

A regular meeting of the **FINANCE COMMITTEE** was held tonight, Chairman Daniel B. Norris presiding. Members present were Commissioners Brockington, Holland, Pransky, Rappoport, Sharkey and Simon.

Staff members present were Township Manager, Bryan T. Havir; Director of Fiscal Affairs; Bruce Rangnow and Assistant Township Manager Alyson Elliott. Also in attendance was Finance Officer Stephen Burns. A Public Attendance List is attached.

Mr. Norris called the meeting of the Finance Committee to order at 9:52 p.m.

1. Upon motion of Mr. Norris, the Committee unanimously accepted the Executive Summary Report for the period ending October 31, 2017.
2. A brief discussion took place in review of the President's 2018 Budget message. Mr. Sharkey requested staff to prepare a Township communication for distributed to each of the five Fire Companies with respect to the budget proposed funding of \$6,000 for recruitment, retention and service recognition purposes in appreciation of all the fire volunteers as outlined in the 2018 Preliminary Operating Budget.
3. Mr. Norris noted that the preliminary 2018 Operating and Capital Budgets remain unchanged since the presentation of the President's Budget message on November 1, 2017. Mr. Rangnow indicated that staff will continue to work on finding the means to make positive adjustments to the 2018 Preliminary Operating Budget before it is presented in its final format for adoption in December.

Recommendation to the Board of Commissioners: Upon motion of Mr. Simon the Finance Committee unanimously agreed to recommend to the Board of Commissioners the adoption of the 2018 Preliminary Operating and Capital Budgets.

4. Mr. Burns provided a status report on Muni-Services' mercantile and business privilege licensing discovery work and their associated prior year taxes collect to date. As of the end of October, \$171,675.75 in gross revenue has been collected in 2017. There is another \$77,000 in Muni-Services' pipeline which has not yet been processed. Approximately \$18,000 of this total will be distributed to the Cheltenham Township School District for their proportionate share of the proceeds. Muni-Services has completed collections on 113 new business accounts and has another 138 accounts pending collection.

Mr. Burns recommended that the year-to-year contract with Muni-Services should be renewed for another year, but that there should be more focus going forward with our in-house efforts to directly discover and license new businesses operating in the Township. It was noted by Ms. Rappoport that there had been an initial slow start in the discovery and collection work provided by Muni-Services. Mr. Burns indicated that this was due to technical difficulties encountered with respect to the incompatibility of the Township's dated software system integrating with Muni-Services software system. This problem has been addressed and will be totally eliminated when the Township upgrades and completes its migration to a new general accounting software platform and operating system in 2018.

Mr. Mitch Zygmund-Felt, 35 Carter Lane, Elkins Park, PA, wanted to know if the Township is currently carrying any outstanding mercantile or business privilege tax debt on its financial books. Mr. Burns responded that no such debt exists because the process of collecting outstanding mercantile/business privilege taxes is administrated to strictly on a cash accounting basis.

Mr. Fred Milbert, 625 Elkins Ave, Elkins Pa, asked to be provided with a status updated on where the Township stands with implementing procedures for licensing and collecting business privilege taxes from contractors working on large scale construction projects that could generate meaningful new revenue for the Township. Mr. Havir indicated that Township policy with respect to this matter is still under review by the Township Solicitor. Upon further discussion on this point it was decided that staff create a time table for managing all aspects of the policy review so that this process is completed before the end of the year.

5. Old Business - None
6. New Business - None
7. Citizen's Forum – None

There being no further business, upon motion of Mr. Norris, the Committee unanimously agreed to adjourn the meeting at 10:25 p.m.



Bryan T. Havir
Township Manager

Per: Bruce Rangnow
Director of Fiscal Affairs



Meeting Attendance Sheet



Public Safety 7:30 PM
Public Affairs 7:45 PM
Finance Committee 8:00 PM

Wednesday, November 8, 2017

Curtis Hall
1250 West Church Road | Wyncote, PA 19095

(Please Print Clearly)

No.	Name	E-mail or Other Contact Info, if desired	Member (Y/N)
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