

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

III. Call to Order: The meeting was called to order by Commissioner and Committee Chair R. Samuel Valenza.

IV. Presentations & Announcements:

- Commissioner Valenza announced that the Board of Commissioners met in an Executive Session on May 20, 2021 and prior to tonight's meeting to discuss legal and personnel matters.
- Sharia Wallace, coordinator of the Juneteenth event, reported that there were approximately 500 participants and thanked the Commissioners, Chief Andrew Block, Margie Peters, Library Director, and everyone involved for making the event extremely successful.

V. Roll Call: Commissioner and Committee Chair Valenza; Commissioners Spearing and Lockard. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance, Matthew H. Candland, Township Manager, and Sean Kilkenny, Township Solicitor.

VI. Approval of Minutes - May 24, 2021 - The meeting minutes were unanimously approved as submitted.

VII. Acceptance and approval of the following reports:

- A. Director of Finance
- B. Tax Enforcement Officers
- C. Earned Income Tax Collector (Berkheimer):
- D. Investment Activity Report
- The Committee reviewed in detail and unanimously approved the reports as submitted.

VIII. Review of Financial Statements:

- A. Current Bills Paid
- B. Revenue and Expense Summaries
- The Committee reviewed and unanimously approved the reports as submitted.

IX. Personnel:

- A. Appointments/Reappointments - The Committee recommends the Board of Commissioners take action at the July 12, 2021 Regular meeting on the following:
 1. The reappointment Raymond Fox, Jr. on the Advisory Planning Agency as a Ward 3

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- representative to a new two-year term that will expire on June 1, 2023.
- 2. The reappointment of George Hartman on the Advisory Planning Agency as a Ward 5 representative to a new two-year term that will expire on June 1, 2023.
- 3. The reappointment of Arlene Rubin on the Advisory Planning Agency as a Ward 7 representative to a new two-year term that will expire on June 1, 2023.
- 4. The reappointment of James Farrell on the Police Pension Fund Committee to a new three-year term that will expire on June 6, 2024.

B. Vacancy(ies):

- 1. On the Advisory Planning Agency in Ward 2 to fill the vacancy left by Denis Hurley and complete the remainder of the current term that will expire on June 1, 2022.
- 2. On the Advisory Planning Agency in Ward 1 to fill the vacancy left by Dan Barber and serve a new two-year term that will expire on June 1, 2023.
 - Commissioner Scull commented that he recommends to appoint Brian Shannon in Ward 1.
- 3. Alternate member vacancies on the Historical Commission.

X. Other Items:

- A. Consider amending the Zoning Ordinance to repeal the Historical Advisory Committee (Chapter 23 of the general code of regulations) and replace Chapter 23 of the code with the Historical Commission provisions moved out from the zoning ordinance. This ordinance will also add a new section to the Historical Commission provisions to create the alternate commission members:
 - Commissioner Valenza requested an updated list of members including their roles and area of expertise.
 - The Committee recommends the Board of Commissioners take action at a Public Hearing to be held on July 12, 2021, prior to Regular Meeting.
- B. Consider dissolving the Revitalization Task Force that was created by Resolution R-2010-31 in order to be eligible for certain funding categories described in the County Economic Development Program, the County requires the Township to designate a Task Force to guide in the preparation of a Revitalization Plan and oversee County-sponsored revitalization and redevelopment activities in the Township:
 - The Committee recommends the Board of Commissioners take action on a Resolution at their July 12, 2021 Regular Meeting.
- C. Consider dissolving the Transportation Impact Advisory Committee that was created by Resolution R-2016-08 for the purposes of developing a transportation impact fee ordinance (Ordinance # 1679) under the terms of Section 504-A(b)(1) of Act 209 of 1990:
 - The Committee recommends the Board of Commissioners take action on a Resolution at their July 12, 2021 Regular Meeting.

XI. Old Business:

- A. Voice activation for fire alarm system in the Township and Library buildings:
 - Mr. Candland explained that the system provides enhanced accessibility for those who are impaired and would cost between \$47,000-\$48,000 for both the Library and Township buildings.

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- Commissioner Spearing inquired about a tone at the exit and other options.
- Captain John Fugelo explained choices of voice activation verses a chime.
- Commissioner Prousi explained that it is not a Code requirement, and discussed details that can be programed in the best way to protect citizens with different abilities who utilize the buildings.
- Margie Peters, Library Director, encouraged purchase of a voice activation system, which benefits specific groups and individuals.
- Commissioner Valenza suggested Ms. Peters visit a facility on Terwood Road to observe their alarm system, as another option.
- Commissioner Whiting stated that the health and safety of all residents is paramount and the cost should not outweigh the advantages to children and adults with disabilities.
- The Committee directed the Township to compare costs and alternative options with neighboring municipalities.
- The Committee directed the Township to install fire alarms with no voice activation, as originally approved, in the Township, Public Works and Fire Station buildings.

XII. New Business:

A. Proposed Social Media Policy:

- Mr. Candland explained that data is being collected from other municipalities on management of their social media communication.
- Commissioner Valenza favors having a social media coordinator and he can also assist with gathering information from other municipalities.
- Commissioner Lockard favors creation of a social media policy.
- Mr. Kilkenny recommends having a policy that governs subpages of the Township's website and creates relationships between departments, committees and councils.
- Dr. Lynnette Saunders commented that a policy is a great idea, but the Environmental Advisory Council (EAC) would like to announce educational information to the public more often.
- The Committee will continue a discussion at a future Finance & Administration Committee Meeting.

XIII. Visitor Comments - Nothing to report.

XIV. Commissioners Comments - Nothing to report.

XV. Adjournment: There being no further business for this Committee, the meeting was adjourned at 8:20 p.m.

Respectfully submitted by Kathleen Kristire.