

## **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. Also present: David A. Dodies, Township Manager, and Jennifer Prior, Township Solicitor.
- III. **Presentations & Announcements** - nothing to report.
- IV. **Approval of Minutes** - May 28, 2019:
  - Commissioner Spearing inquired on the legal services fee associated with negotiating the Verizon Franchise Agreement. Mr. Dodies confirmed that all participants pay a one-time flat fee.
  - The meeting minutes were unanimously approved as submitted.
- V. **Acceptance and approval of the following monthly reports** - May 2019:
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
    - Mr. Schaible stated that collections of business tax revenue and earned income tax revenue are going very well as of the end of May.
  - D. Investment Activity Report

All reports were unanimously accepted and approved as submitted.
- VI. **Review of Financial Statements** - May 2019:
  - A. Current Bills Paid
  - B. Revenue and Expense Summaries:
    - Commissioner Valenza inquired on items that are over budget. Mr. Schaible stated that legal fees were higher this year and there were a large amount of tax refunds.

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 July 8, 2019 Regular meeting, the following:

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1. The reappointment of Dan Barber on the Advisory Planning Agency as a Ward 1 representative to serve a new two (2) year term that will expire on June 1, 2021.
  - Mr. Barber stated that he has served the APA for two terms previously, is a 26-year resident and he would like to continue serving on the APA.
2. The reappointment of Raymond Fox, Jr. on the Advisory Planning Agency as a Ward 3 representative to serve a new two (2) year term that will expire on June 1, 2021.
  - Mr. Fox stated this will be his second term, as a resident of Philadelphia, attended Valley Forge Military College and LaSalle University, a former Pack Chairman for the Philadelphia Union of Carpenters, a former delegate for the Philadelphia Carpenters, and he hopes to continue serving the community.
3. The reappointment of George J. Hartman, Jr. on the Advisory Planning Agency as a Ward 5 representative to serve a new two (2) year term that will expire on June 1, 2021.
4. The reappointment of Arlene Rubin on the Advisory Planning Agency as a Ward 7 representative to serve a new two (2) year term that will expire on June 1, 2021.
  - Ms. Rubin stated that she is a 43-year resident, a retired educator, former high school principal, a practicing attorney, and she looks forward to serving the community.

**B. Vacancy(ies):**

1. On the Upper Moreland 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.
2. On the Civil Service Commission to fill an alternate vacancy left by Stephen Martin and complete the remainder of the current term that will expire on August 7, 2023.
3. On the Parks and Recreational Advisory Council to fill the At-Large vacancy left by Edward Sheehan and complete the remainder of the current term that will expire on November 14, 2020.
  - Commissioners Valenza and Spearing stated that Paul McCarthy has applied for the At-Large position and they support his appointment to the Council.
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.

**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 - nothing to report.
- B. Proposed Ordinance Establishing a Local Services Tax (LST):
  - Mr. Schaible stated that this tax replaces the current \$10 Occupational Privilege Tax that is collected after the first \$1,000 earned by individuals who work within the Township. The LST is \$52, collected \$1 per week and has a \$12,000 exemption. Township revenues are estimated to increase \$300,000 when fully implemented. Mr. Schaible recommends using the services of Berkheimer who receives a 1.75%

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commission which amounts to \$7,000-\$8,000 annually. The 1.75% rate is negotiated with Montgomery County by the Tax Collection Committee. An individual who works in the Township and does not earn \$12,000 can submit a form for exemption. Forms are obtained through the employer, Berkheimer and at the Township Tax Office.

- Commissioner Scull commented that the Friends of Boileau pays a \$10 business tax fee and Mr. Schaible confirmed that this will be an additional tax.
  - Commissioner Spearing inquired on how the LST can be used. Mr. Schaible stated that it can be used only to pay for emergency services.
  - Commissioner Valenza inquired on advertising the ordinance. Ms. Prior stated that it needs to be advertised three times, once a week, in the newspaper.
  - The Committee directed Solicitor to draft a resolution for the Board of Commissioners to take action at their Regular Meeting on July 8, 2019, that would set a public hearing date of Monday, August 5, 2019 at 7:00 p.m. for the Board to consider the proposed LST Ordinance and possibly vote on the ordinance during the Regular Meeting on August 5, 2019.
- C. Communications Site License Agreement between PA Turnpike Commission and Upper Moreland Township:
- Commissioner Valenza stated that the location is on Division Avenue.
  - Mr. Dodies stated the old tower is estimated for removal in August and by September all the new equipment will be sited on one new tower. The sidewalk is installed and some additional landscaping will be completed.
    - Commissioner Spearing inquired further on the reason for changes. Mr. Dodies stated that the new agreement was to verify the list of current users of the site and to update other housekeeping items.
    - Commissioner Spearing inquired on localities involved in the agreement. Mr. Dodies stated that the County, Fire Company and Police Department are included but Second Alarmers is required to obtain their own license agreement with the Turnpike Commission.
    - Ken Davidson confirm that Second Alarmers was requested to provide updated information separately from the Township.
  - The Committee recommends the Board of Commissioners take action on the Communications Site License Agreement at their Regular Meeting on July 8, 2019.

X. **New Business** - nothing to report.

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 7:30 p.m.

Respectfully submitted by Kathleen Kristire.