

MINUTES
FINANCE COMMITTEE MEETING

January 19, 2016

PRESENT: Committee Members: Kline-Luker-Hecker-Sanchez-Farren

OTHERS: Finance Director Barron

CALL TO ORDER: 7:00 p.m.

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to approve the minutes of the November 17, 2015 Finance Committee Meeting.

MOTION was ADOPTED 5-0.

TOTAL EXPENDITURES:

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

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board, expenditures, salaries and wages for December, 2015 in the amount of \$3,173,109.47 and \$1,770,699.94, respectively.

Commissioner Sanchez questioned voucher #30854 – The Playful Chef Cooking Class.

Mr. Barron replied that is a Parks and Recreation Department special program in which fees are collected from participants that pay for the program.

Commissioner Sanchez questioned voucher #30862 – Richard Beaghley – Training.

Mr. Barron replied that was payment for a training session.

Commissioner Luker questioned voucher #31148 - Rita Stevens.

Mr. Barron replied that is reimbursement to Rita Stevens for items purchased that comes from money collected by the EAC and/or Shade Tree Commission.

Commissioner Hecker questioned voucher #31004 – Mileage Reimbursement.

Mr. Barron replied that is reimbursement for travel mileage related to Township business.

Commissioner Sanchez questioned voucher #30928 – Riviera D’Italia – Truck Detail.

Mr. Barron replied police conduct truck details.

Commissioner Sanchez questioned voucher #30943 – D.V.H.T. – Health Insurance.

Mr. Barron replied funds are taken from the first pay day of the month for health insurance and those funds are taken from the account listed.

Commissioner Farren questioned the multiple Verizon and Comcast charges as listed.

Mr. Barron replied previously, one check would be sent that was posted to the wrong accounts, so now a check is cut for each Verizon and Comcast account.

Commissioner Kline questioned whether charges from the law firm of Rudolph & Clarke will be categorized.

Mr. Barron replied he has a spreadsheet of each line item and he can provide monthly expense categories.

Commissioner Kline asked for a year-to-date (2015) breakdown of expenses paid by the Township for services of the law firm of Rudolph & Clarke.

Commissioner Sanchez questioned voucher #30984 – Onorato Hladik – Professional Services.

Mr. Barron replied that was for the Tax Office hiring an outside auditor to audit businesses in the Township.

Commissioner Sanchez questioned voucher #31043 – John Walko Esquire.

Mr. Barron replied that is payment for hearings.

Commissioner Sanchez questioned voucher #31117 – Cheltenham Township – Shared Cost for Repair.

Mr. Barron replied that was payment for sewer work.

Commissioner Hecker referred to voucher #31022 – Pennoni Associates Inc. - Edge Hill/Tyson Reconstruction Project, and he asked about reimbursement to the Township.

Mr. Barron replied last year, the Township spent over \$795,000 for the Edge Hill/Tyson Reconstruction project and there has been no reimbursement because the State has no budget. Staff from Engineering Department contacted State officials who indicated that the money will be released shortly.

MOTION was ADOPTED 5-0.

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 December, 2015.

Clearing Fund receipts and disbursements for the month of December, 2015 were \$2,541.84 and (5,710.81), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of December, 2015 were \$52,568.21 and (\$39,131.37), respectively.

Commissioner Luker referred to Calendar Ads listed under Deferred Revenue/Expense, and questioned whether the Township is still collecting money for calendar ads.

Mr. Barron replied we collect until January and that is monies that came in last year, so it is listed as deferred revenue and will be reclassified as 2016 refunds for 2016 revenue because it is a 2016 calendar.

Commissioner Luker asked about fees for ads for the calendar.

Mr. Barron replied it depends on the size.

MOTION was ADOPTED 5-0.

TRAINING AND CONFERENCE EXPENDITURES:

Commissioner Kline made a MOTION, seconded by Commissioner Luker to recommend approval to the full Board the Training and Conference Expenditures activity. Advance and Travel expenditures for the month of December, 2015 totaled \$0.00 and \$86.28, respectively.

YTD Training and Conference Expenditures totaled \$36,613.04.

Commissioner Luker clarified that total expenditures were within budget for 2015. Is that correct?

Mr. Barron replied yes.

Commissioner Farren asked are employees limited on how many training conferences they can attend?

Commissioner Kline replied training and conference expenditures have been reduced over the years and attendance by the same employee has been previously questioned by members of the Finance Committee. We also previously discussed a policy for those who go into the DROP program, which we will discuss further tonight.

Commissioner Farren questioned whether a report is provided on what the employees learned at the training conference.

Mr. Barron replied a report is submitted to Township Manager and reports are included in the Board's weekly packet.

MOTION was ADOPTED 5-0.

STATEMENT OF CONDITIONS:

The Committee reviewed statement of conditions for various funds.

CONTINGENCY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

OTHER MATTERS:

Discussion – Training and Conference Travel Policy:

Following discussion, consensus by the Committee was to revise the Training and Conference Travel Policy as follows:

For the last 12-24 months of employment, the employee may go to a training and conference by request for approval by the Board of Commissioners and is not permitted to go during the last year of employment with the exception of the requirement to be certified for his/her position. Also, employees who are retiring within 24 months are encouraged to designate their successors to attend training and conferences, but if that is not viable, an explanation is required for being the employee who has to attend.

Employee will make request for approval through appropriate Board Committees such as Public Works Committee, Public Safety Committee, etc.

Personal Auto – rate of \$.345 per mile will be removed and revised per IRS regulations.

Meal Reimbursement – Breakfast \$12.00
Lunch \$12.00
Dinner \$26.00

Maximum reimbursement is \$50.00 and summary receipts are required for reimbursement. Also, under no circumstances will the purchase of alcoholic beverages be reimbursed by the Township.

Budget Procedure:

Commissioner Hecker commented that soon there will be a massive change at the top of each department and should we think about a strategic approach on how these departments are structured and consider whether there is opportunity for realignment.

Commissioner Sanchez suggested that if an administrative assistant is retiring from one department; there may be an opportunity to share a new hire between departments.

Commissioner Kline commented that we can explore the idea of zeroing out budgets and review how the departments are structured or ask Department Heads to look at their current budgets and propose changes that would save one percent, three percent or five percent, and discuss with Finance Committee how they came to those conclusions.

Commissioner Hecker suggested once the successor of each department is identified by Township Manager then they will be brought into budget discussions.

Commissioner Kline suggested inviting Township Manager to the next Finance Committee meeting in February to discuss the framework of what will be sent out to Department Heads from Finance Committee.

Commissioner Farren asked for a hierarchy organizational chart for all Township departments for the Finance Committee to review. He also suggested asking for input from Department Heads on how to create revenue streams, and nothing is off of the table.

Commissioner Kline replied last year, Finance Committee members asked each Department Head for their suggestions on how to increase revenue for their respective departments, and that should be included in the information sent out to Department Heads this year.

ADJOURNMENT: 8:40 p.m.

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