

MINUTES

FINANCE COMMITTEE MEETING

February 18, 2020

CALL TO ORDER: 7:06 p.m.

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

OTHERS: Finance Director Hermann
Community Development Director Strother

APPROVAL OF MINUTES:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve the minutes of the Finance Committee Meeting of January 21, 2020.

MOTION was ADOPTED 5-0.

PRESENTATION:

Bee Bergvall, & Co – Township Auditors:

Cynthia Bergvall and Jennifer McHugh presented audit procedures including internal control recap; highlights of procedures performed through February; pending procedures; Tax Office procedures and upcoming GASB – leases noting that the audit is on track.

Commissioner Vahey asked for the timing challenge of the auditor’s report to be addressed.

Ms. Bergvall replied the goal is for the Board of Commissioners to approve auditor’s report at its meeting in April and the Finance Committee would see it by the end of May.

Commissioner Vahey asked will the accounting software be changed this year or next year?

Ms. Hermann replied she is hoping to begin this year. She is getting ready to schedule demos and will be working with Bee, Bergvall on some accounting items.

Lora Lehmann, 1431 Bryant Lane, resident, expressed concern about waivers between school and Township and those line items being monitored, and she asked about audit trends.

UNFINISHED BUSINESS:

Item FC-05-101019 – Consider a motion to renew the Fidelio Dental Insurance Co. agreement for the period April 1, 2020 through March 31, 2024 at an increase of 2% per year.

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve renewing the Fidelio Dental Insurance Co. agreement for the period April 1, 2020 through March 31, 2024 at an increase of 2% per year.

MOTION was ADOPTED 5-0.

Item FC-01-031220 – Consider a motion to approve investments for the month of January, 2020:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve investments for the month of January, 2020. It was noted that investments for the month totaled \$1,344,000.00. Interest rate yields ranged from 1.60% to 1.750%.

MOTION was ADOPTED 5-0.

Item FC-02-031220 – Consider a motion to approve expenditures, salaries and wages for January, 2020:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve January, 2020 expenditures in the amount of \$2,732,474.72 and salaries and wages in the amount of \$3,272,796.44 and authorizing proper officials to sign vouchers in payment of bills and contracts as they mature through the month of April, 2020.

MOTION was ADOPTED 5-0.

Item FC-03-031220 – Consider a motion to approve the Clearing Fund activity, Deferred Revenue/Expenses activity and Petty Cash disbursements for January, 2020:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve the Clearing Fund, the Deferred Revenue/Expense activity and Petty Cash balances for the month of January, 2020. Clearing fund receipts and disbursements for the month of January 2020 were \$10,190.12 and (\$9,418.82), respectively. Deferred Revenue/Expense receipts and disbursements for the month of January, 2020 were \$0.00 and (\$3,231.54), respectively.

MOTION was ADOPTED 5-0.

Training and Conference Expenditures January, 2020: None.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

Commissioner Winegrad asked why voucher #59464 – Koch 33 Ford was not listed in Statement of Conditions.

Ms. Hermann replied she will report back on it.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

Lora Lehmann, 1431 Bryant Lane, resident, asked about contingency fund expenses.

Commissioner Vahey replied to-date no monies have been expended from contingency fund.

Item FC-04-031220 – Consider a motion to adopt Resolution No. 20-XXX a Fair Housing Resolution and grant the authority to publicly advertise a Fair Housing Officer for the Township of Abington:

Mr. Strother said as recipient of Federal funds, HUD requires annually a resolution to be passed by the governing body and to designate a Fair Housing Officer to be published.

Commissioner Myers asked Mr. Strother if he would be considered the Fair Housing Officer.

Mr. Strother replied no. There are two designated, the PA Human Relations Commission and HUD Fair Housing Equal Employment Officer for Region 3 of Philadelphia.

Commissioner Vahey questioned whether it has been considered to appoint the Township's Human Relations Commission for that purpose.

Mr. Strother replied we could; however, it would be better to have an organization not connected to the Township.

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to adopt Resolution No. 20-XXX, a Fair Housing Resolution and grant the authority to publicly advertise a Fair Housing Officer for the Township of Abington.

MOTION was ADOPTED 5-0.

Item FC-05-031220 – Consider a motion to approve the public advertisement for a public hearing to discuss the needs of the community for the use of Community Development Block Grants:

Commissioner Vahey made a MOTION, seconded by Commissioner Luker to approve the public advertisement for a public hearing to discuss the needs of the community for the use of Community Development Block Grants.

Mr. Strother explained at this time, the Township’s five-year consolidated plan will be expiring soon and every five years it is required to have a consolidated plan. Along with the consolidated plan, a document is required called, “Impediment to Fair Housing.”

Specifically to Abington, we spend several months interviewing stakeholders, the Montgomery County Housing Authority, advocacy groups and Township staff asking the question of what is the hardships of fair housing for Abington Township gathering data and statistics. From that information, it is decided what the main issues are of fair housing specific to the Township and then we begin planning on how to address the impediments and develop a five-year plan. Once that is established, an Annual Action Plan addresses it each year and HUD reviews it.

