

**MINUTES**

**FINANCE COMMITTEE MEETING**

**(via Zoom webinar)**

**October 20, 2020**

**CALL TO ORDER:** 7:05 p.m.

**PRESENT:** Committee Members: Vahey Chairman-Winegrad Vice Chairman-Myers-Hecker-Carswell (7:28 p.m.)

**OTHERS:** Finance Director Hermann  
Township Manager Manfredi  
Commissioners Spiegelman, Schreiber, Vaughn  
Director of Engineering/Code Montgomery  
Director of W.W.T.P. Wrigley  
Lt. Chris Porter

**APPROVAL OF MINUTES:**

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the minutes of the September 15, 2020 Finance Committee meeting.

MOTION was ADOPTED 4-0.

**PRESENTATIONS:** None.

**Item FC-01-111220:**

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to approve final payment in the amount of \$1,000.00 to G&B Construction Group, Inc. for completion and final project payment from Account No. 06-01-223-5305.

Ms. Montgomery said this is for the Ardsley Wildlife Sanctuary Streambank Restoration project. Previously, the Board approved the bid for this project in the amount of \$59,800 and all work has been completed in which the cost was \$58,150, and two payments have been paid and the remainder is \$1,000.

Commissioner Vahey asked for any comments from Commissioners. There were none.

Commissioner Vahey asked for any public comments.

Lora Lehmann, resident, questioned whether the details of the entire project can be found on the Township's website.

Commissioner Vahey replied the relevant information is attached to the agenda.

MOTION was ADOPTED 4-0.

Investments for the month of September 2020:

Finance Committee reviewed investments for September 2020.

Item FC-02-111220:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the September 2020 expenditures in the amount of \$4,547,285.94 and salaries and wages in the amount of \$1,926,616.66, and authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of December 2020.

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Myers asked for the status of the O'Neil case regarding a conclusion as it has dragged on for quite some time costing the Township money.

Manager Manfredi replied he spoke with counsel regarding that case, and as of today, there is a new attorney representing O'Neil who will be putting forth a settlement offer. He has expressed to counsel to get this matter resolved.

Commissioner Vahey asked for any public comments.

Lora Lehmann, resident, expressed concern that she feels the Solicitor "creates work that is paid with tax dollars."

Manager Manfredi replied Township Solicitor does not initiate litigation. Litigation is authorized by the Township Manager or the Board of Commissioners. The O'Neil case was initiated by the previous administration with sound reasoning.

MOTION was ADOPTED 4-0.

Item FC-03-111220:

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 September 2020. Clearing fund receipts and disbursements for the month of September 2020 were \$1,201.80 and (\$0.00), respectively. Deferred Revenue/Expense receipts and disbursements for the month of September 2020 were \$393,484.92 and (\$400,104.92), respectively.

Commissioner Vahey asked for any comments from Commissioners. There were none.

Commissioner Vahey asked for any public comments. There were none.

MOTION was ADOPTED 4-0.

Item FC-04-111220:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the Travel Expense activity for September 2020. Travel Expenses were (\$0.00) and the nine-month expenses totaled \$10,166.12.

Commissioner Vahey asked for any comments from Commissioners. There were none.

Commissioner Vahey asked for any public comments. There were none.

MOTION was ADOPTED 4-0.

**UNFINISHED BUSINESS:**

Item BOC-01-111220 – Consider and discuss CDBG HOME Rehabilitation Program and Budget next steps:

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Winegrad said total amount is \$781,251 that includes administration cost of \$157,000, and since Mr. Strother no longer works for the Township, will the total amount change?

Manager Manfredi replied at this time, the total amount is still the same; however, depending on the next director's compensation package, the total amount may change. He will be meeting with the Grants Manager of DCED next week to verify that extension has been granted and there are no issues with how these funds could be spent. He will also ask about the procedure in moving administrative dollars back into the total amount, and if there are any changes, we would need to make sure it is acceptable by DCED and HUD.

Commissioner Winegrad continued that the HOME Rehabilitation program is important as there has been a long list of individuals who are in need of assistance prior to COVID-19 pandemic, and that list may have grown, and he would like to see the bulk of the funds going to that program. Also, if the Salem Baptist Church has a specific need for assistance to open a senior center, he would like to know what the bottom line is.

