

## 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 Lockard and Spearing. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance; and Matt Hocker, Director of Information Systems and Facilities; Matthew H. Candland, Township Manager; and Alex Baumler, Township Solicitor.
- V. **Presentations & Announcements:**
  - A. Willow Grove Development Corporation:
    - Henry Jacquelin, President, discussed the origins of the WGDC and Jerome Mitchell, Executive Director, explained the Corporation's services and details of affordable residential housing.
  - B. Willow Charitable Fund:
    - Matt Echelmeier, Financial Secretary, discussed the history and services that the Fund provides to the community.
- VI. **Approval of Minutes** - November 22, 2021 - The meeting minutes were unanimously approved as submitted.
- VII. **Acceptance and approval of the following reports - November and December 2021:**
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
  - D. Investment Activity Report
  - E. Quarterly Capital Reserve Fund
  - F. Bond Issue Report
  - G. Restricted Funds Report
  - H. Quarterly Grant Report
  - The Committee reviewed details and unanimously approved the reports as submitted.
- VIII. **Review of Financial Statements - November and December 2021:**
  - A. Current Bills Paid
  - B. Revenue and Expense Summaries
  - The Committee reviewed details and unanimously approved the reports as submitted.
- IX. **Personnel:**
  - A. Appointments/Reappointments - December 2021 and January 2022:
    1. The reappointment of **Karl Pfizenmayer** as a Voting member on the Environmental Advisory Council to serve a new three-year term that will expire on January 4, 2025.

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2. The reappointment of **Kate Hill** as a Voting member on the Human Relations Commission to serve a new three-year term that will expire on December 31, 2024.
  3. The appointment of **Andrew Harbaugh** as a Voting member on the Human Relations Commission to fill the vacancy left by Tegan Cosby and complete the remainder of the current term that will expire on December 31, 2022.
  4. The appointment of **Margaret (Meg) Holscher** as a Ward 2 representative on the Parks and Recreation Advisory Council and fill vacancy left by John (Jack) Knauss and complete the remainder of the current two-year term that will expire on August 4, 2022.
    - The Committee rejects recommendation to the Board of Commissioners for action on the appointment of **Margaret (Meg) Holscher** as a Ward 2 representative on the Parks and Recreation Advisory Council.
    - The Committee recommends the Board of Commissioners take action on the reappointment of **Margaret (Meg) Holscher** as an At-Large member on the Parks and Recreation Advisory Council to serve a new two-year term that will expire on December 31, 2023.
  5. The reappointment of **Anthony Benvenuti** as an At-Large member on the Parks and Recreation Advisory Council and serve a new two-year term that will expire on December 31, 2023.
  6. The appointment of **Anthony Benvenuti** as an Alternate member on the Police and Fire Civil Service Commission to fill the vacancy left by Thomas McLaughlin and complete the remainder of the current six-year term that will expire on December 31, 2023.
  7. The reappointment of **Natalie Baine-Schliskey** as an At-Large member on the Historical Commission to serve a new three-year term that will expire on December 31, 2024.
  8. The reappointment of **Bonnie Lynn MacDonald** as an Alternate member on the Historical Commission to serve a new three-year term that will expire on December 31, 2024.
  9. The reappointment of **Udo Maron** as an At-Large member and Architect on the Historical Commission to serve a new three-year term that will expire on December 31, 2024.
  10. The appointment of **Steve Worthington** as an At-Large member and Historical Association representative on the Historical Commission to fill the vacancy left by Robert Young and complete the current term that will expire on December 31, 2024.
  11. The appointment of **Michael Lovecchio** as an At-Large member on the Historical Commission to fill the vacancy left by Peter Freudenberger and complete the current three-term that will expire on December 31, 2022.
  12. The reappointment of **George Hartman, III** as an Upper Moreland Township representative on the Upper Moreland Hatboro Joint Sewer Authority and serve a new five-year term that will expire on December 31, 2026.
  13. The reappointment of **Francis Calter** as an Architect member on the Zoning Hearing Board to serve a new five-year term that will expire on December 31, 2026.
- B. Vacancy(ies):
1. On the Advisory Planning Agency to fill the Ward 2 vacancy left by Denis Hurley and complete the remainder of the current two-year term that will expire on June 1, 2022.
  2. On the Environmental Advisory Council to fill the Voting vacancy left by John Massucci and serve a new three-year term to expire on January 4, 2025.

