

Finance & Administrative Committee Meeting

Finance & Administrative Committee Members: Commissioner and Committee Chair R. Samuel Valenza, Commissioner Cheryl Lockard, Commissioner Kevin Spearing, Randall K. Schaible, Assistant Township Manager/Director of Finance

- I. **Moment of Silent Meditation**
- II. **Pledge of Allegiance**
- III. **Call to Order:** The meeting was called to order by Commissioner and Committee Chair R. Samuel Valenza.
- IV. **Roll Call:** Commissioner and Committee Chair Valenza. Commissioners Spearing and Lockard. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance, Alex Baumler, Township Solicitor, Matthew H. Candland, Township Manager.
- V. **Presentations & Announcements** – Nothing to report.
- VI. **Approval of Minutes** – March 20, 2023:
The meeting minutes were amended on page two, IX, B., first arrow, “...cans at a total of \$440,000.”, and were unanimously approved as submitted.
- VII. **Public Comments (non-Agenda Items)** - Nothing to report.
- VIII. **Acceptance and approval of the following reports – March 2023:**
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - E. Quarterly Budget Review
 - F. Quarterly Bond Issue Report
 - G. Quarterly Capital Reserve Fund
 - H. Quarterly Restricted Funds
 - I. Quarterly Grant Report
 - The Committee discussed details and unanimously approved the reports as submitted.
- IX. **Review of Financial Statements – March 2023:**
 - A. Current Bills Paid
 - B. Revenue and Expense Summaries
 - The Committee unanimously approved the reports as submitted.
- X. **Personnel:**
 - A. Appointments/Reappointments:
 1. The reappointment of Mary Meister on the **Parks and Recreation Advisory Council** as a Ward 1 representative, and serve a new two-year term that will expire on March 1, 2025.

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- The Committee recommends the Board of Commissioners approve the above reappointment at the May 1, 2023 Regular Meeting.
- B. Vacancy(ies) – Nothing to report:
1. On the **Advisory Planning Agency** fill the Ward 3 vacancy left by Raymond Fox, Jr. and complete the remainder of the current two-year term that will expire on June 1, 2023.
 2. On the **Historical Commission** to fill the vacancy left by Robert Mathers and complete the remainder of the current term that will expire on December 31, 2023.
 3. On the **Historical Commission** to fill the Alternate vacancy left by Albert J. DerMovsesian and complete the remainder of the current term that will expire on December 31, 2024.
 4. On the **Human Relations Commission** to fill the vacancy left by Wesley Moy and complete the current term that will expire on December 31, 2024.
 5. On the **Human Relations Commission** to fill the vacancy left by George Roesser and complete the current term that will expire on December 31, 2023.
 6. On the **Human Relations Commission** to fill the vacancy left by Kate Hill and complete the current term that will expire on December 31, 2024.
 7. On the **Parks and Recreation Advisory Council** to fill the Ward 2 vacancy left by John Knauss and complete the current term that will expire on August 4, 2024.
 8. On the **Uniform Construction Code Local Appeals Board** to fill the Electrical Engineer Professional vacancy left by Thomas McLaughlin and complete the remainder of the current term that will expire on August 5, 2025.

IX. Other Items

XII. Old Business:

- A. The allocation of the second round of ARPA Funds:
- The Committee will hold discussions about requests received from Township staff and Commissioners at a future meeting.
 - Mr. Schaible will provide the Committee with a report on current spending of the first round of funds.
 - ARPA funds need to be committed by year-end 2024.
- B. ACT 172 Volunteer Service Tax Credit Program – Consider amending Ordinance No. 1715:
- Commissioner Valenza recapped that active volunteer firefighters who meet the service credit criteria are offered a real estate or earned income tax credit.
 - The amended ordinance will reflect an increase in the EIT from the current \$500 to \$1,000. Additionally, the current 20% real estate tax credit should be increased to 100%.
 - Commissioner Lockard expressed support for the maximum amount.
 - The Committee recommends the Board of Commissioners at the May 1, 2023 Regular Meeting approve advertising the amended ordinance.
- C. Mr. Schaible provided updates on the following:
- The Committee recommends the Board of Commissioners at the May 1, 2023 Regular Meeting approve a list of bid results for the Township’s surplus vehicles that were posted to Municibid.
 - The Committee recommends the Board of Commissioners at the May 1, 2023 Regular Meeting approve and ratify opioid settlements that were previously signed.

XIII. New Business:

A. Draft resolution approving the Comcast Cable Franchise Agreement:

- Commissioner Valenza explained that the agreement is for ten years and commented that revenues are declining, which will likely decrease fees for the Township.
- The Committee recommends the Board of Commissioners at the May 1, 2023 Regular Meeting approve the agreement.

XIV. Visitor Comments – Nothing to report.

XV. Commissioners Comments:

XVI. Adjournment: There being no further business for this Committee, the meeting was adjourned at 7:30 p.m.

Respectfully submitted by Kathleen Kristire.