

**MINUTES**

**FINANCE COMMITTEE MEETING**

**September 19, 2017**

**PRESENT:** Committee Members: Kline-Luker-Sanchez-Hecker

**EXCUSED:** Committee Member: Farren

**OTHERS:** Finance Director Barron  
Assistant Finance Director Herman  
Township Manager/Secretary Manfredi

**CALL TO ORDER:** 7:00 p.m.

**MINUTES:**

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the minutes of the August 15, 2017 Finance Committee meeting.

MOTION was ADOPTED 4-0.

**TOTAL EXPENDITURES:**

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

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board, expenditures, salaries and wages for August 2017 in the amount of \$2,540,536.51 and \$1,863,883.15, respectively.

Commissioner Kline questioned voucher #42861 – Philadelphia Presbytery Homes.

Mr. Barron replied refund was given due to incorrect usage for the property and Mr. Wrigley worked with Aqua to get the correct figures for the usage.

Commissioner Kline questioned voucher #42880 – WHP Training Towers.

Mr. Barron replied that was a 25% deposit for materials for Fire Training Tower that is being worked on.

Commissioner Kline questioned whether officials from the Abington Free Library withdrew funds from the \$15K Challenge Grant.

Mr. Barron replied library officials withdrew the entire \$15K of the Challenge Grant on August 17, 2017.

Commissioner Sanchez questioned the abbreviation of SPP as listed on the voucher list.

Mr. Barron replied that stands for Summer Playground Program that the Parks and Recreation Department runs for children.

Commissioner Sanchez questioned voucher #43157 – Upper Dublin Tax Collector – and clarified that Upper Dublin property is not tax exempt due to the cell tower. Is that correct?

Mr. Barron replied that is correct, the Township received revenue.

Commissioner Farren questioned voucher #42652 – Acker’s Hardware.

Mr. Barron replied that was a new glass door for the Manager’s Office.

Commissioner Farren questioned voucher #42686 – William Geppert Inc.

Mr. Barron replied that was for picture frames for the Manager’s Office.

Commissioner Kline asked for total amount budgeted for building expenses.

Mr. Barron replied \$50,000.

Commissioner Farren questioned voucher #42653 – Anderson Welding.

Mr. Barron replied that was for two steel plates for flooring in the refuse trucks.

Commissioner Farren questioned voucher #42840 – Everlasting Fence Co.

Mr. Barron replied that was for safety fencing for the perimeter around property located at 635 Garfield Avenue that had a fire.

Commissioner Farren questioned voucher #42980 – Code Inspections Inc.

Mr. Barron replied that was for code inspections while Jon Messina was on vacation.

Commissioner Farren questioned vouchers as listed on Page C-35.

Mr. Barron replied those were vouchers for settlements for the Edge Hill/Tyson rights-of-way.

Commissioner Farren questioned voucher #42692 – Programming & Services Inc.

Mr. Barron replied that is a Spy Training Program run by the Parks and Recreation Department in the summertime for children.

Finance Committee discussed personnel salary.

MOTION was ADOPTED 4-0.

CLEARING FUND/DEFERRED REVENUE/EXPENSE & PETTY CASH

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 August 2017.

Clearing Fund receipts and disbursements for the month of August 2017 were \$20,236.32 and (\$19,513.77), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of August 2017 were \$173,593.00 and \$(146,889.30), respectively.

Petty Cash balances were approved as presented.

Commissioner Luker questioned Police Recruitment/Academy as listed under Deferred Revenue/Expense of the report.

Mr. Barron replied that was money that came in for previous recruits and Township paid for new recruits to go to the Academy this year.

Commissioner Hecker questioned the Data Center Upgrade as listed under Deferred Revenue/Expense of the report.

Mr. Barron replied servers were upgraded with a new network and new firewall.

MOTION was ADOPTED 4-0.

TRAINING AND CONFERENCE EXPENDITURES:

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of August 2017 totaled \$0.00 and \$2,573.03, respectively.

YTD Training and Conference Expenditures totaled \$20,452.12.

MOTION was ADOPTED 4-0.

STATEMENT OF CONDITONS:

The Committee reviewed statement of conditions for various funds.

Commissioner Kline questioned Item 575-7527 – Bike Lane and whether those funds can still be used for bike lanes.

Mr. Barron replied he will follow up with Public Works Department Director on what will be carried forward, but it can be used for bike lanes.

Commissioner Luker questioned Item 502-7504 – Business Maintenance Program.

Mr. Barron replied that is landscaping for business areas such as Keswick, etc.

Commissioner Hecker questioned Item 800-7497 – Roychester Construction 2009 and asked about the installation of a bathroom at the Roychester Community Center.

Mr. Barron replied staff of Parks and Recreation Department has begun looking into it.

CONTINGENGY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

DISCUSSION ITEMS:

Finance Committee discussed charitable donations by the Township and the Manager will discuss it as part of the budget process with the full Board.

Finance Committee discussed the Art Center and Board member relation.

**ADJOURNMENT:** 7:45 p.m.

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