

MINUTES

FINANCE COMMITTEE MEETING

January 21, 2020

CALL TO ORDER: 7:00 p.m.

PRESENT: Committee Members: Chairman Vahey- Luker-Winegrad-
Myers-Carswell

OTHERS: Finance Director Hermann
Township Manager Manfredi

APPROVAL OF MINUTES:

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

MOTION was ADOPTED 5-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

Item FC-01-021320 – Consider a motion to approve investments for the month of December 2019:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve investments for the month of December 2019. It was noted that investments for the month totaled \$1,366,000.00. Interest rate yields ranged from 1.600% to 1.750%.

Ms. Hermann said as investments mature we decide either to reinvest or pull as needed and these funds were reinvested at a higher interest rate.

MOTION was ADOPTED 5-0.

Item FC-02-021320 – Consider a motion to approve expenditures, salaries and wages for December 2019:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve the December 2019 expenditures in the amount of \$3,025,390.15 and salaries and wages in the amount of \$2,172,355.27, and authorizing proper officials to sign vouchers in payment of bills and contracts as they mature through the month of March 2020.

Commissioner Vahey questioned voucher #58799 – Amerigreen Inc.

Ms. Hermann replied that was related to the Wastewater Treatment Plant in which the leftover bio-solids from sewage processing were hauled away and disposed of agriculturally.

Commissioner Vahey questioned voucher #58910 – Cloverland Entertainment Inc.

Ms. Hermann replied that was for horse-drawn carriages for the Roslyn Festival.

Commissioner Vahey questioned voucher #58918 – LandTech Enterprises, Inc.

Ms. Hermann replied that is related to the Growing Greener Grant for the stormwater management project at Roychester and Evergreen Parks.

Commissioner Vahey questioned voucher #58938 – Philadelphia Mobile Zipline Company.

Ms. Hermann replied that was for entertainment items for the Roslyn Festival such as a mechanical bull, castle bounce and cost of attendants.

Commissioner Carswell asked for the budget account for these items.

Ms. Hermann replied it is from Economic Development Committee budgeted funds for special event items.

Commissioner Vahey questioned GATSO Red Light Camera invoice.

Ms. Hermann replied most recent invoice was paid yesterday through November 2018.

Commissioner Vahey said there was a car accident that occurred this past fall at the Eberle Plaza at Bradfield and Easton Roads and expenditure for repair of the sign was approved; however, it still has not been fixed.

Manager Manfredi replied he will look into it.

Ms. Hermann said in regards to new accounting software; she received a list from auditors of companies who they worked with from other municipalities, and she is still shopping for new software product.

Commissioner Winegrad questioned voucher #58847 – IT SAVVY LLC – wireless access points.

Manager Manfredi replied that we are working to identify locations for carts to provide public wifi for specific parks.

Commissioner Myers questioned voucher #59139 – Rudolph Clarke, LLC - several invoices and specifically O’Neill Consulting.

Ms. Hermann replied that some of the invoices will be paid from escrow accounts and O’Neill Consulting is related to a legal matter.

Commissioner Myers requested that an Executive Session be held with the full Board on the status of matters of litigation.

Commissioner Carswell questioned voucher #59037 – Weldon Fire Company.

Ms. Hermann replied there are annual equal distributions from in-lieu-of funds sent to each fire company.

MOTION was ADOPTED 5-0.

Item FC-03-021320 – Consider a motion to approve the Clearing Fund activity, Deferred Revenue/Expenses activity and Petty Cash disbursements for December 2019:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of December. Clearing fund receipts and disbursements for the month of December 2019 were \$2,571.98 and (\$6,049.46), respectively. Deferred Revenue/Expense receipts and disbursements for the month of December 2019 were \$22,425.00 and (\$6,056.90), respectively.

MOTION was ADOPTED 5-0.

Item FC-04-021320 – Consider a motion to approve Training and Conference Expenditures, December 2019:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve the Advance and Travel Expense activity for December 2019. Advance and Travel Expense reports were \$0.00 and \$1,390.25, respectively. Twelve-month expenses totaled \$50,504.05.

MOTION was ADOPTED 5-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

Ms. Hermann noted that many of the items listed from prior years will be closed out permanently, although 2020 items will be added in January.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

Item FC-05-021320 – Consider a motion to adopt Resolution No. 20-XXX for the Investment of Township Funds:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to adopt Resolution No. 20-XXX authorizing the Finance Director and his/her designate to invest Township funds in any and all such financial institutions as permitted by First Class Township Code.

MOTION was ADOPTED 5-0.

Item FC-06-021320 – Consider a motion to ratify Managed Care Consultants as the broker of record for all Medicare lines of coverage:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to ratify Managed Care Consultants as the broker of record of all Medicare lines of coverage.

Commissioner Winegrad questioned whether a broker is needed.

Ms. Hermann replied it is highly recommended as she spoke with rep of Managed Care Consultants about it who indicated that 99% of all companies that have a Medicare line use a broker. The insurance industry is so specialized in making sure you find the correct product that fits the demands as set by Township's contracts, and the Township has been using the same broker for more than 20 years. United Healthcare requested a broker of record indicating that the Board appointed Managed Care Consultants as the Township's broker. This is only for this term, and going forward, we will consider how brokers are handled by the Township.

MOTION was ADOPTED 5-0.

Item FC-07-021320 – Consider a motion to adopt Resolution No. 20-XXX for the Disposition of Certain Tax Office Records:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to adopt Resolution No. 20-XXX authorizing the disposition of certain Tax Office records as set forth in “Exhibit “A.”

MOTION was ADOPTED 5-0.

PUBLIC COMMENT: None.

ADJOURNMENT: 8:08 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary