

MINUTES

FINANCE COMMITTEE MEETING

August 20, 2019

CALL TO ORDER: 7:34 p.m.

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

OTHERS: Finance Director Hermann
Township Manager Manfredi
Community Development Director Strother

APPROVAL OF MINUTES:

Commissioner Luker made a MOTION, seconded by Commissioner Vahey to approve the minutes of the June 18, 2019 Finance Committee Meeting.

MOTION was ADOPTED 4-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Item FC-01-091219:

Commissioner Luker made a MOTION, seconded by Commissioner Vahey to approve investments for the month of July 2019. It was noted that investments for the month totaled \$245,000. Interest rate yield was 2.05%.

MOTION was ADOPTED 4-0.

Item FC-02-091219:

Commissioner Luker made a MOTION, seconded by Commissioner Vahey to approve the July 2019 expenditures in the amount of \$4,280,569.22 and salaries and wages in the amount of \$2,031,009.42 and authorizing the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of August 2019.

Ms. Hermann said questions by Commissioner Kline and the answers were as follows: there were refunds for classes because the instructor had a family medical emergency and there was no replacement, so we had to refund all of the participants of the class. Also questioned was voucher #56099 – Code Inspections Inc.- BCO Services – payment that month was higher because there were BCO Services performed as well as all types of inspections and those services were covered for someone on vacation and that was the year-to-date amount up to June; voucher #56242 - Abington LLC, Mediplex property and there was an assessment reduction related to demolition of all of the properties; voucher #56307 – Allied Landscape Supply and that was for supplies for the War Memorial project and Commissioner Kline requested a full accounting of all expenses and funding for this project, and she will put that together for the Finance Committee.

Regarding War Memorial project; all funds have been donated and those funds are used to offset expenses related to the project. A full accounting will be provided and there will be no cost to the Township as it is all from contributions.

Commissioner Vahey questioned voucher #55882 – Rehrig Pacific Company and clarified that is for the resident's trash recycling. Is that correct?

Ms. Hermann replied yes.

Commissioner Vahey questioned voucher #56108 – Dano Enterprises, Inc.

Ms. Hermann replied that is monitored making sure what is received is against costs.

Commissioner Winegrad questioned voucher #55919 – Bee Bergvall & Co.

Ms. Hermann replied Bee Bergvall is the Township's auditor for a three-year contract and that was for the completed audit.

Commissioner Winegrad questioned voucher #55941- E-force Compliance.

Ms. Hermann replied that was for the electronics recycling event.

Commissioner Winegrad questioned voucher #56051 – Landscape Architecture.

Manager Manfredi replied that was the fee for architecture design and administration of the contract for the Abington Tap Trail through Crestmont.

Commissioner Winegrad questioned voucher #56078 - Abington Township Public Library.

Ms. Hermann replied the Township funds the library's adult literacy program and that was funding for it.

MOTION was ADOPTED 4-0.

Item FC-03-091219:

Commissioner Luker made a MOTION, seconded by Commissioner Zappone to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of July 2019. Clearing fund receipts and disbursements for the month of July 2019 were \$27,786.21 and (\$22,749.00), respectively. Deferred Revenue/Expense receipts and disbursements for the month of July 2019 were \$3.00 and (\$3,217.50), respectively.

MOTION was ADOPTED 4-0.

Item FC-04-091219:

Commissioner Luker made a MOTION, seconded by Commissioner Zappone to approve the Advance and Travel Expense activity for July 2019. Advance and Travel Expenses reports were \$0.00 and \$2,443.75, respectively. Seven-month expenses totaled \$36,868.55.

MOTION was ADOPTED 4-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

Commissioner Winegrad questioned whether there have been requests for additional funds from department heads for projects.

Manager Manfredi replied no. Actually this is the time of year that he will be sending out a directive that there is a spending freeze on anything that is not essential so as to monitor cash flow throughout the year making sure everything is on track.

Martin Smith, resident, 1838 Harte Road, questioned whether expenses are reviewed on a quarterly basis and projected out until the end of the year.

Manager Manfredi replied statement of conditions are provided monthly and quarterly and reviewed.

Commissioner Zappone questioned expenditure of Township Line 2017.

Manager Manfredi replied the Economic Development Committee provides grants to businesses.

Commissioner Zappone asked about the Roslyn Valley District 2018.

Manager Manfredi replied he will look into it.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

Item FC-05-091219:

Commissioner Luker made a MOTION, seconded by Commissioner Vahey to grant an extension of time to the construction contract until December 31, 2019 for the street reconstruction work in the 2200 block of Parkview Avenue.

Mr. Van Strother, Director of Community Development, said before the start of the street reconstruction work on Parkview Avenue, it was discovered that utility lines were too shallow, so the utility companies had to redesign it and the project was put on hold until that was finished. The relocation work for both utility companies was completed in early July 2019, but the contract documents states that the street reconstruction work performed by Associated Paving Contractors, Inc. was to be completed on or before May 30, 2019, so we went past that time and requesting approval by the Board for an extension until December 31, 2019.

Commissioner Luker clarified that all costs remain the same. Is that correct?

Mr. Strother replied yes.

Commissioner Winegrad questioned whether any other items of the contract need to be changed.

Mr. Strother replied he did check on that, but it is just an extension of time.

Commissioner Luker clarified that projected timeframe for completion is October. Is that correct?

Mr. Strother replied yes.

MOTION was ADOPTED 4-0.

PUBLIC COMMENT:

Martin Smith, 1838 Harte Road, said he feels not everything is “crystal clear,” but it seems that everyone is dedicated to provide answers, and he would be happy to help.

ADJOURNMENT: 8:10 p.m.

Liz Vile, Minutes Secretary