

MINUTES

FINANCE COMMITTEE MEETING

January 16, 2018

PRESENT: Committee Members: Chairman Kline-Vice Chairman Sanchez-Zappone-Vahey

EXCUSED: Committee Member: Luker

OTHERS: Finance Director Barron
Assistant Finance Director Hermann
Township Manager/Secretary Manfredi

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to approve the minutes of the November 21, 2017 Finance Committee Meeting.

MOTION was ADOPTED 4-0.

PRESENTATION: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

INVESTMENTS:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board investments for December 2017 in the amount of \$1,585,000.00 that was reviewed, approved as presented. It was noted that investments yield rate ranged from 1.60% to 1.750%.

MOTION was ADOPTED 4-0.

TOTAL EXPENDITURES:

The Committee reviewed voucher list for the month of December 2017.

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board, expenditures, salaries and wages for December 2017 in the amount of \$3,073,922.94 and \$2,142,138.99, respectively.

Commissioner Sanchez questioned voucher #45110 – Paoella Construction, Inc.

Mr. Barron replied that bill was paid with CDBG funds and not Township funds.

Commissioner Sanchez asked about gift watches.

Mr. Barron replied back in 1988, interim Township Manager Kelly asked the Board to approve a gift momentum for employees who worked over 20 years and former Township Manager Conway suggested a gift watch.

Commissioner Kline questioned voucher #45331 – Carter Van Dyke Associates.

Mr. Barron replied that was payment from grant money for Briar Bush Nature Center Master Site Plan.

Commissioner Kline questioned voucher #45527 – GATSO-USA.

Mr. Barron replied that was payment for the month of November 2016 for Red Light Camera Program.

Commissioner Kline questioned voucher #45539 – Paoella Construction, Inc.

Mr. Barron replied that bill was also paid with CDBG funds and not Township funds.

Commissioner Vahey questioned voucher #45160 - Cheltenham Township and questioned whether Abington Township was contributing to rehabilitation of their sewer system and is that part of this payment?

Mr. Barron replied Abington Township is contributing to rehabilitation of Cheltenham Township's sewer system; however, that was not part of this payment. Meters in Cheltenham Township are read by Abington Township's Wastewater Treatment Plant Director making sure numbers are correct and we pay quarterly based on usage.

MOTION was ADOPTED 4-0.

CLEARING FUND/DEFERRED REVENUE/EXPENSE & PETTY CASH

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for the month of December 2017.

Clearing Fund receipts and disbursements for the month of December 2017 were \$804.39 and (\$208.63), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of December 2017 were \$152,862.44 and (\$89,285.88), respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 4-0.

TRAINING AND CONFERENCE EXPENDITURES:

Commissioner Kline made a MOTION, seconded by Commissioner Zappone to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of December 2017 totaled \$0.00 and \$840.30, respectively.

YTD Training and Conference Expenditures totaled \$27,002.29

MOTION was ADOPTED 4-0.

STATEMENT OF CONDITIONS:

The Committee reviewed statement of conditions for various funds.

CONTINGENCY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

Budget Transfer Authorization – 511 Tax Commissions:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend to the full Board authorization of transfer of \$22,814.00 from 2017 Contingency expense account #01-01-002-5299 for 511 tax commissions.

Mr. Barron said revenues for tax collection for 2017 exceeded budget.

MOTION was ADOPTED 4-0.

Resolution No. 18-011 – Disposition of Certain Tax Office Records

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend to the full Board adoption of Resolution No. 18-011 authorizing the disposition of certain Tax Office records as set forth in Exhibit “A.”

Mr. Barron said Tax Office retains what is needed by law per Pennsylvania Retention Schedule and everything else is destroyed.

MOTION was ADOPTED 4-0.

Budget Transfer Authorization – Additional Funding for Library Chillers:

Discussion took place about Abington Library organization.

Following discussion, consensus by Finance Committee was to reconsider this matter at its meeting in February.

Other Matter:

Manager Manfredi said he received a letter of a finding of noncompliance from DVRPC regarding TCDI grant dated, December 19, 2017 and the fact the Simone Collins prepared Abington Township’s application under DVRPC’s FY 2017 TCDI grant program.

Based on this application, the Township was awarded this grant in 2016, and subsequently, the Township conducted a competitive procurement process and selected the firm of Simone Collins to perform grant work.

DVRPC found that the Township is not in compliance with Section 200.319 - Competition, specifically in order to insure contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications requirement statements of work for the bids or requests must be excluded from competing for such procurements. Whereby Simone Collins prepared the grant and they should have been disqualified from competing for the work.

Commissioner Kline asked what the project was for this grant award.

Manager Manfredi replied grant award was for Walk, Park Train project, and although Simone Collins should have been aware of this requirement, it ultimately falls upon Abington Township as the sub-grantee.

He spoke with Comptroller of DVRPC, and once he has all of the information, he will formulate a response document in which DVRPC identified a bill paid to Simone Collins in May 2016. He will identify what the noncompliance was and that there was an administrative oversight in paying that bill. Simone Collins and TPD will be part of the response.

PUBLIC COMMENT: None.

ADJOURNMENT: 8:12 p.m.

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