

MINUTES

FINANCE COMMITTEE MEETING

May 11, 2017

PRESENT: Committee Members: Kline-Hecker- Luker (7:02 p.m.)-Sanchez

EXCUSED: Committee Member: Farren

OTHERS: Finance Director Barron
 Township Manager/Secretary Manfredi
 Superintendent of Highways Pontelandolfo

CALL TO ORDER: 7:00 p.m.

MINUTES:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to approve the minutes of the April 18, 2017 Finance Committee meeting.

MOTION was ADOPTED 3-0.

INVESTMENTS:

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board investments for April, 2017 in the amount of \$1,225,000.00 that was reviewed, approved as presented. It was noted that investments yield rate ranged from 1.050% to 1.300%.

MOTION was ADOPTED 3.0

TOTAL EXPENDITURES:

The Committee reviewed voucher list for the month of April, 2017.

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board, expenditures, salaries and wages for April, 2017 in the amount of \$1,986,205.77 and \$1,769,082.68, respectively.

Mr. Barron noted that agreement with Republic Bank in April was 0.75% for all overnight funds and that was brought up to 1.0%.

Commissioner Sanchez questioned the gun permit refund.

Mr. Barron replied there was a check written back in January 2016 for reimbursement for a background check for a gun permit and the check was never cashed as of today's date.

Commissioner Kline clarified that uniforms purchased from Red The Uniform Tailor, Inc. and American Uniform Company have not exceeded budgeted amount. Is that correct?

Mr. Barron replied that is correct. In 2015, Red The Uniform Tailor Inc. and American Uniform Company were approved and each company is used for different items. It is a three-year contract ending this year.

Commissioner Kline questioned voucher #40474 – Michael Webb.

Mr. Barron replied that was approved for travel reimbursement.

Commissioner Kline questioned voucher #40531- Sherwin Williams Co.

Mr. Barron replied that was for paint and glass beads for the painting of roadway lines.

Commissioner Kline questioned voucher #40663 – GATSO-USA.

Mr. Barron replied that was for February 2016.

MOTION was ADOPTED 4-0.

CLEARING FUND/DEFERRED REVENUE/EXPENSE & PETTY CASH

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board the Clearing Fund activity, Deferred Revenue/Expense activity and Petty Cash balances for the month of April, 2017.

Clearing Fund receipts and disbursements for the month of April, 2017 were \$18,746.35 and (\$19,833.30), respectively.

Deferred Revenue/Expense receipts and disbursements for the month of April, 2017 were \$1,254.00 and (\$2,475.00), respectively.

Petty Cash balances were approved as presented.

MOTION was ADOPTED 4-0.

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 April, 2017 totaled \$0.00 and \$3,310.47, respectively.

YTD Training and Conference Expenditures totaled \$7,892.66.

MOTION was ADOPTED 4-0.

STATEMENT OF CONDITONS:

The Committee reviewed statement of conditions for various funds.

CONTINGENGY EXPENSE REPORTS:

The Committee reviewed contingency expense reports.

OTHER MATTERS:

Discussion of Township Overlay:

Mr. Angelo Pontelandolfo, Superintendent of Highway, requested approval of expenditure in the amount of \$100,000.00 for milling purposes. Aqua and PECO have added main replacement projects for 2017 up to 21 miles and for staff to handle all of that milling work will be difficult. A lot of these projects will be begin later in the year and we begin our leaf program in the fall, and at that time, the paving work stops and he will have not time to mill what Aqua and PECO tear up. He is requesting to hire a subcontractor to do just the milling portion of the work so he can get the paving done. Milling for the smaller areas will be done in-house.

Commissioner Kline asked how much roadway will be milled for that amount and where will the funds be taken from.

Mr. Pontelandolfo replied approximately 45,000 sq. yards, which covers a lot.

Mr. Barron added capital fund, fund balance.

Manager Manfredi clarified that the milling work was bid out at the beginning of the year. Is that correct?

Mr. Pontelandolfo replied yes, unit price is \$2.25 a square yard.

Manager Manfredi clarified that Aqua and PECO would mill just the area they disturb. Is that correct?

Mr. Pontelandolfo replied yes, they will only mill the lane-disturbed and not curb-to-curb, which is only what they are required to do per Township ordinance.

Commissioner Kline made a MOTION, seconded by Commissioner Hecker to recommend approval to the full Board expenditure in the amount of \$100,000.00 to be taken from Permanent Improvement Fund to pay for subcontractor to do additional milling work.

MOTION was ADOPTED 4-0.

Board Action Request – Resolution No. 17-014 – Disposition of Certain Finance Office Records

Commissioner Kline made a MOTION, seconded by Commissioner Sanchez to recommend approval to the full Board to adopt Resolution No. 17-014, authorizing the disposition of certain Finance Office records as set forth in Exhibit “A.”

MOTION was ADOPTED 4-0.

Discussion of Township Vehicle:

Mr. Barron said he, along with Manager Manfredi will discuss with Public Works Director, Mr. Micciolo about what Township/Police vehicles are needed going forward, and then come back to Finance Committee for consideration.

Discussion of Township Phone System:

Mr. Barron said Township building’s phone system is out-of-date and needs replacing and we will get pricing from a few phone companies, and then come back to Finance Committee for consideration.

ADJOURNMENT: 7:58 p.m.

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