

## 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 Chair Valenza, Commissioners Lockard and Spearing and Mr. Schaible. Also present: David A. Dodies, Township Manager and Jennifer Prior, Township Solicitor.
- III. **Presentations & Announcements:**  
Commissioner Valenza announced that the Board of Commissions met in an Executive Session prior to the commencement of Finance & Administrative Committee meeting to discuss legal and personnel matters.
- IV. **Approval of Minutes - March 18, 2019:** The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports - March 2019:**
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
    - Mr. Schaible stated that tax revenues are due by the beginning of April and business tax revenues are due by the end of May.
  - D. Investment Activity Report

All reports were unanimously accepted and approved as submitted.

- E. Quarterly Capital Reserve Fund
  - Mr. Schaible stated that budgeted items are on order which include police vehicles and a dryer machine.
- F. Bond Issue Reports
  - Mr. Schaible stated that there has been no activity on the 2008 Bond Issue and it will be drawn down this year by funding capital projects listed in the 2017 Note.
- G. Quarterly Budget Review
- H. Quarterly Grant Report
  - The Township has received \$2.4 million in grant funding. The combined cost for the Township is \$682,000.

All reports were unanimously accepted and approved as submitted.

- VI. **Review of Financial Statements - March 2019:**
  - A. Current Bills Paid
  - B. Revenue and Expense Summaries

All reports were unanimously accepted and approved as submitted.

**VII. Personnel:**

A. **Appointments/Reappointments** - Nothing to report.

B. **Vacancy(ies)** - the following vacancies remain open:

1. On the Upper Moreland Historical Commission to fill a licensed real estate agent vacancy left by Donald G. Warner and complete the remaining term that will expire on December 31, 2020.
2. On the Upper Moreland Historical Commission to fill the vacancy left by Kazim Ali and complete the remaining term that will expire on December 31, 2020.
3. On the Civil Service Commission to fill the vacancy left by Mark T. Gallagher and complete the remaining term that will expire on December 31, 2019.
  - Commissioner Valenza stated that Buzz Wilson, a real estate agent, is interested in serving on the Historical Commission and has referred him to Michelle Young.
  - The Committee agreed to the request by Steve Martin to move from an Alternate position and fill a vacancy of a voting member on the Civil Service Commission. The Board of Commissioners will take action on this appointment at the May 6, 2019 Regular Meeting.
  - Commissioner Valenza stated that interested candidates can send their resumes with a letter of intent to Mr. Dodies.

**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:

- Mr. Schaible stated that the Township Solicitor has prepared a draft ordinance for the Local Services Tax.
- Ms. Prior recommended that the Committee review the terms on raising the interest and penalty rates for delinquent payments.

**X. New Business:**

A. Mr. Schaible stated that Commissioner Spearing requested that the Township purchase a used utility vehicle for the Parks and Recreation Department.

- The Committee recommended the Board of Commissioners take action at their May 6, 2019, the purchase of a used utility vehicle (2017 4x4 Utility Vehicle) at a cost of \$9,999 to assist the Parks and Recreation Department. Funds to be taken from the Capital Reserve.

**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 7:20 p.m.

Respectfully submitted by Kathleen Kristire.