

## 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, Commissioner Lockard. Absent Commissioner Spearing. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance, in the absence of Matthew H. Candland, Township Manager; and Alex Baumler, Township Solicitor.
- V. **Presentations & Announcements** - Nothing to report.
- VI. **Approval of Minutes** – June 20, 2022 - The meeting minutes were unanimously approved as submitted.
- VII. **Public Comments (non-Agenda Items)** - Nothing to report.
- VII. **Acceptance and approval of the following reports - June 2022:**
  - A. Director of Finance
  - B. Tax Enforcement Officers
  - C. Earned Income Tax Collector (Berkheimer)
  - D. Investment Activity Report
  - E. Quarterly Budget Review
  - F. Quarterly Bond Issue Report
  - G. Quarterly Capital Reserve Fund
  - H. Quarterly Restricted Funds
  - I. Quarterly Grant Report➤ The Committee reviewed details and unanimously approved the reports as submitted.
- VIII. **Review of Financial Statements - June 2022:**
  - 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:
    1. The reappointment of Lisa Marsteller as an At Large member on the **Parks and Recreation Advisory Council** to serve a new two-year term to expire on June 30, 2024.
    2. The appointment of Joseph Chrostowski as an Alternate member on the **Police and Fire Civil Service Commission** to fill the vacancy left by Jack Dunleavy, Sr. and complete the remainder of the current six-year term that will expire on August 7, 2023.

- The Committee recommends the Board of Commissioners take action at the August 1, 2022 Regular Meeting on the above reappointments.
- 3. The appointment of Raymond Fox, Jr. on the **Zoning Hearing Board** to fill the vacancy left by Francis J. Calter and complete the remainder of the current term that will expire on December 31, 2026.
  - The Committee recommends the Board of Commissioners take action at the August 1, 2022 Regular Meeting by resolution.
- A. Vacancy(ies):
  1. On the **Advisory Planning Agency** to fill the Ward 3 vacancy left by Raymond Fox, Jr. and complete the remainder of the current two-year term that will expire on June 1, 2023.
  2. On the **Advisory Planning Agency** to fill the Ward 4 vacancy left by Deirdre Barnes and complete the remainder of the current two-year term that will expire on June 1, 2024.
  3. 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.
  4. 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.
  5. 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.
  6. 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.
  7. On the **Parks and Recreation Advisory Council** to fill the Ward 2 vacancy left by John Knauss and complete the remainder of the current term that will expire on August 4, 2022.
  8. 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.
  9. 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.
  10. On the **Zoning Hearing Board** to fill an Alternate vacancy left by Raymond Fox, Jr. and complete the remainder of the current term that will expire on December 31, 2023.

**X. Other Items:**

- A. Donation Agreement between the Township and the Willow Grove Community Development Corporation:
  - Commissioner Scull commented about additional homeless housing options offered through the local community and Montgomery County. Commissioner Lockard will follow up with the County on ideas to provide better services.
  - Commissioner Lockard amended the agreement on page 2, (B) (iii) to read "...toward each purchase by WGCDC.", and on page 3, 3., "Donee" replaces "Seller", "Doner" replaces "Buyer".
  - The Committee recommends the Board of Commissioners take action at the August 1, 2022 Regular Meeting to approve the Donation Agreement.
- B. Transportation Impact Advisory Committee – Fee Increase Recommendations:
  - Commissioner Valenza explained the impact fee increase of 17.58% from over the past five years.

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- The Committee directed Township staff to proceed with next steps to impose the fee increase.
  - The Committee recommends the Board of Commissioners take action at a future Regular Meeting.
- C. Consider the cancellation of the August 15, 2022 Finance & Administrative Committee Meeting:
- The Committee agreed to cancel the August 15, 2022 Finance & Administrative Committee Meeting.

VI. **Old Business** – Nothing to report.

XI. **New Business** – Nothing to report.

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 7:50 p.m.

Respectfully submitted by Kathleen Kristire.