

A regular meeting of **FINANCE COMMITTEE** for April was held tonight, Commissioner Baron B. Holland presiding. Members present were Commissioner Areman, Brockington, Pransky, Rappoport, and Zygmund-Felt. Also present was Ex-Officio Member Norris.

Staff present was: Township Manager, Robert Zienkowski, Assistant Township Manager, Alyson Elliott, and Director of Fiscal Affairs, Danielle Pearson, Allen Brown, Michael Rubin, Tax collector, Marc Lieberson. Residents that were present were, Joann Frasier- Dasent, Robert Hyslop, and Najeebah Beyah-Green.

Mr. Holland called the meeting of the Finance Committee to order at 9:27 pm.

1. The Executive Financial Summary was unanimously approved by the Commissioners.
2. Mr. Lieberson shared his report (see attached). Mr. Areman asked for clarification of what McCarthy & Company is doing. Mr. Lieberson stated that he had met with Gary Williams of McCarthy & Sons back in July and they are working together on the larger entities that are past due or have not filed their Business Privilege Tax (BPT). They have six right now that they are working on. He is reaching out to the companies with a letter first and requesting the proper documents for audit. Mr. Areman wanted to confirm that this was an audit firm looking at the larger commercial entities in the Township and determine if they should audit their financials to see if they are paying the correct amount of taxes. Mr. Zienkowski added that he sent ten other businesses to the auditor. Mr. Areman asked if there was a time frame as to when we would hear back from the auditor. Mr. Zienkowski hoped there would be news to share by the November meeting. Mr. Norris asked if he heard correctly that there were several large business entities that have not filed in several years. Mr. Lieberson requested to meet with the Board in an executive session. Mr. Norris asked if McCarthy & Company would be auditing the companies to make sure they are presenting all their receipts. Mr. Lieberson said that they have to go off of what the company puts on their tax return. Mr. Zienkowski thanked Mr. Norris for bringing up the cash businesses on Cheltenham Avenue. Mr. Lieberson is confident that next year will be better than this year. Mr. Zygmund-Felt asked for clarification on the blue area in Mr. Lieberson's report. Mr. Lieberson said he could not locate the projection in the budget. Mr. Zygmund-Felt requested that for next meeting to have the reconciled numbers for the stormwater fee and for a top line business analysis.

Upon motion of Mr. Holland, the committee unanimously approved the report of the Finance Officer.

3. Old Business-
  - a. Mr. Norris wanted to confirm the dates for the budgets meetings. Ms. Pearson confirmed that the Budget meetings will be held via Zoom on the following dates:
    - September 28, 2022 at 6:00 p.m. for the General Fund
    - October 6, 2022 from 10:00 to 4:00 p.m. for the General fund
    - October 25, 2022 at 4:00 p.m. for CapitalMs. Pearson is going to make sure hard copies are printed out for all commissioners.
4. New Business:
  - a. Upon motion of Mr. Holland, the Committee unanimously approved the purchase of a new BambooHR Software Program for the Human Resources Department.

Ms. Samuels provided background on this software and that everything dealing with the employees is very manual and it is massive amounts of paperwork. With this software all of the employee's information is in one place and will integrate with our current payroll system. Mr. Holland asked how Ms. Samuels picked this software. Ms. Samuels said that she met with four different companies and Bamboo HR had the best price and provided everything we were looking for. Mr. Zygmund-Felt asked if this program interfaces with our insurance program. Ms. Samuels said it interfaces with a variety of different administrative systems and she is working with VillaNova on their benefits administration system, which she hopes is up and running by the open enrollment period. Mr. Pransky asked if this includes everything that will be needed. Ms. Samuels said that it

does. Mr. Holland asked if it easy to import our current information into the new system. Ms. Samuels stated it will not be an issue to import the information.

- b. Upon motion of Mr. Holland, the Committee unanimously approved a Confidential Document Destruction Agreement with ProShred Security for the shredding of confidential documents and other sensitive and proprietary materials every four (4) weeks.

Mr. Rubin explained that it will be four bins throughout the Township and the company will come once a month to offer onsite shredding. Mr. Zygmund-felt asked if the Commissioners would be able to use the bins. Mr. Rubin said any Township documents would be able to be destroyed. Ms. Rappoport asked how we handled shredding documents before. Mr. Rubin said that there is a shredder at the Administration Building and Police Administration Building, but they are cumbersome, jam often, and are ineffective. Mr. Rubin also noted that the new bins would be locked and once they are shredded, we would be given a certificate of destruction.

- 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.

Ms. Najeebah Beyah-Green from Wisler Pearlstine, provided background on Act 57, which requires all municipalities to enact a resolution to waive tax penalties. The residents would have only twelve months to express that they have not received the bill and the payment would not include the additional charges. Mr. Holland asked Mr. Lieberon if there are many residents that this would be affecting. Mr. Lieberon said that it would only be a handful of people. Ms. Beyah-Green clarified that it's only a waiver and the late fees would be waived not the tax bill.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Committee unanimously recommended that the Board of Commissioners adopt 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.

- 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.

Mr. Norris explained that there are some small routine expenses that have incurred and the IDA is looking for a short-term loan to cover the expenses. The IDA is expecting to generate about \$13,000, so this loan will be paid using these funds. Mr. Holland asked if there would be a letter outlining the terms of this loan. Ms. Pearson said it should come from the firm representing the IDA. Ms. Pearson did mention that there was a question as to whether or not the loan could be repaid and was going to look for the email that contained this information. Mr. Holland asked if the Committee should table this until the information from Ms. Pearson was confirmed. Mr. Norris requested it not be put off due to the bond deadlines. Mr, Holland suggested moving this item to the Legislative meeting of the Board next week

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the committee with a 6-1 vote approved a loan from the Township to the Industrial Development Authority (IDA) in the amount of \$4,000 to help assist with expenses, pending Ms. Pearson confirms the repayment of the loan (Ayes: Holland, Norris, Rappoport, Brockington, Zygmund-Felt, Pransky; Nays: Areman).

- e. Upon motion of Mr. Holland, the Committee unanimously approved payment to Portnoff Law Associates, LTD. in the amount of \$5,256.93 for the mailing of delinquent tax notices.

- f. Upon motion of Mr. Holland, the Committee unanimously approved the following purchase orders for IT Savvy:

- 1) in the amount of \$78,769.00 to replace computer equipment throughout the Township Building.
- 2) in the amount of \$10,925.90 to replace the Township's cyber security software.

3) In the amount of \$2,874.85 per month for the purchase of Microsoft Office 365 Licensing.

Mr. Rubin discussed the importance of upgrading the work stations, software, and security. Mr. Holland questioned the upgrade schedule of the software. Mr. Rubin said that we will get the upgrades automatically and would not have to pay for that separately. The main change will be the addition of new employees. Mr. Rubin also noted that every employee will have an email address.

5. Citizen's Forum- None.

6. Upon motion of Mr. Holland, the meeting was adjourned at 10:28pm.



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Robert Zienkowski  
Township Manager

Per: Danielle Pearson, Director of Fiscal Affairs