

To protect the health, safety and welfare of the public, Township Commissioners and Township employees during the COVID-19 pandemic, this meeting will take place entirely via Zoom. Participation is enabled via telephone, smartphone, tablet or personal computer.

Please mute yourself for the duration of the meeting unless you are called upon to comment. 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. There are several ways to comment on an item: 1) raise your hand (to your camera or using the hand raise button); 2) type your comment in the Zoom Comments Box; or 3) dial \*9 from your phone, and wait until you are called on.

If you would like to send your comment in advance of the meeting, you may email it to [alupino@cheltenham-township.org](mailto:alupino@cheltenham-township.org) no later than 24 hours prior to the meeting.

This meeting will be available to 100 participants. If you are unable to participate in the live meeting, the meeting will be recorded and the recording will be posted on the Township's [website](#), [YouTube](#) and [Facebook](#) pages.

## **FINANCE COMMITTEE**

Baron B. Holland, Chairman  
Mitchell Zygmund-Felt, Vice Chairman  
Matthew Areman, Member  
Irv Brockington, Member  
Brad M. Pransky, Member  
Ann L. Rappoport, Member  
Daniel B. Norris, Ex-Officio, Board President

**Wednesday, September 14, 2022**

**8:00 p.m. | Via Zoom Web Conference**

*To Join Zoom Video Meeting:*

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Meeting ID: 892 8144 8625, Password: 060529

## **AGENDA**

1. Review of the Executive Financial Summary Report for the period ended August 31, 2022.
2. Report of the Finance Officer.
3. Old Business.
4. New Business.
  - a. Discussion and possible recommendation to approve the purchase of a new BambooHR Software Program for the Human Resources Department (see attached).
  - b. Discussion and possible recommendation to approve a Confidential Document Destruction Agreement with ProShred Security for the shredding of confidential documents and other sensitive and proprietary materials every four (4) weeks (see attached).
  - c. Recommending the Board of Commissioners consider the adoption of a Resolution requiring waiver of additional charges for nonpayment of real estate tax when a taxpayer has purchased real estate or transferred title to a mobile home and has not received a real estate tax bill within twelve months of purchase or transfer (see attached).
  - d. Recommend the Board of Commissioners approve a loan from the Township to the Industrial Development Authority (IDA) in the amount of \$4,000 to help assist with expenses.
  - e. Recommend the Board of Commissioners approve payment to Portnoff Law Associates, LTD. in the amount of \$5,256.93 for the mailing of delinquent tax notices (see attached).
  - f. Recommend the Board of Commissioners approve the following purchase orders for IT Savvy:
    - 1) in the amount of \$78,769.00 to replace computer equipment throughout the Township Building (see attached).
    - 2) in the amount of \$10,925.90 to replace the Township's cyber security software (see attached).

- 3) In the amount of \$2,874.85 per month for the purchase of Microsoft Office 365 Licensing (see attached).
5. Citizen's Forum.
6. Adjournment.



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Robert A. Zienkowski  
Township Manager