Commissioner Carswell commented that she does not understand why the Township would help build a senior center instead of focusing on those who are really in need and have been standing in line for years and probably struggling more now due to the pandemic.

Commissioner Myers said she would like to keep the same distribution as previously discussed because the senior center is extremely important for the immediate area. When she first became Commissioner there were three administration employees of the Community Development Department and one or two renovations were completed yearly. If we are hiring one person to be the administrator, they will only be able to handle one renovation at a time, and to make this program work more effectively, we would need to increase administrative personnel because this really needs a project manager, and that should be taken into consideration.

Commissioner Winegrad clarified that the administration could not be more than 20% of funds. Is that correct?

Commissioner Vahey replied salary is capped, but that does not mean staff cannot employ others.

Finance Director Hermann added that it also covers office supplies, although she is not sure what the percentage is, but there is a cap.

Commissioner Hecker said he feels no one would argue against development of a senior center benefitting the community, although he is concerned about the funds being put all in one basket, and he does not know what the community will need as we move through this pandemic. However, he wants to be sure that collectively as a Board that the funds are allocated to the best possible use for the community while helping with a long-range plan for a senior center.

Commissioner Spiegelman said our community has needed a senior center for a long time, and Salem Baptist Church is committed to having a place for the food cupboard, and because the demands on it have been profound, he would like to see some portion of the funds allocated towards the food cupboard and some to the senior center. He also agreed with Commissioner Winegrad regarding the HOME Rehabilitation Program.

Commissioner Carswell suggested that if funds are provided to the church for a senior center then there would be an expectation that they provide space for the food cupboard; would there be any issue with that?

Manager Manfredi replied there would need to be enough detail in the project documents making sure that is where the funds are allocated.

Commissioner Vahey added that we would need to see if the church needs funding for that purpose.

Commissioner Vaughn agreed that the allocation of funds for a specific purpose would be written in the documents.

Commissioner Schreiber questioned whether the funds could be reallocated since extension was granted.

Commissioner Vahey clarified that the Board of Commissioners could adopt a resolution amending allocation of funds. Is that correct?

Manager Manfredi replied yes. The Board of Commissioners voted to approve the allocation, and if the Finance Committee recommends amending it, that would need to go back to the Board of Commissioners in November for consideration and approval.

Commissioner Schreiber asked how many people are on the list, for how long, and do they still need assistance.

Manager Manfredi replied he will report back on it.

Commissioner Schreiber agreed that only a few were helped over one or two-years, and right now, a lot of people are in need, which will get worse before it gets better, and she wants to help as many people as possible during this time.

Also, Marian Stroup, Community Outreach Director of the Hope and Help Network helps those from becoming homeless and Marian would be interested if there is an application system, so there may be other ways to use the funds. And not to ignore those who have been on the list long term, but we can only help a few each year, and there should be an emergency repair fund. Also, some small portion of the funds could be allocated to the senior center as that program provides food as well as socialization, and to the food cupboard, which helps the community at-large.

Commissioner Myers noted that this distribution is for 2020; does it need to be spent this year for the Township to receive allocation in 2021?

Manager Manfredi replied he will report back on it.

Commissioner Carswell commented that the list needs to be assessed and prioritized.

Commissioner Vaughn agreed with Commissioner Carswell and that the Board should be able to access the details of that master list either by Dropbox or shared Google drive.

Manager Manfredi said he will be having a meeting next week verifying all procedures from the State and will inform the Board.

Commissioner Vahey suggested that if Finance Committee members have any further suggestions for allocation of funds to send them to the Manager by Friday prior to the meeting with DCED.

Commissioner Vahey asked for any public comments.

Lora Lehmann, resident, suggested alerting the community that the Township is looking for a “HUD director” and there should be community discussion on allocation of funds.

**PUBLIC COMMENT – general matters of finance:**

Lora Lehmann, resident, asked about budget workshops.

Manager Manfredi replied proposed budget for 2021 will be presented to the Board on Thursday, October 22<sup>nd</sup> at a special public meeting and no action will be taken. The next budget public meeting will be held on November 12<sup>th</sup> for consideration by the Board, and there will be a 20-day public comment/inspection of proposed budget as presented, and then put forth for a vote on December 10<sup>th</sup>.

**ADJOURNMENT:** 8:08 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary