

MINUTES

FINANCE COMMITTEE MEETING

May 22, 2019

CALL TO ORDER: 7:00 p.m.

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

EXCUSED: Zappone

OTHERS: Finance Director Hermann
Township Manager Manfredi
Director of W.W.T.P. Wrigley
Director of Community Development Strother

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Vahey to approve the minutes of the Finance Committee Meeting of April 16, 2019.

MOTION was ADOPTED 4-0.

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:

Finance Committee was provided with revised spreadsheets related to this item.

Manager Manfredi noted that Mr. Wrigley provided additional information regarding Cheltenham Township – Capital Improvement Projects and Abington’s questioned scope of work as defined on Tables 1-4. Table 4 shows listed items of the interceptor construction project that Mr. Wrigley feels should be reduced from the total.

Mr. Wrigley reviewed Tables 1-4, noting Tables 1 & 2 show previous work completed; Table 3 shows adjusted projected Abington's share to close out project and Table 4 shows deductions that have not been provided to Cheltenham Township officials yet. Pending is Abington's share of \$2,106,631, and from that, there are two amounts, \$214,105 and \$207,906 in deductions that need to be discussed with Cheltenham officials, so adjusted amount of Abington's share to close out the project is \$1,684,620.

He, along with a representative of Pennoni Engineers, who is Jenkintown Borough's consultant engineer for sewers, walked the entire interceptor route of 17,000 feet in relation to contract documents including change orders. We worked together and came up with Table 4, which indicates all of the items that Abington and Jenkintown should not be reimbursing Cheltenham Township for, because any pipe/structure that does not have Abington Township wastewater flow through it, is not our responsibility. Table 4 shows all detailed items that do not relate to Abington or Jenkintown.

Commissioner Kline clarified that Mr. Wrigley on behalf of Abington Township and Pennoni Engineers on behalf of Jenkintown Borough is in agreement with these adjustments. Is that correct?

Mr. Wrigley replied yes, we worked together.

Commissioner Kline asked for the amount of Jenkintown's share for the project as well as the overall cost.

Mr. Wrigley replied Jenkintown's share of interceptor project is approximately 11.8%, and overall projected cost is \$10,404,000 for construction with an additional \$964,000 for engineering/consultants, totaling \$11,357,000; however project has not yet been completed.

Also discussed was Cheltenham Township's sale of sewer system to Aqua.

Consensus by Finance Committee was to have a legal review on final agreement of sale of Cheltenham Township's sale of sewer system to Aqua, and Abington's agreement with Cheltenham should also be reviewed.

Commissioner Luker said if there is a disagreement of costs on various items will that be brought back before Finance Committee.

Manager Manfredi replied any counter offer would be brought back to Finance Committee.

Commissioner Vahey questioned where funds would come from.

Ms. Hermann replied from sewer capital fund balance.

Commissioner Kline added that the Township previously took out a bond issue to cover a portion of the project and also use reserves in sewer capital fund balance for remaining costs.

Manager Manfredi asked for the amount in reserves in the sewer capital fund balance and how it will be affected by the transfer to be sent to the Finance Committee.

Commissioner Vahey suggested that for the Board of Commissioners agenda item as well as the motion listed on Finance Committee's agenda to be amended to reflect Abington's projected cost share.

Commissioner Kline questioned the adjudication process contained in shared-cost agreement if Cheltenham disputes Abington's share and there is no agreement on the numbers.

Manager Manfredi replied he will review shared-cost agreement.

Commissioner Kline made a MOTION, seconded by Commissioner Luker to transfer \$1,684,620 from Sewer Capital Fund Balance to Sewer Capital Account #17-10-966-7335 Tookany Basin Upgrades.

MOTION was ADOPTED 4-0.

NEW BUSINESS:

Item FC-05-071119 – Consider a motion to adopt a Resolution at the July 11, 2019 Board of Commissioners Meeting for the 2019 CDBG budget:

Mr. Strother said proposed budget for CDBG begins October 1, 2019 consisting of funds to be used for administrative tasks, housing and public improvements. These projects were requested three or four years ago, and the vetting process verifies whether it is feasible and then the project is incorporated into the budget. Owner-Occupied Housing Rehabilitation Program is for improvements to homes where there is a long waiting list of eligible-income residents who have requested assistance.

The entitlement allocated to the Township for the FFY CDBG 2019 October 1, 2019 – September 30, 2020 consists of the following activities approved by the Township and funded by HUD were: Administration \$156,000.00; Fair Housing \$1,000.00; Financial Literacy \$4,243.00; New Curbs and Sidewalks at 2200 block of Old Welsh Road \$150,000.00; Accessibility Improvements at the Ardsley Community Center \$35,000.00; Rental Acquisition \$75,000.00; Rental Rehabilitation Program \$110,000.00; Owner-Occupied Rehabilitation Program \$250,000.00 for a total of \$781,243.00, and each project description was provided to the Finance Committee.

Commissioner Kline said as listed under Fair Housing description in regards to publication in annual Abington PAL fundraiser booklet; he feels those who attend that event would not be looking for any information on reporting discrimination; however, if something was provided to the families of the children of PAL, that would be appropriate.

Mr. Strother replied he will look into that.

Commissioner Vahey clarified that the Ardsley Community Center improvement project was funded last year and is it the same project?

Mr. Strother replied it is the same project. There are two components; one is for construction and the other is purchase of equipment for wheelchair lift.

Commissioner Vahey asked for the location of property of rental acquisition.

Mr. Strother replied at the corner of Old Welsh Road and Reservoir Avenue.

Finance Committee discussed further rental acquisition of property.

Commissioner Vahey asked for further clarification of rental rehabilitation program.

Mr. Strother replied the Willow Grove Community Development Corporation is the Township's nonprofit affordable housing provider that has requested assistance for weatherization of five to seven properties that need new windows, etc. Also the Township has a second nonprofit affordable housing provider Resource for Human Development that operates two rental housing properties and has requested assistance for routine repairs.

Commissioner Vahey asked for the number of homes covered as part of the owner-occupied program.

Mr. Strother replied five homes at estimated cost of \$50,000-\$60,000 per home.

Commissioner Vahey asked for the status of grant application that was submitted last year for additional funds for owner-occupied program.

Mr. Strother replied next month, he will be coming back before Finance Committee for approval to accept the grant in the amount of \$400,000.

Commissioner Vahey said in regards to advertising for this program; he suggested new ways for soliciting public input such as social media.

Manager Manfredi replied that was supposed to be done and he will follow up on it.

Mr. Strother added that there is a process by which we do solicit public input and that is in our five-year plan where we speak with stakeholders in the industry. It is a six to nine month process determining what the needs are for Abington's lower-to moderate income population. Another document is Analysis of Impediments, which is a mandate by the Federal government to determine impediments specific to Abington Township for fair housing, which is the same type of process and public comment is solicited in the advertisement.

Commissioner Kline made a MOTION, seconded by Commissioner Luker to adopt a Resolution at the July 11, 2019 Board of Commissioners Meeting to approve Federal Fiscal Year (FFY) 2019 CDBG Annual Action Plan. This motion is to authorize the President of the Board of Commissioners to sign and submit the FFY 2019 CDBG Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD).

Commissioner Vahey asked about advertisement of the budget.

Mr. Strother replied there are two steps; notify the public of the announcement of funds, and if there are no comments, then published in the newspaper will be "At the July 11th Board meeting, the Board of Commissioners will consider proposed budget."

MOTION was ADOPTED 4-0.

Item FC-01-061319 – Consider a motion to approve investments for the month of April:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve investments for the month of April. It was noted that investments for the month totaled \$864,000.00. Interest rate yields ranged from 2.300% to 2.350%.

MOTION was ADOPTED 4-0.

Item FC-02-061319 – Consider a motion to approve expenditures, salaries and wages for April 2019:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the April expenditures in the amount of \$1,757,540.49 and salaries and wages in the amount of \$1,892,796.04 and authorizing proper officials to sign vouchers in payment of bills and contracts as they mature through the month of July 2019.

Commissioner Winegrad questioned list of voided checks.

Ms. Hermann replied she will review and report back.

Commissioner Vahey questioned voucher #54074 - Eagle Wireless Communications.

Ms. Hermann replied that is for GPS trackers for refuse trucks of the Public Works Dept.

Commissioner Vahey questioned voucher #54174- Jonathan Weiss.

Ms .Hermann replied that was an animation video created for recruitment for the Fire Department paid through a grant.

MOTION was ADOPTED 4-0.

Item FC-03-061319 – Consider a motion to approve the Clearing Fund activity, Deferred Revenue/Expenses activity, Deferred Revenue/Expenses activity and Petty Cash disbursements for April 2019:

Commissioner Kline made a MOTION, seconded by Commissioner Vahey to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of April. Clearing fund receipts and disbursements for the month of April 2019 were \$49,335.09 and (\$2,466.84), respectively. Deferred Revenue/Expense receipts and disbursements for the month of April 2019 were \$0.00 and (\$10,000.00), respectively.

MOTION was ADOPTED 4-0.

Item FC-04-061319 – Consider a motion to approve Training and Conference Expenditures, April 2019:

Commissioner Kline made a MOTION, seconded by Commissioner Vahey to approve the Advance and Travel Expense activity for April 2019. Advance and Travel Expense reports were \$0.00 and \$16,032.11, respectively. Four-month expenses totaled \$23,453.84.

Commissioner Kline questioned CPSE Conference and suggested considering for budget purposes the number of attendees.

Manager Manfredi replied that is the accreditation/education conference.

MOTION was ADOPTED 4-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

Item FC-05-061319 – Consider a motion to adopt Resolution No. 19-018 for Disposition of Certain Finance Office Records:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to adopt Resolution No. 19-018 authorizing disposition of certain Finance Office records as set forth in Exhibit “A.”

MOTION was ADOPTED 4-0.

PUBLIC COMMENT: None.

ADJOURNMENT: 8:21 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary