

A regular meeting of the **FINANCE COMMITTEE** was held tonight, Chairman Daniel B. Norris presiding. Members present were Commissioners Rappoport, Sharkey, Simon and Holland. Also present was Ex-Officio Member Portner.

Staff members present were Township Manager, Bryan Havir; Director of Fiscal Affairs, Bruce Rangnow; Public Works Coordinator Michael Fleming; Assistant Township Manager Alyson Elliott; and Public Works Superintendent Christopher Clewell. Also in attendance was Township Solicitor Joseph Bagley. A Public Attendance List is attached.

Mr. Norris called the meeting to order at 7:30 p.m.

1. The Executive Financial Summary Report for the five year period ending November 30, 2015 was reviewed and accepted.

2. Mr. Norris noted that there were no changes made to the Proposed Operating and Capital Budgets since the Finance Committee Meeting of November 10, 2015. He recapped that the 2016 Operating Budget reflects a revenue to expenditure shortfall of \$995,653, of which \$600,000 will be made up through the planned use of the Township's General Fund Reserves with the remaining deficit being covered by a tax rate increase of .2126 mills. For a property with an assessed value of \$150,000, the proposed tax increase will result in an added cost to the taxpayer of approximately \$3.50 a month, a 2.70% increase over the 2015 tax rate.

Mr. Joe Simone, 637 Custis Road expressed his concerns over the Township's and School District's high property tax rates.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Norris, the Committee unanimously recommended to the Board of Commissioners the adoption of the 2016 Final Operating and Capital Budgets.

3. Mr. Norris facilitated a discussion related to a proposed Resolution to collect certain new fees for Code Enforcement Property Outstanding Code Violation Report services and for Residential and Commercial Property Sewer and Refuse Lien Payoff Calculations. The discussion resulted in the Committee's consensus to remove two redundant paragraphs of the proposed Resolution and to increase the outlined residential and commercial property outstanding code violation report fees from the proposed \$25 to \$50; to \$50 to \$100.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Norris, the Committee unanimously recommended to the Board of Commissioners the adoption of a Resolution adding new fees as amended (see attached).

4. Jason Leininger, Esq., Portnoff Law Associates, LTD, made a presentation to the Committee for their consideration on engaging Portnoff Law Associations to administer and collect all Township sewer and refuse delinquent payment claims. As part of the ensuing discussion, the company was instructed to provide the Township with a copy of their proposed Ordinance and the Fee Schedule defining all the costs of their collection services.

Mr. Joseph Simone, 637 Custis Road, wanted to know the total amount of all the outstanding Township and School District taxes. He was informed that only Stephen Burns, the Tax Collector for Cheltenham Township, could provide this information.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Norris, the Committee unanimously recommended to the Board of Commissioners the award of a one (1) year Professional Service Contract to Portnoff Law Associates, LTD for the collection of all delinquent sewer and refuse payments, effective January 1, 2016 through December 31, 2016.

5. Patrick Scott, VP Operations of MuniServices, LLC, made a presentation to the Committee for their consideration on engaging MuniServices to locate businesses operating within the Township which are not properly registered or not reporting Mercantile and Business Privilege Taxes due to the Township.

Mr. Fred Milbert, 625 Elkins Avenue, wanted to know if the Township has collected all of the Business Privilege Taxes due from the contractors doing business with the School District of Cheltenham on their various school construction projects. He was informed that it would be difficult to provide an appropriate answer to this question since the School District has not been providing the Township with all the names and contact information of every contractor doing work on its construction projects.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Norris, the Committee unanimously recommended to the Board of Commissioners the award of a one (1) year Professional Service Contract to MuniServices, LLC for Mercantile and Business Privilege License Discovery Services and for the collection of non-reported current and prior period Mercantile and Business Privilege Tax Revenue, effective January 1, 2016 through December 31, 2016.

- 6. Old Business - None
- 7. New Business - None
- 8. Citizens Forum - None

There being no further business, upon motion of Mr. Norris, the Committee unanimously adjourned the meeting at 9 p.m.



Bryan T. Havar  
Township Manager

Per: Bruce Rangnow  
Director of Fiscal Affairs

**TOWNSHIP OF CHELTENHAM**

**RESOLUTION NO. \_\_\_\_-15**

**RESOLUTION ADDING NEW FEES**

**WHEREAS**, the Board of Commissioners of the Township of Cheltenham has determined, upon the recommendation of the Township Administration, that fees should be received for residential and commercial property sewer and refuse sale related payoff calculations, and code enforcement property outstanding code violation report services to cover the reasonable and necessary expenses incurred by the Township; and

**WHEREAS**, certain Township departmental requests for such property sewer and refuse sale calculations and property outstanding code violation report services do not presently have a fee; and

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

**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 add the following fees effective January 1, 2016:

**PROPOSED NEW FEES:**

Planning and Zoning

- Residential Property Outstanding Code Violation Report \$ 50
- Commercial Property Outstanding Code Violation Report \$100

Accounting Department

- Commercial & Residential Sewer and Refuse Lien Payoff Calculations \$ 25

**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 the 16<sup>th</sup> day of December, 2015.

ATTEST:

TOWNSHIP OF CHELTENHAM  
BOARD OF COMMISSIONERS

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

By: \_\_\_\_\_  
Harvey Portner, President

**PUBLIC ATTENDANCE LIST**  
**Finance Committee @ 7:30 PM**  
**Public Works Committee @ 7:45 PM**  
**Wednesday, December 9, 2015**  
**Curtis Hall**  
**Wyncote, PA 19095**

NAME (Please Print Clearly)	ADDRESS	EMAIL/TELEPHONE
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