

MINUTES

FINANCE COMMITTEE MEETING

March 19, 2019

CALL TO ORDER: 7:00 p.m.

PRESENT: Committee Members: Chairman Kline-Vice
Chairman Vahey-Luker-Zappone-Winegrad

OTHERS: Finance Director Hermann
Community Director Strother
W.W.T.P. Director Wrigley

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Vahey to approve the minutes of the Finance Committee Meeting of February 19, 2019.

MOTION was ADOPTED 5-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS:

Item FC-05-011519:

Consider a motion to approve transfer from Sewer Capital Fund Balance to Sewer Capital Account #17-10-966-7335 Tookany Basin Upgrades:

Commissioner Kline tabled this matter until next month's meeting.

Item FC-01-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve investments for the month of February. It was noted that investments for the month totaled \$2,059,000.00. Interest rate yields ranged from 2.300% to 2.500% in February 2019.

MOTION was ADOPTED 5-0.

Item FC-02-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve February 2019 expenditures in the amount of \$2,227,804.84 and salaries and wages in the amount of \$1,938,263.05, and authoring proper officials to sign vouchers in payment of bills and contracts as they mature through the month of May 2019.

Commissioner Kline questioned voucher #52893 – Northampton HVAC.

Ms. Hermann replied that was for the mini-split unit installed at the Briar Bush Nature Center’s Bird Observatory.

Commissioner Kline questioned voucher #52912 – Frina Design.

Ms. Hermann replied that was implementation of Phase II application payment for Briar Bush Nature Center’s Bird Observatory.

Commissioner Kline questioned voucher #52922 – Scott Menichello.

Ms. Hermann replied that was a \$950 tool reimbursement per contract allowance under per diem collective bargaining agreement and receipts were submitted.

Commissioner Kline questioned voucher #52989 – Michael LePore – Police Gate.

Ms. Hermann replied Michael LePore is a fencing contractor who worked on the police parking lot for installation of the gate.

Following discussion, there will be follow-up making sure Michael LePore has proper credentials to work in the Township.

Commissioner Kline questioned voucher #53020 – Rudolph Clarke, LLC and asked for a breakdown of each invoice.

Ms. Hermann replied Rudolph Clarke provides details on invoices as well as a summary and Township staff prepares spreadsheets.

Commissioner Kline asked for a breakdown to be shown on the spreadsheets that is provided to the Board on a quarterly basis.

Commissioner Kline questioned voucher #53137 – Code Inspections Inc.

Ms. Hermann replied the building for the Animal Control Officer was rebuilt and that was inspection for electrical work.

Commissioner Kline questioned voucher #53397 – Bruce J. Eckel – Legal Services.

Ms. Hermann replied that was not part of his ZHB retainer because it was related to appeals outside of it.

Commissioner Kline questioned voucher # 53403 – William Kelly.

Ms. Hermann replied former Chief Kelly was paying Medicare premiums out-of-pocket and receipts were received in February 2019, reconciled and charged back to 2018, but paid in 2019.

Commissioner Vahey questioned voucher #53027 McMahon Associates, Inc. specifically the Easton Road and CMAQ Project.

Ms. Hermann replied she will report back on it.

Commissioner Winegrad questioned vouchers #52966 and #52977 D.V.HT./Fidelio Insurance Company.

Ms. Hermann replied they are standalone plans for dental insurance for employees.

MOTION was ADOPTED 5-0.

Item FC-03-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of February 2019. Clearing fund receipts and disbursements for the month of February 2019 were \$4,861.05 and (\$18.00), respectively. Deferred Revenue/Expense receipts and disbursements for the month of February 2019 were \$2,538.00 and (\$88.00), respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 5-0.

Item FC-04-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve Advance and Travel Expense activity for February 2019. Advance and Travel Expense reports were \$0.00 and \$3,054.47, respectively. Two-month expenses totaled \$3,054.47.

MOTION was ADOPTED 5-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

Item FC-05-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to adopt Resolution No. 19-015 to appoint Richard J. Manfredi as the Chief Administrative Officer for the Township of Abington's Non-Uniformed and Police Pension Plans, effective the 11th day of April, 2019.

Ms. Hermann explained that Kevin Barron was the prior Chief Administrative Officer for the Township Pension Plans, which can be the Township Manager or Finance Director governed by Resolution of Pensions. Recommended is that Township Manager Richard J. Manfredi to be the Chief Administrative Officer and she would be Authorized Signer per Resolution No. 19-016. Chief Administrative Officer is mainly responsible for items related to the MMO (Minimum Municipal Obligation) and the signing of those documents; Authorized Signer signs pensions statements, etc.

MOTION was ADOPTED 5-0.

Item FC-06-041119:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to adopt Resolution No. 19-016 to appoint Jeannette M. Hermann as an authorized signer on behalf of the Township of Abington's Non-Uniformed and Police Pension Plans, effective the 11th day of April 2019.

MOTION was ADOPTED 5-0.

Discussion – 2019 CDBG Budget Process:

Mr. Van Strother, Community Development Director, said the schedule is a set template driven by the Federal government. As we get closer to the final stages of the Annual Action Plan certain actions need to be completed that is driven by public comment, and the Federal government requires municipal grantees to get the word out to the public. Annual Action Plan ties into a five-year consolidated plan that is based on analysis of impediments for the low-income population in this specific geographical location. Series of meetings are held over a period of six-to-nine months collecting data from service providers and then a report is put together, which is the analysis of impediments. Five-year consolidated plan includes a series of tasks on how those impediments will be addressed and that is also a six-to-nine month process that includes meeting with service providers and collecting data. Once the five-year plan is in place then items are addressed each year.

To-date, we are in the early stages of fiscal year 2019 and we do not know exactly what the allocation will be, but we do know what was recently approved by the Federal government, so the Township should anticipate receiving approximately \$784,000.00 and 20% of that pays for administration. HUD's requirements of information are scrutinized and they visit every two years to perform onsite monitoring in which they review every record making sure the Township complies for release of Federal funds. Surveys are conducted prior to any projects being done with CDBG funds. A sufficient amount of funds are allocated so that when bids come in projects get completed and then we move onto the next one. There is a map of income-eligible areas based on census tracks.

Commissioner Kline questioned who prioritizes the list of projects to be completed.

Mr. Strother replied for decades, the Township Engineer had a master list of street projects that would be reviewed with the former Community Development Director in regards to which projects were eligible and then they would "chip away" at those projects. At the July Board meeting is when the specific projects will be considered for approval and those projects will be published in the newspaper.

Commissioner Vahey suggested that the Township's Communications Manager set up a social media campaign that can also be circulated by the Board of Commissioners.

Commissioner Kline said it is incumbent upon the Township to advertise and provide parameters as to what the funds can properly be used for benefiting the income-eligible residents of the Township.

Commissioner Luker asked how many names are on the waiting list and what is the average wait time?

Mr. Strother replied over 100, and average wait time is five years.

Commissioner Luker asked who verifies whether residents are income-eligible?

Mr. Strother replied he makes that determination and then sends the residents information about the program including an application and they need to provide third party verifiable documents such as tax returns, etc., and then once verified, he sends out a bid package.

Commissioner Luker said he received a letter from the U.S. Department of Housing and Urban Development recommending Abington Township on all its many programmatic accomplishments during this program year, and due to their timely responses to all of our requests for information based on review performed by Office of Community, Planning and Development, we have concluded that Abington Township has a capacity to carryout programs that have met its reporting requirements. Also, a letter was sent from the Department of Community and Economic Development complimenting Mr. Strother on how he handles this program.

PUBLIC COMMENT: None.

ADJOURNMENT: 8:06 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary