

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: David A. Dodies, Township Manager, and Alex Baumler, Township Solicitor.
- III. **Presentations & Announcements:**
 - Commissioner Valenza announced that the Board of Commissioners met in an Executive Session prior to commencement of the Finance & Administrative Committee meeting to discuss legal matters.
- IV. **Approval of Minutes - October 21, 2019 -** Commissioner Spearing stated that Section V. H. Quarterly Grant Report should be amended to read: "... traffic signal improvements in the area of York and Davisville Roads." The meeting minutes were unanimously approved as amended.
- V. **Acceptance and approval of the following monthly reports - October 2019:**
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - Mr. Schaible stated that the Business Tax Office revenue collection is going very well and is over \$600,000.
 - Commissioner Spearing asked about the amount of non-resident income tax claims and Mr. Schaible stated that he will follow up with Berkheimer to compare the amount reimbursed to other municipalities.
 - E. Quarterly Capital Reserve Fund
 - Commissioner Valenza inquired about expenses. Mr. Schaible stated that purchases included the police cruiser, dragger machine for the baseball fields, police body cameras, and agenda software.
 - Commissioner Spearing inquired about the generator and Mr. Schaible stated that it will be paid from the Bond Issue and is expected to come in under budget.
 - F. Bond Issue Reports

All reports were unanimously accepted and approved as submitted.
- VI. **Review of Financial Statements - October 2019:**
 - A. Current Bills Paid
 - B. Revenue and Expense Summaries

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- Commissioner Valenza commented that the Township is currently projected at 74% for total expenditures. Mr. Schaible explained that there were some large expenses incurred this year; however, revenues are doing very well.

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 November 12, 2019 Regular meeting, the following:

1. The appointment of Charles Jones on the Parks and Recreational Advisory Council to fill the vacancy left by James McKay as an At Large representative to serve a new two (2) year term that will expire on October 2, 2021.
 - Commissioner Valenza recapped that Charles Jones was appointed at the November 12, 2019 Regular Meeting as an At Large member to the Parks and Recreation Advisory Council to serve a new two-year term to expire on October 2, 2021.

B. Vacancy(ies):

1. On the Environmental Advisory Council to fill the vacancy left by Glenn DePalantino as representative and complete the remainder of the current two (2) year term that will expire on October 2, 2020.
 2. 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.
 3. 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 the available vacancies can send a cover letter with a resume to Mr. Dodies for consideration.

VIII. Other Items:

A. Proposal from Gilmore & Associates, Inc. for 2020 Professional Services:

- The Committee recommends the Board of Commissioners take action at their December 2, 2019 Regular Meeting, the proposed revised fee schedule from Gilmore & Associates, Inc. for 2020 Professional Services.

IX. Old Business:

A. Act 172:

- Mr. Schaible stated that he will provide a proposal for tax credit on real estate or earned income for active volunteer firefighters and nonprofit emergency medical service members at a future Community Development Committee Meeting. Commissioner Valenza requested to review a copy prior to the meeting.

B. Electric Provider:

- Mr. Schaible stated that the best pricing was provided by Constellation Energy with a 100% green proposal for a 36-month contract. Street lighting would be 3.57 cents per kilowatt and the Township buildings would be 5.78 cents per kilowatt. Mr. Schaible

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consulted with Ideal Energy who recommended buying green energy because the pricing comparison is insignificant between green versus non-green.

- Commissioner Spearing inquired on the location of Constellation Energy. Mr. Schaible stated that he will follow up and he added that they work with municipalities and school districts.
- The Committee recommends the Board of Commissioners take action at their December 2, 2019 Regular Meeting, the proposal by Constellation Energy to provide electricity to Township facilities.

C. The appointment of Berkheimer as Local Services Tax Collector:

- Mr. Schaible explained the four resolutions to appoint Berkheimer as Local Services Tax Collector: to collect taxes; to represent the Township as the tax hearing officer on disputes; to appoint a representative at the Township to speak with taxpayers on confidential matters; and to set a delinquent fee schedule. Berkheimer negotiated a standard agreement and fee schedule with Montgomery County Tax Collection Committee (MCTCC). The Township will pay Berkheimer a 1.75% fee from all collections. Berkheimer provides notification to all residents; the State has a copy of the Township ordinance and sends notification to all payroll companies, and the Department of Community and Economic Development (DCED) provides updates to all Upper Moreland businesses.
- Commissioner Spearing inquired if the local service tax collector is an agenda item at the MCTCC meetings. Mr. Schaible stated that he will confirm if Berkheimer is on the agenda, if they are the only tax collector in Montgomery County, and provide an update at a future meeting.
- Commissioner Lockard inquired on confidential information shared with Berkheimer. Mr. Schaible stated that confidential information is shared with Berkheimer only if a dispute arises with an individual taxpayer, and then Mr. Schaible contacts the individual to resolve the issue.
- Commissioner Lockard inquired on audits. Mr. Schaible stated that Berkheimer has an agreement with the County not requiring them to submit to or provide an audit. Commissioner Spearing requested to be provided audit guidelines for Earned Income Tax and Local Services Tax.
- The Committee recommends the Board of Commissioners take action at their December 2, 2019 Regular Meeting, resolutions and agreement with Berkheimer for collection of Local Services Tax and directed the Township Solicitor to prepare/finalize the resolutions/agreements.

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

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

XII. **Commissioners Comments**

- Commissioner Valenza stated that the Finance & Administrative Committee Meeting is canceled for December.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 7:25 p.m.

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Respectfully submitted by Kathleen Kristire.