year term that will expire on December 31, 2025.
7. The reappointment of Shawn Hopkins on the Environmental Advisory Council to serve a new three (3) year term to expire on January 2, 2023.
8. The reappointment of Lynnette Saunders on the Environmental Advisory Council to serve a new three (3) year term to expire on January 2, 2023.
9. The appointment of Louise D'Alessandro on the Environmental Advisory Council to fill the vacancy left by Henry J. Sokolowski and complete a new three (3) year term to expire on January 2, 2023.
10. The appointment of Roseann J. McGrath to assist the Board of Commissioners in the recruitment process for the position of Chief of Police at the hourly rate of \$125.00.
11. The appointment of Whitney Zylstra on the Environmental Advisory Council to fill the vacancy left by Glenn DePalantino and complete the remainder of the current two (2) year term that will expire on October 2, 2020.

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 a new term that will expire on December 31, 2022.
3. On the Historical Commission to fill the vacancy left by Paul Tkacs and complete a new 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 a two-year term that will expire

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on May 5, 2021.

- C. Other – The Committee recommended that the Board of Commissioners move for action at their March 2, 2020 Regular meeting, the following:
1. A vacancy on the Parks and Recreation Advisory Council to fill the vacancy left by John Bethard as a Ward 4 representative and complete a two-year term that will expire on February 3, 2020
 2. The reappointment of Moureen Wenik on the Parks and Recreational Advisory Council as an At Large representative to serve a new two (2) year term that will expire on December 31, 2019.
- Commissioner Valenza stated that anyone interested in filling a position on one of the Committees should send a resume and cover letter to the attention of Mr. Candland, Township Manager.

VIII. Other Items:

- A. Request from the School District of Upper Moreland Township for a waiver of fees related to maintenance projects that will be completed in 2020:
- Mr. Candland reviewed the request for waiver of a permit and other fees for maintenance projects to be completed by the School District.
 - The Committee recommended that the Board of Commissioners move for action at their February 3, 2020 Regular meeting a waiver of fees related to School District maintenance projects that will be completed in 2020.

IX. Old Business:

- A. Act 172 – nothing to report.

X. New Business:

- A. Consider recommending to the Board of Commissioners, an ordinance adopting a schedule of reasonable attorneys' fees incurred in the collection of delinquent unpaid municipal claims and liens.
- The Committee moved forward to the Board of Commissioners at the February 3, 2020 Regular Meeting, an ordinance adopting a schedule of reasonable attorneys' fees incurred in the collection of delinquent unpaid municipal claims and liens.
- B. Consider recommending to the Board of Commissioners, a resolution appointing delegates to the Montgomery County Tax Collection Committee.
- The Committee moved forward to the Board of Commissioners at the February 3, 2020 Regular Meeting, a resolution appointing delegates to the Montgomery County Tax Collection Committee.
- C. Consider recommending to the Board of Commissioners, a resolution authorizing notice to bidders for the sale of certain vehicles and equipment.
- The Committee moved forward to the Board of Commissioners at the February 3, 2020 Regular Meeting, a resolution authorizing notice to bidders for the sale of certain vehicles and equipment.
- D. Consider recommending to the Board of Commissioners, the Auditing Services Proposal submitted by Clifton Larson Allen to perform the audit for the Township.
- The Committee moved forward to the Board of Commissioners at the February 3, 2020

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Regular Meeting, an agreement for Auditing Services submitted by Clifton Larson Allen to perform the audit for the Township.

- E. Consider recommending to the Board of Commissioners, a Natural Gas supplier.
- The Committee moved forward to the Board of Commissioners at the February 3, 2020 Regular Meeting, an agreement for Santanna Energy as a Natural Gas supplier for a 36-month period.

XI. **Visitor Comments** - nothing to report.

XII. **Commissioners Comments** – nothing to report.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 10:05 p.m.

Respectfully submitted by Kathleen Kristire.