

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. **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 Alex Baumler, Township Solicitor.
- V. **Presentations & Announcements:**
 - A. Commissioner Valenza announced a moment of silence in remembrance of the firefighter who was killed responding to an emergency call in Lower Merion.
 - B. Commissioner Valenza asked the public for feedback on whether there is any difficulty with clearly hearing the meeting.
 - C. Commissioner Valenza announced the cancellation of the August 16, 2021 Finance and Administrative Committee Meeting.
- VI. **Approval of Minutes - June 21, 2021 -** The meeting minutes were unanimously approved as submitted.
- VI. **Old Business:**
 - A. Mark Smith, Keystone Fire – Voice Evacuation Fire Alarm for the Township’s Public Library:
 - A discussion pursued on libraries, schools and senior facilities that have voice alarms.
 - Commissioner Lockard commented support for the voice alarm.
 - Commissioner Valenza reminded everyone to provide their reports in advance of the Committee meetings in order to make informed decisions.
 - Margie Peters, Library Director, stated that the Upper Dublin Library has a voice alarm and she reviewed additional research in support of the alarm.
 - Commissioner Valenza and Mr. Candland reiterated that the Library would contribute 50% of the cost for the upgrade and Ms. Peters stated that the Library Board of Directors will need to approve.
 - A discussion pursued on the comparison of systems and their costs installed at other businesses.
 - Commissioner Prousi thanked everyone for their time and input, and reminded that the Township should be at the forefront of advancements to services used by its citizens.
 - The Committee recommends the Board of Commissioners take action at the September 13, 2021 Regular Meeting, contingent upon the Library Board of Trustees approving a

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contribution equal to half of the cost of the difference between the voice activated system vs. the standard fire alarm system.

- B. Update on dissolving, by Resolution R-2021-20, 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:
 - Mr. Baumler discussed fees, members' status and terms of the Ordinance.
 - Commissioner Valenza stated that the Committee will be kept intact, active members need to be verified and replacements for the vacancies identified. McMahon Associates will then be consulted for updates to the Ordinance.
 - The Committee recommends a discussion at the September 27, 2021 Finance & Administrative Committee Meeting.
- C. Proposed Social Media Policy:
 - The Committee recommends a discussion at the September 27, 2021 Finance & Administrative Committee Meeting.

VII. Acceptance and approval of the following reports:

- A. Director of Finance
- B. Tax Enforcement Officers:
 - Mr. Schaible explained that as a result of the past year's pandemic, collections are \$1.1 million behind budget, which is 20% below normal years.
- C. Earned Income Tax Collector (Berkheimer):
 - Mr. Schaible stated that EIT and other fee collections are ahead of budget and will help offset the overall revenue.
 - The Committee recommends coordinating support from all Townships for a County-wide floor on the 1% tax and sending a petition to elected officials.
- D. Investment Activity Report
- E. Quarterly Budget Review
- F. Quarterly Capital Reserve Fund
- G. Bond Issue Report
- H. Quarterly Grant Report
- I. Quarterly Restricted Funds
 - 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: None at this time.
- B. Vacancy(ies):
 1. On the Advisory Planning Agency to fill the vacancy left by Denis Hurley and complete the remainder of the current term that will expire on June 1, 2022.
 - Commissioner Valenza stated that anyone interested in the position should send their resume with a cover letter to Mr. Candland.

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X. Other Items:

- A. Consider the cost to upgrade the Council Conference Room's audio/video equipment at the Township Building:
- Matt Hocker, Director of Information Systems, explained the details of the upgrades and the cost is below the budgeted amount, which will be paid by the Bond Issue.
 - The Committee agreed to the upgrades, which are budgeted items.

XI. New Business:

- The Committee recommends that agenda items be received by Wednesday afternoons in order to provide correct meeting materials to the Commissioners and post the agenda by Friday afternoon, prior to the following Monday night meetings.

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 8:00 p.m.

Respectfully submitted by Kathleen Kristire.