

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, Spearing. Also present: Mr. Schaible, Assistant Township Manager/Director of Finance, Matthew H. Candland, Township Manager, Alex Baumler, Township Solicitor.
- V. **Presentations & Announcements** - Nothing to report.
- VI. **Approval of Minutes** – July 25, 2022 - The meeting minutes were unanimously approved as submitted.
- VII. **Public Comments (non-Agenda Items)** - Nothing to report.
- VIII. **Acceptance and approval of the following reports –August 2022:**
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - Mr. Schaible commented that Business Tax revenue is 101% over budget and Income Tax collections are strong for the year and over budget.
 - The Committee reviewed details and unanimously approved the reports as submitted.
- IX. **Review of Financial Statements - August 2022:**
 - A. Current Bills Paid
 - B. Revenue and Expense Summaries
 - The Committee reviewed details and unanimously approved the reports as submitted.
- X. **Personnel:**
 - A. Appointments/Reappointments:
 1. The appointment by resolution of Sandra Richman to fill the Alternate position vacancy on the **Zoning Hearing Board** left by Raymond Fox, Jr. and complete the remainder of the current three-year term that will expire on December 31, 2023.
 - Commissioner Whiting stated his support for Ms. Richman.
 - Ms. Richman introduced herself and thanked the Committee for the nomination.
 2. The appointment of Albert J. DerMovsesian to fill the Alternate position vacancy on the **Historical Commission** left by Renee Anderley and complete the remainder of the current term that will expire on December 31, 2024.
 - Commissioner Prousi stated his support for Mr. DerMovsesian.

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3. The appointment of Jennifer T. Mullen to fill the Ward 4 vacancy on the **Advisory Planning Agency** left by Deirdre Barnes and complete the remainder of the current two-year term that will expire on June 1, 2024.
 - Ms. Mullen introduced herself and thanked the Committee for the nomination.
 - Commissioner Prousi stated his support for Ms. Mullen.
- The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting, the above referenced appointments.

B. Vacancy(ies):

1. On the **Advisory Planning Agency** 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 **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.
 - Commissioner Prousi inquired about changing the realtor position. Mr. Baumler replied that a public hearing is required to change the statutes of the ordinance.
3. 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.
4. 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.
5. 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.

IX. **Other Items:**

- A. Contract with A+ Tutoring to provide tutoring services to students at Upper Moreland Township School District students:
 - The Committee will continue a discussion at the October 24, 2022 Finance & Administrative Meeting.
- B. The Transportation Impact Advisory Committee's recommendation of an increase to the traffic impact fee and a motion to advertise the public meeting to consider adoption of the amended ordinance at the November 14, 2022 Regular Meeting:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- C. The Township's Solicitor's engagement letter and hourly rate increase to \$165.00 (an increase of \$5.00 hourly) for legal services provided by Kilkenny Law, LLC:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- D. The purchase of a 2022 Chevrolet Express Cargo Van for the Parks and Recreation Department in 2022 and avoid the 20% increase if purchased in 2023:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.

X. **Old Business:**

- A. Consider recommending the Board of Commissioners take action on a proposed change order for the fire alarm installation at the Public Works facility and the Township Administration Building:

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- The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- B. Consider recommending the Board of Commissioners take action on a proposed change order for Library Restroom improvements:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- C. The allocation of remaining ARPA Money:
 - The Committee held a discussion to further identify needs in the community.
 - The Committee requested a list of projects to be discussed at the October 24, 2022 Finance & Administrative Committee Meeting.
- D. Consider recommending the Board of Commissioners take action on the Solid Waste Direct Haul Disposal Services:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.

XI. New Business:

- A. Roth 457:
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.
- B. The approval to submit a State Fire Grant:
 - Chief Glassman explained that it is a yearly grant opportunity in the amount of \$15,000 with no match, which will be used to purchase firefighting gear and swift water gear.
 - The Committee recommends the Board of Commissioners take action at the October 3, 2022 Regular Meeting.

XII. Visitor Comments – Nothing to report.

XIII. Commissioners Comments:

- Mr. Schaible announced that the Township's Budget Workshop Meeting will be held on Saturday, November 5, 2022, at 8:30 a.m.
- Commissioner McFatrige requested a list of grants and suggested using ARPA funds towards the grant matches, which will help to lower a tax increase.

XIV. Adjournment: There being no further business for this Committee, the meeting was adjourned at 7:55 p.m.

Respectfully submitted by Kathleen Kristire.