

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**
- IV. **Call to Order:** The meeting was called to order by Commissioner and Committee Chair Valenza.
- V. **Presentations & Announcements:**
Commissioner Valenza announced that the Board of Commissioners met in an Executive Session on April 6, 2020 to discuss legal and personnel matters.
- VI. **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 Sean Kilkenny, Township Solicitor.
- IV. **Approval of Minutes - February 24, 2020 -** The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports – February and March 2020:**
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - E. Quarterly Capital Reserve Fund
 - F. Bond Issue Reports
 - G. Quarterly Grant Report:
 - Commissioner Valenza commented that the Township has been awarded a total of \$2,856,000 in grant funding with a total match of \$435,000, which is 15% of the grant revenues received.
 - H. First Quarter Budget Review Memo
 - Commissioner Valenza commented that total revenue is currently 32% of the budget and total expenditures are at 20%.
 - The Committee reviewed details and unanimously accepted and approved the reports as submitted.
- VI. **Review of Financial Statements:**
 - A. Current Bills Paid
 - B. Revenue & Expense Summaries
 - The Committee review statements and unanimously accepted and approved the reports as submitted.

VII. Personnel:

A. Appointments/Reappointments:

1. Consider applicants: David J. Kistner or Richard J. Sleutaris to fill one appointment on the Upper Moreland-Hatboro Joint Sewer Authority as a representative of Upper Moreland Township to fill the vacancy left by Kent Nelson, who resigned on March 13, 2020, and serve the remainder of a five-year term that will expire on December 31, 2022:
 - The Committee recommended that the Board of Commissioners consider taking action at their May 4, 2020 Regular meeting, the appointment of David J. Kistner on the Upper Moreland-Hatboro Joint Sewer Authority as a representative of Upper Moreland Township to fill the vacancy left by Kent Nelson, who resigned on March 13, 2020, and serve the remainder of a five-year term that will expire on December 31, 2022.

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.

VIII. Other Items - nothing to report.

IX. Old Business:

- A. Consider recommending to the Board of Commissioners an Ordinance amending Chapter 310, Taxation, providing a new Article X entitled “Volunteer Service Credit Program” providing incentives for qualifying volunteers servicing a Fire Company; and establishing administrative procedures and appeals.
- Mr. Schaible explained that a draft ordinance covering Act 172 tax credit for volunteer fire fighters was provided to the Commissioners for their review and he confirmed that the tax credit will take effect in 2021.
 - The Committee agreed to continue discussions at a future Finance & Administrative Committee meeting.

X. New Business:

- A. Consider recommending to the Board of Commissioners a Resolution extending the deadline to pay Township Real Estate Taxes at face value from June 2, 2020 to August 2, 2020, as a result of COVID-19.
- Mr. Schaible explained that the deadline to pay Township Real Estate Taxes will be extended in an effort to assist residents. He reiterated that the deadlines for Business Privilege Taxes and Earned Income Tax filing were both extended to July 15, 2020, in

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accordance with State and IRS regulations on COVID-19.

- Commissioner Valenza suggested posting announcements to the Township website and Mr. Schaible stated that they will all be posted.
- Commissioner Spearing requested that a weekly report be provided on the effects local businesses are encountering, and also to receive information on how other municipalities are assisting their local businesses. Mr. Candland stated that the Township can report incoming revenue and whether businesses make requests to modify the Bill for relief.
- Commissioner Spearing suggested that the Business Privilege Tax, Earned Income Tax and Local Services Tax rates be raised from their current levels that are set very low. He stated that a discussion should continue at a future Committee Meeting.
- The Committee agreed to move for action at the May 4, 2020 Regular Meeting of the Board of Commissioners, a Resolution extending the deadline to pay Township Real Estate Taxes at face value from June 2, 2020 to August 2, 2020, as a result of COVID-19.

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

XII. **Commissioners Comments:**

- Mr. Candland stated that there is a freeze on all new hiring except for filling the position of the new Chief of Police.
- Commissioner Scull suggested that the Township increase its donation to Meals On Wheels and assist the School District with distribution of food. Mr. Candland stated that over the next few weeks, the Township is involved with the School District to distribute food to families identified for pick up.
- Commissioner Whiting commented that there are families outside of the School District that require help. Commissioner Valenza stated that several churches and the Rotary in the area can be contacted and arrangements made for assistance.
- Commissioner Valenza announced that the Parks and Recreation Committee Meeting and the Public Health & Safety Committee Meeting were canceled for tonight.
- Commissioner Whiting thanked all Township workforce for their excellent service, as well as all medical workers during this time of COVID-19 crisis. He reminded residents to stay at home and be safe until there is further testing and direction available.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:30 p.m.

Respectfully submitted by Kathleen Kristire.