This year, the Township will receive \$789,251.00 from HUD for projects that are consistent with the five-year plan, and the largest need for Abington are two main categories; housing and public improvements. Under the housing category is the owner-occupied rehab program and rental rehab program for affordable housing provider and under the public improvements category are streets, the lift at the Ardsley Community Center and sidewalks. The single purpose of HUD funds is to benefit low to moderate income population. Final step will be in July when the budget is presented to the Township and documents will also be presented for final adoption with an August 15th deadline to be submitted to HUD in order to get the funding.

2020 Submission Schedule was presented to Finance Committee for review.

Commission Vahey clarified that a contractor was approved for the projects and a public hearing will be held in March. Is that correct?

Mr. Strother replied yes, and the Board needs to approve to publicly advertise the 2020 submission schedule.

Commissioner Winegrad clarified that the new five-year plan needs to be completed prior to receiving funds from HUD. Is that correct?

Mr. Strother replied yes, because advertisement for 2020 has to be approved at the July Board meeting to received funds in October.

Commissioner Carswell commented that she will speak with Commissioner Thompson on how the five-year plan once finalized could be ruled into revised Comprehensive Plan for the Township.

Mr. Strother noted there is guidance on how to proceed and the Township needs to stay in compliance with the HUD process.

Lora Lehmann, 1431 Bryant Lane, resident, commented that those in the greatest need should be helped first.

MOTION was ADOPTED 5-0.

Item FC-06-031220 – Consider a motion to authorize the Township Manager to sign an amendment to the existing engineering agreement with McMahon Associates, Inc. for sidewalks at the 2200 and 2400 block of Old Welsh Road. The amended amount is \$48,400.00, which will increase the total contract amount from \$32,600.00 to \$81,000.00, which will be paid entirely with CDBG funds.

The additional work shall include the completion of the Right-of-Way documentation along Old Welsh Road; additional handicapped ramps and additional sidewalks on the south side of Old Welsh Road.

Mr. Strother explained that during site survey work, McMahon discovered that the proper right-of-way documents were never filed with PennDOT at the intersection of Easton and Old Welsh Road. These documents were to be completed and filed by the Willow Grove Mall before the start of the mall construction. Also, at the 2400 block of Old Welsh Road six permanent right-of-ways need to be executed and filed.

Old Welsh Road is a State road and certain PennDOT construction restrictions will apply. The working conditions on this busy road and the active intersection of Old Welsh and Easton Roads will have an impact on construction costs. It is anticipated that PennDOT permit applications will trigger a recommendation to improve accessibility access at this intersection.

Commissioner Vahey questioned whether it is just the handicapped ramps or full length of the sidewalk.

Mr. Strother replied we are focusing only on the intersections putting the right-of-way in the proper location so the public can walk on the sidewalks. Technically, the owner of the mall should be doing this work as their meeting minutes from when representatives of the mall came before the Township in 1979 indicated that they would do the work.

McMahon discovered that the right-of-way is half the size it should be during their site survey work and it needs to be corrected to move forward. \$81,000.00 would come from 2018 CDBG funds for engineering and construction.

Commissioner Vahey clarified that McMahon's cost are just for engineering and additional costs for construction are not incorporated into this, so proposed is to take the funds from the \$150,000 to pay for additional engineering and use 2020 funds to complete the construction of the project. Is that correct?

Mr. Strother replied that is correct.

Commissioner Myers suggested prior to making a recommendation to the full Board, the Finance Committee should inquire whether a meeting can be set up with reps of the mall and Township officials in regards to this matter.

Commissioner Vahey agreed and suggested tabling this matter for one month.

Commissioner Luker made a MOTION, seconded by Commissioner Winegrad to TABLE Item FC-06-031220 for one month to get further information.

MOTION was ADOPTED 5-0.

Item FC-07-031220 – Consider a motion to approve final payment in the amount of \$16,997.46 to Land-Tech Enterprises, Inc. for completion and final project payment from Account #06-07-302-5305:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve final payment in the amount of \$16,997.46 to Land-Tech Enterprises, Inc. for completion and final project payment from Account #06-07-302-5305.

Commission Carswell said the residents have seen the positive impact from this project at Roychester and Evergreen Manor Parks and everyone is happy with the work that was done.

Lora Lehmann, 1431 Bryant Lane, resident, asked what the project was for.

Commissioner Vahey replied stormwater management for Roychester and Evergreen Manor Parks.

Commissioner Carswell added that berms were put in on the hill going down to the parking lot through the upper part of the creek as well as new plantings and that was funded by a grant.

MOTION was ADOPTED 5-0.

PUBLIC COMMENT:

Lora Lehmann, 1431 Bryant Lane, expressed concern about how the public can find the expenses in the budget and also about expenses for construction services. Also, she would like to know the date of when the first presentation of the budget will be.

Commissioner Vahey replied State law requires it to be in November; however, we will try for earlier this year and there is no firm date yet.

ADJOURNMENT: 8:46 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary