

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 at 7:05 p.m. by Commissioner and Committee Chair Valenza.
- II. **Roll Call:** Commissioner and Committee Chair Valenza, Commissioners Spearing and Lockard, and Mr. Schaible. Also present: David A. Dodies, Township Manager and Jennifer Prior, Township Solicitor.
- III. **Presentations & Announcements** - Nothing to report.
- IV. **Approval of Minutes** - November 26, 2018: The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports** - November and December 2018:
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - Mr. Schaible stated that 2018 Business Tax revenues were well over budget and higher than collected in 2017.
 - E. Quarterly Capital Reserve Fund
 - F. Bond Issue Reports: Mr. Schaible provided updates on the following items:
 - The 2008 Bond Issue will be used in the 1Q2019 to close out projects.
 - The price of the ladder truck was discounted by paying in full, using the 2017 Bond Issue. The Bond Issue will be reimbursed using the \$300,000 PEMA loan which has a low interest rate of 2%.
 - 2019 budgeted projects include a new recycling truck, a single-axle dump truck, the Police Department renovation, Masons Mill Park parking lot and the water and sewer connector, demolition of 114 and 116 Center Avenue, and replacement of the generator.
 - G. Grant Quarterly Report
 - Commissioner Valenza stated that the \$82,000 Master Trail Plan project will be funded by a \$72,000 grant which has been received by the Township.
 - The Township is working on additional grant funding for projects that include Fair Oaks Basin, recycling cans, Master Trail Plan, Boileau Park stormwater management, and traffic signal upgrades at Easton Road; Byberry Road and Davisville Road; York Road and Davisville Road; York Road and Easton Road; Horsham Road and Blair Mill Road.

All reports were unanimously accepted and approved as submitted.

- VI. **Review of Financial Statements** - November and December 2018
 - A. Current Bills Paid
 - B. Revenue and Expense Summaries:

- Mr. Schaible stated that revenues were approximately \$1.4 million over budget. The Township will not need to spend the budgeted \$561,000 from the Fund Balance to help balance the 2018 budget and, instead will be adding to the Fund Balance.
 - Commissioner Lockard commended Mr. Schaible on successfully managing the budget.

All reports were unanimously accepted and approved as submitted.

VII. Personnel:

A. Appointments/Reappointments: The Committee recommends the Board of Commissioners move for action at their February 4, 2019 Regular meeting, the following:

1. Reappointment of Michael J. Cavanaugh as a Ward 7 representative and member of the Parks & Recreational Advisory Council to serve a new two-year term that will expire on December 7, 2020.
2. Reappointment of Dean Swedberg as a Ward 5 representative and member of the Parks & Recreational Advisory Council to serve a new two-year term that will expire on December 7, 2020.
3. Reappointment of Bonnie Lynn MacDonald as member of the Upper Moreland Historical Commission to serve a new three-year term that will expire on December 31, 2021.
4. Reappointment of Udo Maron as a member of the Upper Moreland Historical Commission to serve a new three-year term that will expire on December 31, 2021.
5. Reappointment of Michelle Young as member of the Upper Moreland Historical Commission to serve a new three-year term that will expire on December 31, 2021.
6. Reappointment of Robert Young as member of the Upper Moreland Historical Commission to serve a new three-year term that will expire on December 31, 2021.
7. Reappointment of John Massucci as a member of the Environmental Advisory Council to serve a new three-year term that will expire on January 4, 2022.
8. Reappointment of Karl Pfizenmayer as a member of the Environmental Advisory Council to serve a new three-year term that will expire on January 4, 2022.

