

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 Sean Kilkenny, 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 - September 23, 2019:** The meeting minutes were amended in Section IV (B) all comments to read: "Commissioner Valenza inquired...", striking "Commissioner Lavelle inquired...", and in Section X (B) "Commissioner Valenza asked...", striking "Commissioner Lavelle asked...". The meeting minutes were unanimously approved as amended.
- V. **Acceptance and approval of the following monthly reports - September 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 is a little over \$470,000 above budget and almost at \$245,000 where collections were at this time last year. Collection of the Occupational Privilege Tax is expected to be on budget and it has been steady all year.
 - E. Quarterly Capital Reserve Fund
 - Commissioner Valenza inquired on 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 on the generator and Mr. Schaible stated that it will be paid from the Bond Issue and expected to come in under budget.
 - F. Bond Issue Reports
 - Commissioner Valenza inquired on the 2019 Bond Issue. Mr. Schaible stated that part of the Blair Mill Park playground equipment was paid for by the 2019 Bond Issue and the remaining expense was paid from the 2017 Bond Issue.
 - Mr. Schaible stated that the recycling containers will be completely paid soon and he will apply for a reimbursement from the Department of Environmental Protection.
 - Commissioner Spearing inquired on building security issues. Mr. Schaible stated that Phase 1 has been completed and Phase 2 will be included in the 2020 budget.

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- Commissioner Valenza inquired on Masons' Mill Park water sewer project. Mr. Schaible stated that testing needs to be done on the system. Pat Stasio, Director of Parks and Recreation, stated that the test is scheduled for this week, the parking lot is finished and only punch list items remain to be done.
- G. Quarterly Budget Review
- Mr. Schaible stated that collections remain strong with summer camps generating extra revenue, and health insurance has been under budget.
 - Mr. Dodies stated that the Township was able to negotiate health insurance at a very favorable rate increase of 2.7% for 2020.
- H. Quarterly Grant Report:
- Mr. Schaible stated that a Green Light-Go Grant was received in the amount of \$160,000 with a \$40,000 match for traffic signal improvements in the area of York and Davisville Roads.
 - Mr. Schaible stated that a PA Department of Community & Economic Development (DCED) Grant was received in the amount of \$91,000 for police body worn cameras.
 - Commissioner Valenza stated that \$2.5 million has been received in grant awards for Township projects with a match of approximately \$637,000. Mr. Schaible stated that the Township will use the Traffic Impact Fee and Stormwater Fees that were collected to offset the matching amount without impact to tax payers.
 - Commissioner Spearing inquired on other in-lieu-of funds with restrictions. Mr. Schaible stated that there are fees in-lieu-of plantings used for trees and landscaping work in the parks.
 - Commissioner Spearing inquired on options to use the Liquid Fuels Fund. Mr. Schaible stated that the fund was considered an option to pay for LED street lights.

All reports were unanimously accepted and approved as submitted.

VI. **Review of Financial Statements - September 2019:**

A. Current Bills Paid

B. Revenue and Expense Summaries

- Commissioner Lockard inquired on the Fire Relief Association item in the amount of \$132,000. Mr. Schaible explained that the money is a flow through, received from the State in September, and then transferred over to the Volunteer Fire Relief Association.

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 as an At Large representative replacing James McKay to serve a new two (2) year term that will expire on October 2, 2021.
 - Commissioner Valenza introduced Charles Jones, a Ward 7 resident, who stated that he has been a volunteer fireman for 24 years, serves on the boards of the Upper Moreland Little League and Upper Moreland Soccer Club, and also coaches

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basketball. Commissioner Spearing thanked Mr. Jones for his involvement in the community.

A. Vacancy(ies):

1. 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.
 2. 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.
 3. 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.
 4. 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** - nothing to report.

IX. **Old Business:**

- A. Act 172 - tax credit on real estate or earned income for active volunteer firefighters and nonprofit emergency medical service members:
- Mr. Schaible stated that he received criteria from John Fugelo, Captain Emergency Services/Fire Marshal, that will help to establish the ordinance for consideration by the Board of Commissioners.
 - Commissioner Spearing suggested comparing ordinances from other municipalities. Mr. Schaible stated that he will provide the Township Solicitor with examples of ordinances from other municipalities and the DCED.

X. **New Business:**

- A. Draft Upper Moreland Township Social Media Policy review:
- Mr. Dodies stated that the policy was drafted by Delaware Valley Insurance Trust. The two components of the policy are related to social media use at the workplace and the use of social media and similar types of communications offsite.
 - Commissioner Spearing inquired on the steps of discipline. Mr. Dodies stated that since 85% of the Township employees are unionized, discipline for misuse of the adopted policy would be subject to contract negotiations.
 - Commissioner Scull asked what the policy states. Commissioners Spearing and Valenza reviewed and provided a brief summary of the policy.
 - The Committee recommends the Board of Commissioners take action at their Regular Meeting on November 12, 2019 on the Social Media Policy.
- B. Electric Provider:
- Mr. Schaible stated that the current contract is expiring and he recommends that the Township use Ideal Energy Solutions to research options for electricity providers. There are no fees associated with the service and Mr. Schaible will ask Ideal Energy to

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provide green source options as well as conventional sources for consideration by the Committee.

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

XII. **Commissioners Comments**

- Commissioner Spearing commented on the Consortium for the Earned Income Tax Collection across the County and requested that the Consortium provide a written response to the Township.

XIII. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 7:36 p.m.

Respectfully submitted by Kathleen Kristire.