

*Cheltenham Township, believing that public input is appropriate on any items coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.*

## **FINANCE COMMITTEE**

Daniel Norris, Chairman  
Morton J. Simon, Jr., Vice Chairman  
Kathy A. Hampton, Member  
Charles D. McKeown, Member  
Harvey Portner, Member  
J. Andrew Sharkey, Member  
Art Haywood, Ex-Officio, Board President

## **AGENDA**

Wednesday, December 12, 2012  
7:30 PM Curtis Hall

1. Review of the Executive Financial Summary Report for the period ending November 30, 2012. (Five-Year Analysis attached)
2. Consider recommending to the Board certain budget transfers (see attached):
  - a) By Resolution
  - b) By Ordinance
3. Consider recommending to the Board the adoption of a Resolution increasing/adding certain fees, effective January 1, 2013. See attached.
4. 2013 Operating and Capital Budgets Update.
5. Review of the 2011 Township Audit.
6. Status report on the sale of General Obligation Bond Series 2012.
7. Status report on the 2013 Tax Anticipation Note.
8. Consideration of Finance Officer Compensation for 2014-2017 Term of Office.
9. Old Business.
10. New Business.
11. Citizen's Forum.
12. Adjournment.



\_\_\_\_\_  
Bryan T. Havir  
Acting Township Manager

**FIVE YEAR ANALYSIS - AS OF NOVEMBER 2012**

	2012	2011	2010	2009	2008
<b>Expenses</b>	90%	91%	89%	86%	89%
<b>Revenues</b>	93%	94%	91%	93%	97%
<b>EIT</b>	90%	89%	86%	79%	74%
<b>Group Health Ins.</b>	100% *	92%	97%	79%	91%
<b>Real Estate</b>	97%	97%	97%	98%	97%

\* Inclusive of December Payment.

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Art Haywood, President  
Harvey Portner, Vice President  
Kathy A. Hampton  
Charles D. McKeown  
Daniel B. Norris  
J. Andrew Sharkey  
Morton J. Simon, Jr.

## Township Manager

David G. Kraynik



## Administration Building

8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215 887-1000  
FAX: 215 887-1561  
Website: cheltenhamtownship.org

## MEMORANDUM

**DATE:** December 7, 2012  
**TO:** Finance Committee  
**FROM:** Joseph L. Galdo, Jr., Director of Fiscal Affairs  
**SUBJECT:** 2012 Budget Transfers

I am recommending the following budget transfers:

### By Resolution

<i><b>From</b></i>		<i><b>To</b></i>	
<u>Administration</u>		<u>Administration</u>	
01-002 Manager Salary	\$ 10,000	01-004 Wages, Clerks & Assistants	\$ 10,000
01-005 Office Supplies & Postage	\$ 12,000	01-012 Telephone	2,000
		01-016 Other Expenses	<u>10,000</u>
			12,000
<u>Fire</u>		<u>Fire</u>	
01-123 Gas & Oil	\$ 3,500	01-127 Other Expenses	\$ 3,500

**By Resolution (Cont'd)**

***From***

**EMS**

01-136 Office Supplies \$ 500  
01-137 Operating Expenses \$ 3,000  
01-139 Emergency Management \$ 6,000  
\$ 9,500

***To***

**EMS**

01-135 Salaries \$ 9,500

**Administration-Miscellaneous**

01-163 Group Health Insurance \$ 12,699  
01-167 Social Security \$ 7,500  
\$ 20,199

**Administration-Miscellaneous**

01-160 Fire & General Insurance \$ 5,200  
01-171 Sinking Fund \$ 14,999  
\$ 20,199

**By Ordinance**

***From***

**Parks and Recreation**

01-089 Recreation Programs/Trip \$ 6,655

***To***

**Finance Officer**

01-112 EIT Collection \$ 6,501  
01-113 LST/MST Collection \$ 154  
\$ 6,655

**ORDINANCE NO. \_\_\_\_\_ - 12**

**AN ORDINANCE AMENDING ORDINANCE NO. 2230-11 ENACTED DECEMBER 22, 2011 AUTHORIZING THE ADOPTION OF THE 2012 OPERATING BUDGET, AND HEREBY AUTHORIZING TRANSFERS OF FUNDS IN SPECIFIC COST CENTERS WITHIN THAT BUDGET IN ORDER TO REAPPROPRIATE MONIES REQUIRED FOR THE PURPOSES OF TOWNSHIP GOVERNMENT DURING THE CURRENT FISCAL YEAR.**

The Board of Commissioners of the Township of Cheltenham hereby ordains:

**SECTION I.** That Section 2 of Ordinance No. 2230-11 enacted December 22, 2011 setting forth amounts appropriated for expenses for various departments, is hereby amended and modified as follows:

<u>DEPARTMENTS</u>	<u>COST CENTER</u>	<u>FROM</u>	<u>TO</u>	<u>TOTAL AMOUNT TRANSFERRED</u>
<b>FROM:</b> Parks & Recreation	30/31/32/33/35	\$1,810,096	\$1,803,441	(\$6,665)
<b>TO:</b> Finance Officer	50	\$ 103,037	\$ 109,692	\$6,665

ENACTED into an **Ordinance** this 19th day of **December, A.D., 2012.**

**TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS**

**BY:** \_\_\_\_\_  
Art Haywood, President

**ATTEST:**

\_\_\_\_\_  
Bryan T. Havir, Acting Township Manager  
and Secretary

**TOWNSHIP OF CHELTENHAM**

**RESOLUTION NO. \_\_\_\_-12**

**RESOLUTION INCREASING CERTAIN FEES  
AND ADDING NEW FEES**

**WHEREAS**, the Board of Commissioners of the Township of Cheltenham has determined, upon the recommendation of the Township Administration, that the revenue received from certain fees is insufficient to cover the reasonable and necessary expenses generally incurred by the Township; and

**WHEREAS**, certain Township departmental requests do not have a fee charge; and

**WHEREAS**, the Township of Cheltenham has the right to set fees pursuant to Chapter A300 of the Cheltenham Code; and

**WHEREAS**, the Board of Commissioners of the Township of Cheltenham must address a potential deficit in the Township budget for 2013 resulting from decreases in real estate tax revenues and the general economic climate; and

**WHEREAS**, the existing fees and lack of fees for certain services are no longer economically viable for the Township.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of the Township of Cheltenham deems that it is in the best interest of the Township and its citizens to increase and add the following fees effective January 1, 2013:

<u>PROPOSED INCREASE IN EXISTING FEES:</u>	<u>FROM</u>	<u>TO</u>
Police Department		
- Finger Printing	\$ 15	\$ 25
Parks & Recreation Department		
- Playground Registration	\$275	\$350
- Pools – Family Membership Fee	\$210	\$225
Building and Zoning Department		
- Zoning Use and Occupancy Certificate (Residential)	\$ 30	\$ 60
- Zoning Use and Occupancy Certificate (Commercial)	\$ 30	\$120
- Fine Penalty (Residential)	\$ 75	\$150
- Fine Penalty (Commercial)	\$ 75	\$250
<u>PROPOSED NEW FEES:</u>		
Building and Zoning Department		
- Grading Permit Fee (Residential)	-0-	\$200
- Grading Permit Fee (Commercial)	-0-	\$400
- Zoning Compliance Letter (Residential)	-0-	\$ 50
- Zoning Compliance Letter (Commercial)	-0-	\$100

**I HEREBY CERTIFY** that the foregoing Resolution was adopted by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, at its meeting held at Curtis Hall, 1250 W. Church Road, Wyncote Pennsylvania 19095 on this **19<sup>th</sup> day of December, 2012.**

ATTEST:

TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Bryan T. Havir  
Acting Township Manager  
and Secretary

By: \_\_\_\_\_  
Art Haywood, President