

MINUTES

FINANCE COMMITTEE MEETING

(via Zoom webinar)

August 18, 2020

CALL TO ORDER: 7:04 p.m.

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

EXCUSED: Committee Members: Luker-Carswell

OTHERS: Finance Director Hermann
Lt. Chris Porter

APPROVAL OF MINUTES:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the minutes of the Finance Committee Meeting of June 16, 2020.

MOTION was ADOPTED 3-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Investments for the month of July 2020:

Finance Committee reviewed investments for the month of July 2020.

Item FC-01-091020 – Consider a motion to approve expenditures, salaries and wages for July 2020:

Ms. Hermann noted there were questions regarding legal expenses and YTD totals on the voucher list were corrected to properly reflect 2020 invoices. Reimbursements and escrows have different account numbers. Accounting system will be upgraded and new software is being researched.

Commissioner Myers said in regards to Rudolph Clarke invoices; O’Neill Consulting has been listed for a very long time and they are sizeable amounts every month, and no update has been provided.

Ms. Hermann replied she will ask Township Manager for the status.

Commissioner Myers asked for an update on the status of all legal cases to be provided to the full Board of Commissioners.

Commissioner Winegrad clarified that any capital expenses will be scrutinized and the Township is holding off on as many as possible. Is that correct?

Ms. Hermann replied that is correct. A mandate has been placed on essential spending only and immediately the departments began doing so.

Commissioner Winegrad asked about a recent equipment purchase.

Ms. Hermann replied the equipment was needed for many projects of the Public Works Department and liquid fuels funds were used to pay for it. Rental of that equipment has been very expensive.

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve expenditures as listed in vouchers attached to the agenda and salaries and wages for July 2020 and authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of September 2020.

MOTION was ADOPTED 3-0.

Item FC-02-091020 – Consider a motion to approve the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for July 2020:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for July 2020.

MOTION was ADOPTED 3-0.

Item FC-03-091020 – Consider a motion to approve Travel Expense activity for July 2020:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the Travel Expense activity for July 2020.

Commissioner Winegrad clarified that there was no training and conference expenditures. Is that correct?

Ms. Hermann replied there has been an occasional request for an online program. Programs scheduled earlier in the year were canceled and fees were refunded to the Township.

MOTION was ADOPTED 3-0.

Item FC-04-091020 – Consider a motion to adopt Resolution No. 20-XXX recognizing that the Township’s minimum municipal funding obligation for the calendar year 2021 with respect to the Municipal Non-Uniformed Employee, Police and Non-Uniformed Employee Defined Contribution Plans is \$589,632, \$2,813,000 and \$160,940, respectively:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to adopt Resolution No. 20-XXX recognizing that the Township’s minimum municipal funding obligation for the calendar year 2021 with respect to the Municipal Non-Uniformed Employee, Police and Non-Uniformed Employee Defined Contribution Plans is \$589,632, \$2,813,000 and \$160,940, respectively.

Commissioner Vahey asked for the impact on this year’s budget.

Ms. Hermann replied the MMO for 2020 was \$3.571 million, and for 2021, it will be \$3.563 million, which is a decrease of \$8,000.

MOTION was ADOPTED 3-0.

STATEMENT OF CONDITIONS:

Finance Committee reviewed Statement of Conditions for various funds.

CONTINGENCY EXPENSE REPORTS:

Finance Committee reviewed Contingency Expense reports.

PUBLIC COMMENT: None.

ADJOURNMENT: 7:45 p.m.

Respectfully submitted

Liz Vile, Minutes Secretary