

A regular meeting of the **FINANCE COMMITTEE** for December was held tonight, Commissioner Baron B. Holland presiding. Members present were Commissioners 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, Assistant Director of Fiscal Affairs, Danielle Pearson, and Property Maintenance Supervisor, Allen Brown.

Mr. Holland called the meeting of the Finance Committee to order at 9:10 p.m.

1. Upon motion of Mr. Holland, the Committee unanimously accepted the Executive Summary Report for the period ending November 30, 2021.
2. Mr. Zienkowski opened with comments on the status of the 2022 Budget while reiterating no tax increases were introduced to balance the budget. Mr. Areman commented there was a potential typo within the Stormwater budget and asked staff to correct it before this coming week's meeting. Ms. Rappoport raised a question about why the Stormwater fee is not reflected in an enterprise fund. Mr. Zienkowski explained that once the Board adopts the fee, the inception of the Enterprise Fund can occur. Once revenue is received, these funds will be accounted for separately and show that expenses covered are appropriate. Mr. Norris commented on the amount of work that went into presenting a balanced budget and expressed gratitude for all the work put in by Township Staff.
 - a. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Finance Committee unanimously agreed to recommend the Board of Commissioners adopt an Ordinance approving the Operating Budget for 2022.
 - b. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Finance Committee unanimously agreed to recommend the Board of Commissioners adopt an Ordinance approving the Capital Budget for 2022.
 - c. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Finance Committee unanimously agreed to recommend the Board of Commissioners adopt an Ordinance approving the Liquid Fuels Budget for 2022.
3. Old Business – None
4. New Business –
 - a. Mr. Zygmund-Felt provided an overview of the function of the Pennsylvania State Association of Township Commissioners (PSATC) and the benefit they give back to the Township as they function in a lobbying capacity for the Township..

Upon motion of Mr. Holland, the Finance Committee unanimously approved payment in the amount of \$3,857.55 for the 2022 Pennsylvania State Association of Township Commissioners (PSATC) Dues.

- b. Mr. Zienkowski gave an overview of the recommended increase in the fee amounts, explaining how these increases will allow for better services for the Township and how the recommended amounts will help bring the Township more in line with the surrounding communities. He further explained some of the challenges faced by staff and highlighted the dumpsters as a primary example. Ms. Rappoport presented a question regarding the street opening permits and further clarified that while the utility companies are improving their infrastructure, we need to ensure the appropriate fee amounts are collected to enhance the Township's infrastructure. Mr. Zienkowski explained that the new fee schedule is looking to cover the cost incurred by the Township and staff will continue to monitor costs associated with this work and recommend future changes as appropriate.

Mr. Holland proposed that staff evaluate the fees associated with road opening and provide a follow-up recommendation before the Board of Commissioners meeting on December 15th.

Recommendation to the Board of Commissioners: Upon motion of Mr. Holland, the Finance Committee unanimously agreed to recommend the Board of Commissioners approve a Resolution amending and establishing certain fees, deposits and escrows payable to the Township, effective January 1, 2022.

- c. Ms. Elliott explained that staff recommends a postage provider change from Pitney Bowes to Key Business Solutions and this would save the Township money over the length of the contract. Mr. Holland raised a question about the length of our current contract. Ms. Elliott responded that this term is mirroring our current agreement.

Ms. Rappoport asked about their process in vetting this company. Mr. Brown outlined how staff contacted current customers to gauge satisfaction levels and meet multiple times with the vendor to ensure the Township experienced no loss in services. Ms. Rappoport asked staff to potentially seek additional lowering of costs from the Key Business Solutions.

Recommendation to the Board of Commissioners: Upon motion of Mr. Holland, the Finance Committee unanimously agreed to recommend the Board of Commissioners approve a 60-month contract to Key Business Solutions (KBS) to provide a postage machine for a total cost of \$26,345.16.

5. Citizen Forum – None
6. There being no further business, upon Mr. Holland's motion, the Committee unanimously agreed to adjourn the meeting at 9:30 p.m.



Robert Zienkowski
Township Manager

Per:
Nathan L. Crittendon, MSB, MBA
Director of Fiscal Affairs