

MINUTES

FINANCE COMMITTEE MEETING

April 17, 2018

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

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

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Vahey to approve the minutes of the Finance Committee Meeting minutes of March 20, 2018.

MOTION was ADOPTED 5-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Item FC-01-041718 – Motion to approve investments for March 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board investments for March 2018 in the amount of \$5,210,000.00 that was reviewed, approved as presented. It was noted that investments yield rate ranged from 1.75% to 2.500%.

MOTION was ADOPTED 5-0.

Item FC-02-041718 – Motion to approve expenditures, salaries and wages for March 2018:

The Committee reviewed voucher list for the month of March 2018.

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board, expenditures, salaries and wages for March 2018 in the amount of \$1,995,696.15 and \$2,897,932.221, respectively.

Commissioner Kline questioned voucher #46555 – Northampton Heating and Air Conditioning.

Mr. Barron replied this was a new air conditioner/heating unit for the Public Works yard facility as the existing unit was repaired many times over the years, but now it is at the end of its useful life.

Commissioner Kline questioned voucher #46602 – Redevelopment Authority.

Mr. Barron replied to-date the Township paid the RDA in regards to Old York Road/Susquehanna project.

Commissioner Kline questioned voucher #47129 – McMahon Associates.

Mr. Barron replied that was for the PennDOT CMAQ grant project for Easton Road corridor and Township paid for engineering costs as part of its match.

Commissioner Sanchez questioned voucher #47039 – Smoothwall, Inc.

Mr. Barron replied Smoothwall is the firewall for the network for the Township and this is the three-year extended warranty for the program.

Commissioner Sanchez questioned voucher #47063 – Ken Clark.

Mr. Barron replied that was for reimbursement for time Ken Clark in regards to Federal Deposition.

Commissioner Sanchez questioned voucher# 47124 – Michael LeFevre.

Mr. Barron replied that was also reimbursement for time Michael LeFevre in regards to Federal Deposition.

Commissioner Sanchez questioned voucher# 47138 – O’Neill’s Food Market.

Mr. Barron replied that was for a small reception held by the Fire Department for promotion of members.

Commissioner Vahey questioned voucher #46612 – Utility Contractors, LLC and asked what storm sewer project it is.

Mr. Barron replied he will report back on it.

Commissioner Vahey referred to voucher #467070 – USALCO and noted that this company among others pled guilty to antitrust conspiracy for the sale of alum chemical. If the Township purchased alum from this company between the years of 1996-2013, the Township could get recovery.

Commissioner Vahey questioned voucher #46815 – Upper Dublin Tax Collector.

Mr. Barron replied a Township-owned building is located in Upper Dublin and this was payment of county tax bill.

Commissioner Vahey questioned voucher #47146 - Riviera D'Italia.

Mr. Barron replied the police had a truck scale recertification and they bought lunch from Riviera D'Italia.

MOTION was ADOPTED 5-0.

Item FC-03-041718 – Motion to approve the Clearing Fund activity, Deferred Revenue/Expenses activity and Petty Cash disbursements for March 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 March 2018.

Clearing Fund receipts and disbursements for the month of March 2018 were \$815.33 and (\$6,344.01), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of March 2018 were \$1,750.00 and \$0.00, respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 5-0.

Item FC-04-041718 – Motion to approve Training and Conference Expenditures- March 2018:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of March 2018 totaled \$0.00 and \$1,635.27, respectively.

YTD Training and Conference Expenditures totaled \$6,271.85.

MOTION was ADOPTED 5-0.

STATEMENT OF CONDITIONS:

The Committee reviewed statement of conditions for various funds.

Commissioner Vahey referred to funds listed for Keswick District and questioned what they can be used for.

Mr. Barron replied they are for economic development and need approval by management.

Commissioner Vahey said some hardscaping in Keswick District is in need of repair and he would like to see if those funds could be used for it.

Commissioner Kline suggested that the specific year should be posted next to each line item as listed in Statement of Conditions.

Commissioner Zappone questioned why similar line items are spilt up on list of Statement of Conditions.