B. Vacancy(ies):

The Committee recommends the Board of Commissioners move for action at their February 4, 2019 Regular Meeting, to fill the following vacancies:

1. Appointment of Peter O'Halloran as an alternate member to the Zoning Hearing Board to serve a new five-year term that will expire on December 31, 2023.
2. Appointment of Anthony Prousi as a full member on the Zoning Hearing Board to serve a new five-year term that will expire on December 31, 2023.
 - Commissioner Valenza thanked the seven candidates who submitted credentials to be considered for the Zoning Hearing Board full member position and alternate position.
 - Emily Graupner, James McKenna, Peter O'Halloran, Anthony Prousi, and Donald Warner individually spoke about their own qualifications to serve on the Board.
 - Commissioner Scull stated that he recommends James McKenna for the position.
 - Commissioners Spearing and Lockard stated that they recommend Mr. O'Halloran for the full member position and Mr. Prousi as an alternate member.
 - Commissioner Lavalley stated that he recommends Mr. Prousi for the full

member position.

- The Committee agreed to recommend the Board of Commissioners consider Mr. Prousi be appointed as a full member and Mr. O'Halloran be appointed as an alternate member to the Zoning Hearing Board, and for the Township Solicitor to prepare resolutions for new appointments as required.
 - Commissioner Valenza commented that there are guidelines on holding positions within the Township boards and commissions.
 - Ms. Prior clarified that Zoning Hearing Board members cannot be elected or appointed to serve on any other commissions or boards in the Township.
3. Vacancy on the Upper Moreland Historical Commission to fill the vacancy left by Donald Warner to serve a new three-year term that will expire on December 31, 2020.
 4. Vacancy on the Upper Moreland Historical Commission to fill the vacancy left by Bryant Powell to serve a new three-year term that will expire on December 31, 2021.

VIII. **Other Items** - Nothing to report.

IX. **Old Business:**

- A. Act 172 - tax credit on real estate or earned income for active volunteer firefighters and nonprofit emergency medical service members - Nothing to report.

X. **New Business:**

A. Local Services Tax

- Mr. Schaible stated that a \$52 Local Services Tax would replace the \$10 Occupational Privilege Tax in the Township. Individuals who earn less than \$12,000 are exempt from paying the tax. Employers withhold the tax and then remit it to Berkheimer. Local Services Tax is paid by all individuals who hold a job or otherwise work within a LST taxing jurisdiction. It is estimated to generate \$450,000 to \$475,000 on an annual basis.
 - Commissioner Spearing stated that he is in favor of the Local Services Tax.
 - Mr. Schaible stated that the basis of the tax is to fund Emergency Services.
 - The Committee directed the Township Solicitor to prepare a draft ordinance to establish a Local Services Tax (LST). The draft will be presented at a future Public Hearing and be considered at a future Finance & Administrative Committee Meeting.
- B. Recommendation of 2018 Auditor:
- The Committee recommends the Board of Commissioners at their Regular Meeting on February 4, 2019, move for action the appointment of Clifton Larson Allen as Auditor for 2018.
- C. Consider recommending to the Board of Commissioners at their Regular Meeting on February 4, 2019, the approval of Marian Hull, AICP/PP of AECOM, to prepare the MONTCO 2040 Implementation Grant for Wayfinding and Signage, on behalf of the Township for a fee not to exceed \$8,000.
- The Committee recommends the Board of Commissioners at their Regular Meeting on February 4, 2019, move for action the appointment of Marian Hull of AECOM, to prepare and submit a grant application to the MONTCO 2040 Implementation Program seeking \$200,000 to implement the Township's Wayfinding and Signage Plan, for a fee not to exceed \$8,000.
 - Karen Houck, Chair of Revitalization Task Force, stated that she recommends the appointment of Marian Hull.

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- Commissioner Lavallo stated that the Wayfinding and Signage Plan was executed without the use of taxpayer funds. He read the definitions of wayfinding and signage which are concepts outlined in the Plan, and stated that Marian Hull will incorporate these ideas into the grant application.

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

XII. **Commissioners Comments:**

- Commissioner Spearing commented that the appointment of a Master Trail Plan Committee will be discussed at a future Parks & Recreation Committee meeting. An extensive list of applicants are being reviewed jointly by the Township and Hatboro Borough.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:12 p.m.

Respectfully submitted by Kathleen Kristire.