

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 via audio conference call.
- V. **Presentations & Announcements:**
 - Commissioner Valenza announced that the Board of Commissioners will hold an Executive Session immediately following adjournment of tonight's meeting to discuss legal matters.
 - Commissioner Valenza stated that Francis and Kathleen Carver, residents of Davisville Road, inquired about participating in the Committees meetings and receiving responses on comments from the Commissioners. Commissioner Valenza explained the meeting agenda's instructions on how to listen and submit questions, and added that the Commissioners will speak slower, increase the volume and follow the order of agenda items when responding to public comments.
- 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 - April 20, 2020 -** The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports – April 2020:**
 - A. Director of Finance - nothing to report.
 - B. Tax Enforcement Officers:
 - Mr. Schaible stated that the Business Tax Office revenue is under budget in comparison to last year because the filing deadline has moved to July 15, 2020, which corresponds with the IRS's direction during the COVID crisis.
 - C. Earned Income Tax Collector (Berkheimer):
 - Mr. Schaible stated that current EIT revenue reflects 1Q2020 collections, which was mostly unaffected by the COVID-19 shutdown.
 - D. Investment Activity Report - nothing to report.
 - The Committee reviewed report details and unanimously approved the reports as submitted.
- VI. **Review of Financial Statements:**
 - A. Current Bills Paid - nothing to report.
 - B. Revenue & Expense Summaries:
 - Mr. Schaible stated that the Township has presently instituted restrictions on hiring,

**Upper Moreland Township
Committees Meetings
May 18, 2020 - Meeting Minutes**

over-time, training, travel, outside consultants, and capital expenditures.

- The Committee reviewed statement details and unanimously approved the reports as submitted.

VII. Personnel:

A. Appointments/Reappointments: The Committee recommends the Board of Commissioners take action at their June 8, 2020 meeting, the following.

1. The reappointment of Christopher T. Cattie on the Parks and Recreational Advisory Council as an At Large representative to serve a new two (2) year term that will expire on May 5, 2023.
2. The reappointment of Michael Chauveau on the Parks and Recreational Advisory Council as an At Large representative to serve a new two (2) year term that will expire on May 5, 2023.
3. The reappointment of Ronald Sanceciz on the Parks and Recreational Advisory Council as an At Large representative to serve a new two (2) year term that will expire on May 5, 2023.

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.
- Commissioner Valenza stated that anyone interested in filling these positions should send a resume and cover letter to Matt Candland, Township Manager.

VIII. Other Items - nothing to report.

IX. Old Business:

A. Act 172:

- The Committee agreed to remove this item from the agenda but will continue a discussion at a future meeting when more information is available.

B. Bond Issuance options discussion:

- The Committee held a lengthy discussion on financing options.
 - Commissioner Lockard stated that she is in favor of continuing with committed Capital Improvement projects, obtaining new loans, refinancing debt while rates are low, and recommended waiting until July to assess revenue before moving forward.
 - Commissioner Scull commented that the Township should continue with improvement projects, refinance while rates are low, and seek out new loans.
 - Commissioner Whiting commented that the Township needs to be very cognizant about its spending and refinancing of debt.
- The Committee agreed to continue a discussion on the Capital Improvement Plan and

bond issuance at a future Committee meeting.

X. **New Business** - nothing to report.

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

XII. **Commissioners Comments:**

- Commissioner Spearing mentioned that Federal Bills for local government are currently in legislation, and suggested that the Township review them for possible eligibility and submit applications accordingly.
- Commissioner Spearing reminded the public that May 18, 2020 is the last day to register to vote and May 26, 2020 is the last day to apply for a mail-in ballot.
- Commissioner Spearing extended his appreciation to all essential workers and Township employees, and thanked the public for abiding with the recommendations from the Centers for Disease Control and Prevention during the COVID-19 crisis.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:00 p.m.

Respectfully submitted by Kathleen Kristire.