Mr. Barron replied because they are from different years, but he will post the year next to the line items going forward.

Commissioner Luker questioned Item #500-7518 – Grant Support.

Mr. Barron replied that line item is for matches for grants.

Commissioner Zappone clarified that renovation of basketball court for Ardsley Community/Educational Center will be done this year. Is that correct?

Mr. Barron replied yes.

CONTINGENCY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

Discussion – 2018 First Quarter Review:

Mr. Barron provided a report of budget review of First Quarter ending March 31, 2018 to Finance Committee for review. General overview – a comparison of 2018 and 2017 actual receipts and expenditures to budgeted dollars for the three-month period ending March 31, 2018 were reviewed.

As of March 31, 2018, general revenues of \$10,159,349 as compared to 2017 \$7,605,092; Sewer Operating – 2018 \$3,956,644 as compared to 2017 \$2,772,348 and Refuse Fund 2018 \$3,165,411 as compared to 2017 \$2,702,138, which was due to timing.

As of March 31, 2018, general expenditures of \$7,479,750 as compared to 2017 \$7,605,659; Sewer Operating 2018 \$961,264 as compared to 2017 \$873,137; Refuse Fund 2018 \$1,134,896 as compared to 2017 \$1,133,627.

Fund Balance project balances were moved forward to 2018; Edge Hill/Tyson PennDOT project match \$178,591.

Sewer Operating Fund Expenditure Adjustments –

Capital Project Balances forward (prior years)	\$2,068,351
2018 Capital Projects	<u>35,000</u>
Total Adjustment	\$2,103,351

Refuse Fund Expenditure Adjustments –

2018 Capital Equipment	<u>\$54,000</u>
Total Adjustment	\$54,000

GENERAL FUND:

Revenues:

Revenues for three-month period ending March 31, 2018 were \$10.1 million or 25.83% of budgeted revenues. When comparing 2018 to 2017 revenues for the same timeframe, collections were ahead of prior period by \$2,554,257. An analysis of major revenue variations between 2018 and 2017 were reflected in the report.

Expenditures:

Year-to-date expenditures were \$7.5 million or 18.9% of adjusted budget. This compares to \$19.6 million spent in 2017. The \$125,000 spending variance between 2018 and 2017 was summarized in the report.

SEWER OPERATIONS:

Revenues:

As of March 31, 2018, the Sewer Operating Fund revenue collections were \$3.95 million and percentages, 44.62% compared with the prior year collections, \$2.77 million, and percentages, 31.34% collected.

The variation is traced to the timing of Real Estate Tax payments. Sewer rents for 2018 were running up about \$1,214,690 from the first quarter of 2017. Payment of others was down \$29,000.

Expenditures:

Year-to-date expenditures were \$961,264 or 8.7% of adjusted budget as compared to \$873,137 or 7.2% in 2017. The pattern for expenditures is consistent with the sewer fund historical data except payment to other, timing of bill.

REFUSE FUND:

Revenues:

Revenues collected through March 31, 2018 were \$3.1million or 53.95% of budget and compare favorably to 2017 collections of \$2.7 million or 46.73% for the same timeframe.

The variation is timing of Real Estate Tax bills. All other revenues are nearly equal to prior years.

Expenditures:

Year-to-date expenditures are slightly up in dollars spent last year, \$1,134,896 (19.1%) as compared to 2017 expenses of \$1,133,627 (14.8%).

The pattern for expenditures is consistent with the refuse fund historical data.

GENERAL FUND OPERATING REVENUES:

A comparison of 2015 v. 2016 v. 2017 v. 2018 major budget areas show collections as listed in the report.

SEWER FUND OPERATING REVENUES:

A comparison of 2015 v. 2016 v. 2017 v. 2018 major budget areas show collections as listed in the report.

REFUSE FUND OPERATING REVENUES:

A comparison of 2015 v. 2016 v. 2017 v. 2018 major budget areas show collections as listed in the report.

PUBLIC COMMENT: None.

ADJOURNMENT: 7:28 p.m.

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