3. On the **Environmental Advisory Council** to fill a Student vacancy.
  - Commissioner Valenza reminded the Council that they are required to complete background checks to work with anyone under the age of 18.
4. On the **Historical Commission** to fill the At-Large vacancy left by Michelle Young and serve a new three-year term that will expire on December 31, 2024.
5. On the **Historical Commission** to fill the Realtor vacancy left by Robert Mathers and complete the remainder of the current term that will expire on December 31, 2023.
6. On the **Historical Commission** to fill an Alternate position vacancy left by Renee Anderley and complete the remainder of the current term that will expire on December 31, 2024.
7. On the **Historical Commission** to fill an Alternate position vacancy left by Michael Lovecchio and complete the remainder of the current term that will expire on December 31, 2024.
8. On the **Human Relations Commission** to fill the Voting vacancy left by Wesley Moy and complete the current term that will expire on December 31, 2024.
9. On the **Parks and Recreation Advisory Council** to fill a Ward 2 representative vacancy left by John (Jack) Knauss and complete the remainder of the current two-year term that will expire on August 4, 2022.
10. On the **Police and Fire Civil Service Commission** to fill an Alternate vacancy left by Jack Dunleavy, Sr. and complete the remainder of the current six-year term that will expire on August 7, 2023.
11. 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.
  - Commissioner Valenza commented that the candidate is not required to be a resident of the Township.
12. On the **Zoning Hearing Board** to fill the Alternate vacancy left by Donald Warner and serve the remainder of a current three-year term that will expire on December 31, 2023.

**X. Other Items:**

**A. Transportation Impact Fee Adjustment:**

- Chad Dixson, McMahon Associates, explained the Fee's increase as a result of inflation in accordance with governing from the Pennsylvania Municipalities Planning Code.
- The Committee recommends the Board of Commissioners take action at the February 7, 2022 Regular Meeting for the Transportation Impact Fee Committee to review the fee adjustment.

**B. Volunteer Service Tax Credit:**

- Mr. Baumler discussed how to proceed with two waivers, recommended a resolution, and suggested making future amendments to the ordinance regarding requirements of the fire responders' criteria.
- The Committee recommends the Board of Commissioners take action at the February 7, 2022 Regular Meeting on two waivers and a resolution approving a tax credit for the list of firefighters.

**VI. Old Business:**

**A. American Recovery Act – Proposed Funding Allocation:**

- The Committee recommends reviewing the revenue replacement information for further discussion at the February 28, 2022 Finance & Administrative Committee Meeting.

**B. Options for digitizing the Board of Commissioners meeting materials:**

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- Mr. Hocker reviewed progress on the setup, distribution of materials, and next steps of purchasing laptops with security.

XI. **New Business:**

A. Sale of Two Surplus Police Vehicles:

- The Committee recommends the Board of Commissioners take action at the February 7, 2022 Regular Meeting.

B. New Bond Issue:

- The Committee discussed two 30-year options and explained that the Bond Issue will reimburse the General Fund for the planning and construction at Woodlawn Avenue and at 118 Center Avenue.
- The Committee recommends the Board of Commissioners take action at the February 7, 2022 Regular Meeting.

C. Tax Collector Fee Increase Request:

- Mr. Schaible explained that the current fees have been in effect since 2008. The tax certification fee would increase from \$25 to \$35 and the tax duplicate fee would increase from \$2 to \$5. The increases will offset staff salary and business practice expenses.
- The Committee directed Mr. Baumler to recommend either an ordinance or resolution to facilitate the fee increase.
- The Committee recommends the Board of Commissioners take action at a future Regular Meeting.

D. Zen City Proposal:

- Mr. Candland explained that it is a reputable company, which can provide services that include community satisfaction surveys and feedback, for approximately \$20,000-\$25,000 yearly.

XIII. **Visitor Comments** - Nothing to report.

XIV. **Commissioners Comments:**

- Commissioner Lockard commented on the summer intern budget item and Mr. Candland will discuss the item at the Department Managers' Meeting and provide ideas for a discussion at the February 28, 2022 Finance & Administrative Committee Meeting.

XV. **Adjournment:** There being no further business for this Committee, the meeting was adjourned at 8:45 p.m.

Respectfully submitted by Kathleen Kristire.