

## 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 at 7:00 p.m. by Commissioner Lockard in the absence of Commissioner and Committee Chair Valenza.
- II. **Roll Call:** Commissioners Lockard and Spearing and Mr. Schaible. Absent: Commissioner and Committee Chair Valenza. Also present: David A. Dodies, Township Manager and Jennifer Prior, Township Solicitor.
- III. **Presentations & Announcements** - Nothing to report.
- IV. **Approval of Minutes** - January 28, 2019: The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports** - January 2019:
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
  - D. Investment Activity Report

All reports were unanimously accepted and approved as submitted.

- VI. **Review of Financial Statements** - January 2019:
  - A. Current Bills Paid
  - B. Revenue and Expense Summaries:
    - Mr. Schaible stated that expenses were higher in January because there were three pay periods.

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 March 4, 2019 Regular meeting, the following:
    1. Appointment of Natalie Baine-Schliskey as a member on the Upper Moreland Historical Commission to fill the vacancy left by Bryant Powell to serve a three-year term that will expire on December 31, 2021.
  - B. Vacancy(ies):

Commissioner Lockard stated that anyone can submit their resume to Mr. Dodies with interest in the following vacancies:

    1. On the Upper Moreland Historical Commission to fill the vacancy left by Donald Warner to complete the remaining new three-year term that will expire on December 31, 2020.
    2. On the Upper Moreland Historical Commission to fill the vacancy left by Kazim Ali to complete a three-year term that will expire on December 31, 2020.

**VIII. Other Items:**

**A. Master Trail Plan Committee Appointments:**

- Commissioner Lockard stated that five (5) appointments will be made by Hatboro Borough.
- Commissioner Spearing stated that Upper Moreland Township's six (6) appointments will be: James McKay, Chris Mendel, Meg Holscher, Bruce Nicholson, Michel Searles, and Jeff Tompkins. These six (6) appointments will be formally appointed at the Regular Meeting of the Board of Commissioners on March 4, 2019.

**IX. Old Business:**

**A. Act 172 - tax credit on real estate or earned income for active volunteer firefighters and nonprofit emergency medical service members:**

- Commissioner Lockard inquired on the status and Mr. Schaible stated that work continues with John Fugelo, Captain, and the Volunteer Fire Fighters.
- Commissioner Spearing stated that he attended a meeting with the new Board of the Fire Company at the Willow Grove Fire House and they are exploring initiatives to recruit new volunteers and motivate the team.

**B. Review draft ordinance for creating a Human Relations Commission and prohibiting discrimination in employment, housing, commercial property and public accommodations within the Township; repealing all inconsistent ordinance, or part thereof; and providing a severability clause and effective date.**

- Ms. Prior stated that there are 50+ municipalities in Pennsylvania that have an ordinance to create a township Human Relations Commission that hears complaints of discrimination against employers within a township. The Commission provides a procedure for involved parties to mediate complaints with an option to take issues to the State level. The ordinance also ensures that a township has guidelines that protect the LBGT community.
  - Commissioner Spearing inquired if there have been any challenges in municipalities. Ms. Prior stated that the ordinance that imposes penalties was upheld.
  - Commissioner Spearing inquired on the requirements of appointees to the Commission. Ms. Prior stated that the professional experiences of candidates should be considered and that members are provided with training.
- The Committee agreed to continue a discussion at a future meeting of the Finance & Administrative Committee.

**X. New Business:**

**A. Request from representatives of Station At Willow Grove regarding Title Issues on certain Davisville Road properties:**

- James Garrity, Esquire, representing J. G. Petrucci Company, Inc., stated the necessity to clear antiquated Title restrictions on portions of 18 parcels that comprise the entire property and further alleviate additional insurance costs.
  - Commissioner McFatridge stated that the restrictions were complicated by the Township rezoning and he recommended that the Board of Commissioners agree to resolve the restrictions as requested.
- The Committee recommends the Board of Commissioners take action at their Regular Meeting on March 4, 2019, to consider the request from representatives of Station At Willow Grove regarding Title Issues on certain Davisville Road properties.

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- B. Consider recommending to the Board of Commissioners at their March 4, 2019 Meeting, a resolution to approve Phase II of the Regional Streetlight Procurement Program for the LED Street Light Conversion Project.
- Commissioner Lockard stated that the cost is approximately \$32,000 for design work only and added that a feasibility study was paid for by Delaware Valley Regional Planning Commission.
  - Mr. Schaible stated that this next step, Phase II, would be to conduct a full detailed audit of lighting fixtures for all streets, parks, and Township buildings, prior to construction.
  - The Committee recommends the Board of Commissioners take action at their Regular Meeting on March 4, 2019, a resolution to approve Phase II of the Regional Streetlight Procurement Program for the LED Street Light Conversion Project.

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 7:40 p.m.

Respectfully submitted by Kathleen Kristire.