

MINUTES

FINANCE COMMITTEE MEETING

November 17, 2015

PRESENT: Committee Members: Kline-Luker-Hecker-Jones (7:15 p.m.)

EXCUSED: Committee Member: Myers

OTHERS: Finance Director Barron
Commissioner Sanchez

CALL TO ORDER: 7:02 p.m.

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the minutes of the October 20, 2015 Finance Committee Meeting

MOTION was ADOPTED 3-0.

TOTAL EXPENDITURES:

The Committee reviewed voucher list for the month of October, 2015.

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board of expenditures, salaries and wages for October, 2015 in the amount of \$3,493,228.90 and \$2,602,951.03, respectively.

MOTION was ADOPTED 3-0.

CLEARING FUND/DEFERRED REVENUE/EXPENSE & PETTY CASH

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for the month of October, 2015.

Clearing Fund receipts and disbursements for the month of October, 2015 were \$863.55 and (\$2,563.96), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of October, 2015 were \$3,040.00 and (\$2,930.00), respectively.

Petty Cash balances were approved as presented.

Commissioner Luker questioned the funds listed for EAC sustainability projects.

Mr. Barron replied during this past year, the EAC brought in funds and the Township keeps track of it as a separate account and holds the funds for them.

MOTION was ADOPTED 3-0.

TRAINING AND CONFERENCE EXPENDITURES:

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of October, 2015 totaled \$0.00 and \$6,547.47, respectively.

YTD Training and Conference Expenditures totaled \$36,028.11.

Commissioner Hecker clarified that funds not spent on training and conferences goes back into the fund balance. Is that correct?

Mr. Barron replied that is correct.

MOTION was ADOPTED 3-0.

STATEMENT OF CONDIITONS:

The Committee reviewed statement of conditions for various funds.

Commissioner Luker asked about payment for municipal services.

Mr. Barron replied that is in-lieu-of funds.

Commissioner Hecker asked about the private donation line item.

Mr. Barron replied that is funds for Jackson Park.

CONTINGENGY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

OTHER MATTERS:

Board Action Request – Budget Transfer Authorization:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board to authorize the Budget Transfers for the year 2015.

Commissioner Kline clarified that these transfers are within the same funds that were previously approved by the Board.

Mr. Barron replied that is correct, and the details are on file in the Finance Office for review.

MOTION was ADOPTED 4-0.

Board Action Request – Expenditure from Unallocated Permanent Improvement Fund Balance (LOSAP):

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board an expenditure from Unallocated Permanent Improvement Fund Balance (Account# 07-00-000-5999) in the amount of \$45,854.00 (2015 allotment) to be distributed equally (\$9,170.80 each) among the five volunteer fire companies serving Abington Township.

MOTION was ADOPTED 4-0.

Board Action Request – Collection of 2015 Delinquent Real Estate Taxes:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board to authorize Township staff to notify Montgomery County Tax Claim Bureau that the Township will utilize Northeast Tax Revenue for the collection of 2015 and 2014 delinquent Real Estate Taxes.

Mr. Barron reported that in 2014, the Township turned over \$131,091.00, and as of the end of October, the Township collected \$57,253.18, which is 0.437%. By changing collectors from Portnoff to Northeast Tax Revenue, the Township will save approximately \$8,000 in 2015 for budgeted fee.

MOTION was ADOPTED 4-0.

Discussion on Drop Program/Training and Conferences Attendance:

Following discussion on the Drop Program/Training and Conference attendance; the committee agreed that any employee in the Drop Program will not be permitted to submit for training or conference expenditures within a year of retirement date unless it is vital to renew their certification/license necessary for Township operations, and if they decide to leave sooner, they would be responsible for those funds.

Commissioner Jones suggested adding the clause to the request form.

The Committee agreed.

ADJOURNMENT: 7:37 p.m.

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