

A regular meeting of **FINANCE COMMITTEE** for March 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; Interim Director of Fiscal Affairs, Danielle Pearson; and Finance Officer Marc Lieberson.

Mr. Holland called the meeting of the Finance Committee to order at 9:26.

1. Approval of expenditures over \$2,500:

- a. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Board of Commissioners unanimously approved a purchase order for Dell Marketing in the amount of \$20,501.16 for the new Township Servers for the Administration Building and Police Administration Building
- b. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Board of Commissioners unanimously approved an emergency purchase order for Bergey's Truck Center in the amount of \$9,709.56 for the replacement of the engine harness and six injectors and adjustment of all valves in # 609 recycling truck.
- c. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Board of Commissioners unanimously approved a purchase order for Gustafsons Auto Body in the amount of \$9,169.93 for repairs to highway #61 truck.

Mr. Slade noted that these repairs were submitted to the insurance company.

- d. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Board of Commissioners unanimously approved a purchase order for GranTurk Equipment Co. in the amount of \$6,726.94 to diagnose electrical problems in refuse truck #607 and replace faulty wiring and joystick control valve.

Mr. Slade noted that this truck is a dual arm recycler and has been fixed and is back in operation.

- e. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Board of Commissioners unanimously approved a purchase order for Giroud Tree and Lawn in the amount of \$5,200 for a Code Enforcement violation at 1137 Coventry Road which needs immediate attention due to its hazardous condition.

Mr. Zienkowski noted that this property was cited by code enforcement and is a neighbor issue. Mr. Zienkowski explained that the Township will be reimbursed, as the homeowner has agreed to pay.

- f. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Committee unanimously recommended that the Board of Commissioners approve an expenditure for E+ Technology in the amount of \$4,800 for providing email security to the Township.

Mr. Zienkowski provided information on the security update required for the email system. Mr. Pransky asked if this was Barracuda. Mr. Zienkowski was not sure, but will look into this and verify at next week's Board of Commissioners meeting.

2. Review of the Executive Financial Summary Report for the Period ending February 28, 2022.

Mr. Zygmund-Felt expressed his concern about the technology in the accounting department. Mr. Zienkowski commented that technology in the Township is outdated and he is working to update all technology.

3. Report of the Finance Officer:

Mr. Lieberson provided an update on the disbursement status and that EIT has disbursed since the beginning of the year \$1,875,647. \$1,500,086 more than Mr. Lieberson's last report; reached over 22%

of the budgeted amount with projected receipts. LST disbursement is \$137,541. That is \$119,731 more than since last report; reached about 26% of the budgeted amount with the projected receipts. Update on the Business Privilege and Mercantile Taxes from 2021, \$1,914,609 was dispersed. Which was about 29,000 more than last report; \$1,892,000 was the budgeted amount for 2021. Mr. Lieberson has exceeded the budget by about \$20,000. Mr. Lieberson is to start sending out letters for delinquent Business Privilege and Mercantile Taxes. He will not release the license until the accounts are paid to date. Mr. Holland moved to accept the report from the Finance Officer.

4. Old Business:

a. Mr. Holland discussed the School Board's responsibility to help support the Tax Office. It was not brought to the last meeting. They are also in a state of transition. Mr. Holland requested that it be brought up at a more appropriate time. Mr. Norris noted that the School District uses the same third party collector as the Township. The Committee expressed a desire for more open communication between the Township and School District on these types of properties. Mr. Holland asked about the assessment appeals that were in conjunction with the School District. They have been able to get some of these negotiated which has resulted in increased tax revenue. Mr. Lieberson is also in favor of keeping Portnoff, due to that fact that they can process a full batch of delinquent school district taxes and township taxes. Mr. Lieberson is in favor of the shared costs of the tax office. Mr. Lieberson is willing to be involved with the presentation for shared costs.

5. New Business:

- a. Mr. Zienkowski is concerned about the rising cost of oil and the State Liquid Fuels Road Paving Program. Mr. Zienkowski said he may recommend putting that program on pause. Rising costs will impact the amount of paving that can be accomplished this year. Mr. Holland asked how this would affect other parts of the budget. Mr. Zienkowski talked about the cost of tires, and maybe yard waste only gets picked up once every other week. They are going to monitor the situation in the coming weeks. Mr. Holland suggested making some tweaks throughout the departments. Mr. Zienkowski agreed to keep it monitored. Mr. Areman asked if this will affect us getting funds in future years. Mr. Zienkowski assured him it would not cause an issue for future funding. Ms. Rappoport added this could be an opportunity to go forward with 'Ready to 100' and moving away from fossil fuels.
- b. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Committee unanimously recommended that the Board of Commissioners adopt a Resolution appointing Marc Lieberson as a liaison between the Township and Berkheimer, the duly appointed collector of earned income and local services taxes for the district and for the purpose of sharing confidential tax information with the District for official purposes.

6. Citizens Forum – None.

7. Mr. Holland moved to adjourn at 10:01 p.m.



Robert Zienkowski
Township Manager

Per: Danielle Pearson
Interim Director of Fiscal Affairs