

## **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 Special Meeting which was held prior to the Finance & Administrative Committee meeting, to discuss legal, real estate and personnel matters.
  - B. Presentation by Courtney Mulholland regarding the Purchase Card Program supported by the Pennsylvania Local Government Investment Trust:
    - Ms. Mulholland stated that the Procurement Card Program was established in 2004 and she held a detailed presentation on its highlights and benefits.
    - Mr. Schaible and Mr. Candland elaborated on the advantages for the Township to have the card program.
    - Commissioner Spearing inquired on reconciling statements. Ms. Mulholland stated that statements are monthly, available online, and suggested that the Board of Commissioners can approve a list of preferred vendors at their Regular Meeting.
    - Commissioner Spearing inquired on the CoStars program. Ms. Mulholland stated that CoStars has their own program, which can be researched online.
    - Ms. Mulholland stated that she will provide sample statements and reports for the Committee's review. Commissioner Spearing suggested asking nearby municipalities for references.
    - The Committee recommended that the Board of Commissioners move for action at a future Regular Meeting, a resolution for the Procurement Card Program supported by the Pennsylvania Local Government Investment Trust.
- IV. **Approval of Minutes - January 27, 2020 -** The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports – January 2020:**
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
  - D. Investment Activity Report
  - The Committee unanimously accepted and approved the reports as submitted.

**VI. Review of Financial Statements:**

**A. Current Bills Paid**

Revenue & Expense Summaries

- The Committee unanimously accepted and approved the reports as submitted.

**VII. Personnel:**

**A. Appointments/Reappointments:**

The Committee recommended the Board of Commissioners consider taking action at their March 2, 2020 Regular meeting, the following:

1. The appointment of Moureen Wenik 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 appointment of Anthony Benvenuti on the Parks and Recreational Council to fill a vacancy left by Moureen Wenik as an At Large representative to serve a new two (2) year term that will expire on December 31, 2019.

**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 on May 5, 2021.

- 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. Consider recommending to the Board of Commissioners to take action at their March 2, 2020 Regular Meeting, approval to advertise a public meeting on April 6, 2020 to consider an ordinance electing to amend its Non-Uniform Pension Plan administered by the Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law, agreeing to be bound by all provisions of the law as amended and as applicable to member municipalities:**

- Mr. Schaible stated there have been no changes to the Plan and an ordinance is administered every six years for IRS regulations.
- The Committee recommended that the Board of Commissioners move for action at the March 2, 2020 Regular Meeting, the approval to advertise a public meeting on April 6, 2020.

**B. Consider recommending to the Board of Commissioners to take action at their March 2, 2020 Regular Meeting, approval to advertise a public meeting on April 6, 2020 to consider an ordinance electing to amend its Firefighter Pension Plan administered by the**

**Upper Moreland Township  
Committees Meetings  
February 24, 2020 - Meeting Minutes**

Pennsylvania Municipal Retirement System pursuant to Article IV of the Pennsylvania Municipal Retirement Law, agreeing to be bound by all provisions of the law as amended and as applicable to member municipalities:

- Mr. Schaible stated there have been no changes to the Plan and an ordinance is administered every six years for IRS regulations.
  - The Committee recommended that the Board of Commissioners move for action at the March 2, 2020 Regular Meeting, the approval to advertise a public meeting on April 6, 2020.
- C. Consider recommending to the Board of Commissioners to take action at their March 2, 2020 Regular Meeting, authorizing the submission of an application to the Pennsylvania Department of Transportation, for traffic signal improvements at Blair Mill Road and Horsham Road:
- The Committee recommended that the Board of Commissioners move for action at the March 2, 2020 Regular Meeting authorizing the submission of an application to the Pennsylvania Department of Transportation.

**IX. Old Business:**

A. Act 172 - nothing to report.

B. Bond Amount Options:

- Mr. Schaible stated a preliminary plan for bond amount options was provided to the Commissioners for review.
- The Committee recommended that the Board of Commissioners continue discussions.

**X. New Business:**

A. Review request for an Assessment Appeal regarding the Braccia Property located at 2935 Byberry Road:

- Mr. Baumler explained details of the tax appeal requested by the School District.
- The Committee recommended the Board of Commissioners move for action at the March 2, 2020 Regular Meeting, approval of an Assessment Appeal regarding the Braccia Property located at 2935 Byberry Road.

**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 10:20 p.m.

Respectfully submitted by Kathleen Kristire.