MINUTES

FINANCE COMMITTEE MEETING
(via Zoom webinar)

March 18, 2021

CALL TO ORDER: 7:04 p.m.

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

OTHERS: Finance Director Hermann
Township Manager Manfredi
Manager of Financial Services Embery
Police Lieutenant Porter

CONSIDER APPROVAL OF MINUTES:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the minutes of the Finance Committee Meeting of February 18, 2021.

MOTION was ADOPTED 5-0.

PRESENTATIONS:

Preliminary 2020 Audit Results:

Ms. Cindy Bergvall, Director of Bee, Bergvall & Co., presented an outline of the audit procedures and internal controls implemented by the Finance Committee as well as Township staff of the Finance Department that include the approval of the bills list, monthly review of the finances as well as review of the financial statements that is captured in the minutes from the Board of Commissioners and Finance Committee meetings. Also, internal controls are implemented by various Township departments in having a process for collecting any payments as well as checks and balances for funds that go through the process.

Ms. Jennifer McHugh, CPA, added that as part of the audit, cash receipts and disbursements from various Township departments were sampled, and this year, we looked at Code Enforcement Department and the Police Department and we plan to visit Parks & Recreation in May. Payroll testing has been done as well as analytical procedures; reviewed the minutes; and read confirms from outside sources including cash investment statements and certain revenues and expenditures and debt. March through April the work to be done will be on pensions and OPEB and those statements will be incorporated into financial statements; asset and debt work; testing of accruals and then testing of the Tax Office. Accruals are making sure items are charged to the correct budget and to the correct budget year.

Ms. Bergvall added that in April, we will perform analysis and reconciliations within the Tax Office. Also, no new accounting standards were implemented in 2020 and the lease standard has been postponed for implementation in 2022.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Finance Committee reviewed financial reports for February 2021 including Investments, Clearing Fund; Deferred Revenue/Expense Activity; Petty Cash Balances; Travel Expenses and Statement of Conditions.

Commissioner Vahey asked for the status of the DEA-cash line item as listed in Statement of Conditions.

Ms. Hermann replied the Township is owed money from when an officer worked in the DEA and we need to wait for those cases to go through the court system.

Commissioner Vahey asked about PLGIT as listed in Statement of Conditions.

Ms. Hermann replied currently, the Township does not have any funds invested in PLGIT (Pennsylvania Local Government Investment Trust); however, their accounts are still available to use.

Commissioner Vahey questioned whether all 2020 dollars have been spent on capital programs.

Ms. Hermann replied not all 2020 dollars were spent and the remaining is in the capital account.

Commissioner Vahey continued that the Federal Government is planning to extend deadline for income tax filing; has there been any discussion about extending earned income tax filing?

Ms. Hermann replied she has not received any notice at this time.

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Winegrad asked about the line items for the leftover capital funds from 2020.

Ms. Hermann replied that will be reflected in the CAFR statements.

Commissioner Vahey made a MOTION, seconded by Commissioner Carswell to approve the February 2021 expenditures in the amount of $2,883,811.85 and salaries and wages in the amount of $2,056,723.62 and authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of May 2021.

Commissioner Vahey said he would like to see a report for the CDBG budget going forward. He asked for any comments from Commissioners. There were none.

MOTION was ADOPTED 5-0.

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to adopt Resolution No. 21-XXX authorizing the disposition of certain Tax Office records as set forth in Exhibit "A."

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

MOTION was ADOPTED 5-0.

Consider FY 2020 Fund Balance transfer for discussion:

Manager Manfredi explained that the FY 2020 budget transfer of $1.1 million to pension and OPEB was scheduled for the end of 2020, and it was questioned whether that transfer should be made or should it remain in the fund balance for the time being. Regarding the American Rescue Plan Act of 2021 – COVID 19 stimulus package, the Township is waiting for guidance from the U.S. Treasury on how the funds can be used. Due to the pandemic and reduction in fund balance, rather than simply making the transfer, we decided to consult with Finance Committee as well as the full Board to make the decision.

Commissioner Vahey commented that he would be in favor of holding the funds in the fund balance until the Township receives guidance.

Manager Manfredi continued that he spoke with a rep of the County who provided a name of a consultant who has guided the County regarding compliance of using dollars from the American Rescue Plan, and he will reach out to that consultant.

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Hecker agreed with Commissioner Vahey.

Commissioner Winegrad also agreed to hold the transfer until further discussion.

Consensus by Finance Committee was to hold the matter of the scheduled appropriation from FY 2020 Fund Balance transfer of $1.1 million until further discussion at the next Finance Committee meeting and not move this item forward to the full Board of Commissioners at this time.

PUBLIC COMMENT: None.

ADJOURNMENT: 8:03 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary