

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; Alex Baumler, Township Solicitor; Matthew H. Candland, Township Manager.
- V. **Presentations & Announcements:**
 - Presentation by Samantha Cole of Valley Forge Tourism & Convention Board
 - Ms. Cole, Assistant Director, discussed that the Tourism & Convention Board receive funding from a 4% hotel occupancy tax collected from every Montgomery County hotel, which is utilized in various ways to market the County as a tourist destination.
- VI. **Approval of Minutes** – October 24, 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 –October 2022:**
 - A. Director of Finance
 - B. Tax Enforcement Officers
 - C. Earned Income Tax Collector (Berkheimer)
 - D. Investment Activity Report
 - The Committee discussed items and unanimously approved the reports as submitted.
- IX. **Review of Financial Statements - October 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 reappointment of Paul McCarthy as an At-Large member of the Parks and Recreation Advisory Council, to serve a new two-year term to expire on November 14, 2024.
 - The Committee recommends the Board of Commissioners take action at the November 14, 2024 Regular Meeting on the above reappointment.

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.
3. On the **Historical Commission** to fill the Alternate vacancy left by Albert J. DerMovsesian and complete the remainder of the current term that will expire on December 31, 2024.
4. On the **Human Relations Commission** to fill the vacancy left by Andrew Harbaugh and complete the current term that will expire on December 31, 2022.
5. On the **Human Relations Commission** to fill the vacancy left by Wesley Moy and complete the current term that will expire on December 31, 2024.
6. 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.
7. 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. Request by Upper Moreland School District for waiver of fees on improvements at Middle School:
 - Andrew Greco, Director of Facilities, discussed the scope of the project to install an ADA bathroom and small kitchenette area to be used by the Life Skills classroom.
 - The Committee recommends the Board of Commissioners vote to approve a waiver of fees at the December 5, 2022 Regular Meeting.
- B. Draft ordinance removing the recommendation that a licensed real estate agent be appointed as a member to the Commission to allow for another at-large appointment to the Commission membership:
 - Mr. Baumler explained that the ordinance will be amended by removing the Real Estate position and, by default, an At-Large position will take its place. The ordinance has already been advertised.
 - The Committee recommends the Board of Commissioners vote to approve the ordinance at the December 5, 2022 Regular Meeting.
- C. Draft resolution authorizing the waiver of additional charges for the late payment of real estate taxes in certain circumstances to comply with ACT 57 of 2022:
 - Mr. Schaible explained that the State legislature passed ACT 57 to allow for the taxing body to determine the waiver of late fees.
 - The Committee recommends the Board of Commissioners vote to approve the resolution at the December 5, 2022 Regular Meeting.
- D. A+ Test Prep and Tutoring Services Agreement:
 - Commissioner Valenza explained that the Township received American Rescue Plan Act (ARPA) funding that of which \$20,000 has been allocated towards tutoring students in partnership with the School District.
 - Commissioner Prousi stated that the age range of students is from the Middle School. He suggested continuing a partnership with the School District to allocate a portion of future ARPA funds received for tutoring students.
 - Commissioner Spearing inquired about students who received the Joseph A. Lavalley Scholarship Awards. Mr. Candland explained that there has been no response and a

different approach will be made in 2023 in which an award of \$1,000 will be given to one student.

- The Committee recommends the Board of Commissioners vote to approve the Agreement at the December 5, 2022 Regular Meeting.

X. Old Business:

A. Sale of surplus Police Vehicle:

- Commissioner Valenza explained that mechanical repairs were needed and it is more cost effective to sell the vehicle to the Maryland State Police Department for \$5,000.
- The Committee recommends the Board of Commissioners vote to approve the sale at the December 5, 2022 Regular Meeting.

XI. New Business:

A. 2023 Budget Update:

- Commissioner Valenza identified changes made to the budget that include: an allocation to the Library, a correction to the General Fund Balance regarding the Code Enforcement Officer, and a feasibility study for the Fair Oaks Basin.
- The Committee recommends the Board of Commissioners vote to approve the budget update at the December 5, 2022 Regular Meeting.

B. Allocation of ARPA Funds for Farmstead Alliance:

- Commissioner Valenza read five recommendations by the Board of Commissioners that include:
 1. The Township will review and authorize payment of invoices;
 2. The Township will provide professional oversight;
 3. The Agreement with the Farmstead Alliance will be modified to stipulate transition of the park's buildings back to the Township and a date to occur;
 4. The Township will consider bids for both asphalt fiberglass shingle roofs and for cedar shake fiberglass shingle roofs; and
 5. The Township will not allocate additional ARPA funds over \$75,000.
- Commissioner Prousi clarified that \$75,000 will be used for engineering services and not for cost of materials. He further commented on creating a design concept for the barn to be adapted as a community center for the Township.
- The Committee will continue a discussion on the project's priorities at a future Parks and Recreation Committee Meeting.
- The Committee recommends the Board of Commissioners vote to approve the allocation of ARPA funds at the December 5, 2022 Regular Meeting.

C. Consider the cancellation of the December 19, 2022 Finance and Administration Committee Meeting.

- The Committee agreed to cancel the December 19, 2022 Finance and Administration Committee Meeting.

XII. Visitor Comments – Nothing to report.

XIII. Commissioners Comments

XIV. Adjournment: There being no further business for this Committee, the meeting was adjourned at 7:45 p.m.

Respectfully submitted by Kathleen Kristire.