

MINUTES
FINANCE COMMITTEE MEETING
(via Zoom webinar)

May 20, 2021

CALL TO ORDER: 7:11 p.m.

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

OTHERS: Finance Director Hermann
Manager of Financial Services Embery
Director of Community Development Hamm

CONSIDER APPROVAL OF MINUTES:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the minutes of the April 15, 2021 Finance Committee Meeting.

MOTION was ADOPTED 5-0.

PRESENTATIONS: None.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Item a.

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

Item FC-01-061021:

Commissioner Vahey made a MOTION, seconded by Commissioner Myers to approve the April 2021 expenditures in the amount of \$2,170,276.86 and salaries and wages in the amount of \$1,892,257.39, and authorize the proper officials to sign vouchers in payment of bills and contracts as they mature through the month of July 2021.

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Myers referring to the item of the Montgomery County Treasurer for Planning Assistance in the amount of \$14,700.00; how often is that paid?

Ms. Hermann replied that is paid twice a year.

Commissioner Myers referring to Pennoni Associates items for various Township projects; does that include engineering for the elevator lift for the Ardsley Community Center.

Ms. Hermann replied no, the lift will be paid from CDBG funds.

Ms. Hamm added that Pennoni was not engaged with any design services regarding the lift project, their only support was for bidding of the project. The CDBG funds are a separate account.

Commissioner Myers questioned the YTD amount of approximately \$82,000.00 as listed under voucher #67394 - Rudolph, Clarke, LLC - \$10,500 for retainer.

Ms. Hermann replied that line item is only for the retainer, but there are other items from Rudolph Clarke that are paid from other accounts, so the YTD accumulates into one account, and there is a voucher report for each separate check run.

Commissioner Vahey clarified that all work performed by the County Planner is covered by the amount listed that is paid twice a year. Is that correct?

Ms. Hermann replied that is correct.

Commissioner Vahey asked for the status on the radios for the Fire Department.

Ms. Hermann replied that the agreement with Motorola was for payments to be made annually; however, since the funds were set aside in the capital budget, we took the option to pay it off in full saving interest costs.

Commissioner Vahey asked for further details of voucher #67592 - Edge Hill Fire Company – ATFD Capital Budget Project.

Ms. Hermann replied she will report back on it.

MOTION was ADOPTED 5-0.

Item FC-02-061021:

Commissioner Vahey made a MOTION, seconded by Commissioner Winegrad to award the Ardsley Community Center ADA Lift Contract to LJ Paoella Construction, Inc. in the amount of \$127,748.00 and authorize the Township Manager to execute the contract.

Ms. Hamm explained for this project, we only received one bid, although 15 contractors downloaded the bid documents from PennBid. This bid amount exceeds the CDBG budget by \$18,000; however, we will be able to utilize unused funds to make up the difference and it will not require a substantial amendment.

Commissioner Vahey questioned whether this was sent out for bid by the previous Community Development Director.

Ms. Hamm replied no, bid documents were prepared, but it was never sent out for bid.

Commissioner Vahey questioned whether the contractors were asked why they did not bid on the project.

Ms. Hamm replied Pennoni reached out to the contractors who did not bid, and the reasons listed were not having time due to their current workload and their estimated cost for the project would be exceedingly higher as compared to the estimated range provided.

Commission Vahey questioned whether this is a fair price for the project.

Ms. Hamm replied due to cost of materials continually increasing including steel, no one was surprised by this bid price.

Commissioner Vahey asked if this was rebid would there be a better result.

Ms. Hamm replied she believes the result would be worse.

Commissioner Vahey asked for any comments from Commissioners.

Commissioner Myers said she found this bid price to be shocking as it is a lift and not an elevator that is to be used to go from one floor to another.

Ms. Hamm replied CDBG projects require prevailing wage rates, which are typically higher. Also, during the pre-bid meeting, it was noted that to accommodate the lift mechanism itself, relocation of major electrical will be needed on the second floor and there are additional issues in shoring up areas to put the lift in; also, there are additional dust and noise mitigations that will be needed because of the daycare, so coupling that with extreme increases in the price of materials, this price tag is the result.

Commissioner Myers agreed that the lift is certainly needed, and she understands the requirement for paying prevailing wage, she was just concerned about the amount of expenditure.

Commissioner Winegrad asked for the timeframe of when the Board past the resolution approving the lift.

Ms. Hamm replied this was a multiyear project of three different CDBG funding years and the first was part of the 2016 CDBG plan included paving, sidewalk, and entranceway improvements on the first floor of the building and some of those funds rolled over into this project. Also, there was an allocation in the 2018 and 2019 plan years, and due to increase costs of materials, we included with the amendments an additional amount of funds to help cover the increase. The lift was never exclusively outlined until 2019, previously it was ADA improvements to the Ardsley Community Center.

Commissioner Winegrad said by waiting to do this project would not help in terms of cost. Is that correct?

Ms. Hamm replied that is correct.

Commissioner Myers asked is the building open to the public, and if not, is there a rush to get this done?

Ms. Hamm replied it is not currently open to the public, but the daycare has been operating in the building since May 2020. There is a timeliness requirement by HUD and there is concern about a lack of expenditures over the past year, so by engaging in this project, it will help solve that problem.

Commissioner Vahey commented he is not thrilled with the estimate either; however, the Township needs to be meet HUD's timeliness requirement.

Commissioner Myers asked who set the budgeted amount?

Ms. Hamm replied that HUD ultimately approves the plans before the Township can realize the funding. These plans were previously put together by her predecessor and approved by the Board of Commissioners.

Commissioner Vahey questioned whether an amended budget needs to be passed.

Ms. Hamm replied no.

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

MOTION was ADOPTED 5-0.

PUBLIC COMMENT – general matters of finance: None.

ADJOURNMENT: 7:40 p.m.

Respectfully submitted,

Liz Vile, Minutes Secretary