

MINUTES

FINANCE COMMITTEE MEETING

August 21, 2018

PRESENT: Committee Members: Chairman Kline-Vice Chairman Sanchez-Luker

EXCUSED: Committee Members: Zappone-Vahey

OTHERS: Finance Director Barron
Assistant Finance Director Herman
Township Treasurer Blumenthal

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the minutes of the Finance Committee Meeting of June 19, 2018.

MOTION was ADOPTED 3-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

Item FC-01-082118 - Motion to approve investments for July 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board investments for July 2018 in the amount of \$383,000.00 that was reviewed, approved as presented. It was noted that investments yield rate was 2.450%.

MOTION was ADOPTED 3-0.

Item FC-02-082118 – Motion to approve expenditures, salaries and wages for July 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board, expenditures, salaries and wages for July 2018 in the amount of \$4,256,298.21 and \$1,949,297.46, respectively.

Commissioner Kline questioned voucher #49358 – Tangibl, LLC.

Mr. Barron replied there were two bills; one for electrical engineering design for the Township's Wastewater Treatment Plant to upgrade the VFD #2 Rydal Pump Station and the other for affluent pump station emergency generators.

Commissioner Kline asked for total YTD payment to code inspections BCO.

Mr. Barron provided a spreadsheet showing total amount of \$8,925.00 to-date.

Commissioner Kline asked for total amount paid to Redevelopment Authority of Montgomery County for Old York Road/Susquehanna Road project.

Mr. Barron provided a spreadsheet showing total amount of \$64,478.89 as of July 30, 2018.

Commissioner Kline questioned voucher # 49115 - Montgomery County S.P.C.A. and whether that is a budgeted expenditure.

Mr. Barron replied yes, that is a budgeted item under Administration's budget listed as contributions.

Also, he will send a copy tomorrow morning to the Finance Committee of the expense sheet for the retirees' insurance as of June 30, 2018.

Commissioner Sanchez said via email to the Manager, he asked about small jobs such as locksmith and/or plumbing being done in-house, and the reply was there has been discussion about certain custodial and property maintenance duties and services and certain skill sets to be used in-house.

Mr. Barron added that locksmith duties can be done in-house; however, in regards to plumbing, we do not have a custodian working in this building, so a plumber is hired for repairs when necessary.

MOTION was ADOPTED 3-0.

Item FC-03-082118 – Motion to approve the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash disbursements for July 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for the month of July 2018.

Clearing Fund receipts and disbursements for the month of July 2018 were \$18,960.21 and (\$2,824.82), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of July 2018 were \$0.00 and (\$139.15), respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 3-0.

Item FC-04-082118 – Motion to approve Training and Conference Expenditures-July 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of July 2018 totaled \$0.00 and \$2,828.17, respectively.

YTD Training and Conference Expenditures totaled \$25,191.97.

MOTION was ADOPTED 3-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed statement of conditions for various funds.

Commissioner Sanchez asked for the status of Item 800-7571- Install Bleachers/Sun Shade Skatepark Lot 2018 as listed under expenses.

Mr. Barron replied that project was done as a bill just came in this month.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed contingency expense reports.

Item FC-05-082118 – Motion to authorize expense from Contingency Account for Township Tree Maintenance:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to authorize up to \$30,000.00 to be expensed from 2018 Contingency Expense Account #01-01-002-5299 for the removal and/or maintenance of trees on Township-owned properties.

Mr. Barron said \$35,000 is budgeted every year in Parks capital, and with the \$30,000.00 approved by the Board in May 2017, there was approximately \$10,000.00-plus was carried over from previous year, so about \$55,000.00 was spent last year and about \$45,000.00 has been spent this year. There is tree work that needs to be done now; however, he requested that the work be held off since funds will come from Contingency Account that should be reviewed and approved by Finance Committee as they manage that account.

Discussed was increasing budget amount for tree maintenance in Parks capital depending on the history of the years, and these funds need to only be used for tree work and justification is required.

Commissioner Kline asked about the process for obtaining proposals for tree work.

Mr. Barron replied Superintendent and Director of Parks and Recreation obtain prices from several vendors.

Commissioner Luker clarified that if it is determined that the tree work cannot be done in-house then it is subcontracted out, is that correct, and do they go out for bid?

Mr. Barron replied that is correct, and they do not go out for bid because cost does not go above \$20,000.00; however, they are required to obtain three quotes.

Commissioner Kline expressed concern about the process of vendor selection for tree work as it is supposed to be a fair process.

Mr. Barron replied selection of vendor should be the lowest responsible contractor.

Commissioner Kline questioned whether quotes are reviewed since it is not a formal bid process.

Mr. Barron replied he reviews the quotes and all three quotes are provided at the same time.

Mr. Blumenthal questioned whether a certificate of insurance is required, and if so, at what limits?

Mr. Barron replied certificate of insurance is required, but he does not know at what limits.

Commissioner Kline said he would like a better understanding about the process for obtaining tree proposals as it is a substantial amount of money and he wants to be sure it is a fair process. He suggested Mr. Oles attend a Finance Committee meeting.

Mr. Barron agreed, and he believes it is a fair process.

MOTION was ADOPTED 3-0.

ADJOURNMENT: 7:26 p.m.

sev