

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, Interim Director of Fiscal Affairs Danielle Pearson, and Finance Officer Marc Lieberson.

Mr. Holland called the meeting of the Finance Committee to order at 9:52.

1. Review of the Executive Summary Report for the period ended March 31, 2022.

Mr. Zygmund-Felt led discussion on the following items:

- The bank account that has just over \$1M for parking meters. Ms. Pearson said she plans to consolidate the bank accounts after the 2021 audit is complete.
- There is still money in the sewer escrow account and the Solicitor should help close it out. Mr. Zienkowski said the Solicitor is working with Township staff on the easements and will likely be going door-to-door to talk to affected property owners.
- State liquid fuels money. The Township received its 2022 payment at the end of March.
- Receivables from Abington and Jenkintown for Interceptor “A” should be brought to the table. Mr. Zienkowski said the Solicitor is gearing up for arbitration.
- Ms. Pearson said the stormwater fund was created and is the 03 fund, which will show up in the April report. The money will also be deposited into a separate account; Ms. Pearson is working to set up a new bank account that will be dedicated to the fund to ensure that the enterprise fund stays completely separate. Mr. Lieberson confirmed that he has collected money for the fee and is holding it until the bank account is established.

Upon motion of Mr. Holland, the Committee unanimously accepted the Executive Summary Report.

2. Report from the Finance Officer:

- Disbursement status EIT: Mr. \$2,360,127, up \$484,480 since last report.
- LST \$150,075 up 12,534 from last report.
- Real Estate \$3,379,560, change dramatically with next report. Face deadline, June 3<sup>rd</sup>. Mr. Lieberson said he would work on getting historical comparison data.
- Almost 20% of refuse fees have been collected.
- Approximately \$272,800 of the new stormwater fee has been processed.
- 48 past due Mercantile/Business Privilege Taxes from 2020 have been collected, bringing in over \$48,000, making the amount disbursed reaching \$1,962,943, current filings \$199,917. Mr. Lieberson believes the new addition to his staff has improved the efficiency of the processing of the Merc/ BP returns. Mr. Holland inquired about the remaining 2/3<sup>rd</sup> of delinquent Merc/BP taxes and whether the businesses were in fact closed down. Mr. Lieberson mentioned that even if they closed down Cheltenham Township is still owed a final return. He is working on collecting those as well.
- Mr. Lieberson asked for approval in the amount of \$4,253.00 for Edmunds Software, which is used for the Merc/BP tax. Mr. Lieberson noted that it is a budgeted line item for the tax office. Mr. Holland inquired about why the invoice came out so late, noting that it is dated July 14, 2021. Mr. Lieberson requested an executive session to discuss. Even though the School District does receive income from the Merc/ BP tax return, Mr. Lieberson sent an invoice for 25% of Edmunds bill to the School District. When the School District’s payment is received, it will be turned over to the Township. Ms. Rappoport inquired about how Mr. Lieberson came to 25%. Mr. Lieberson explained that he took an average from last year. Mr. Lieberson will discuss shared costs at the next School-Township Liaison meeting.

Upon motion of Mr. Holland, the Committee unanimously approved requisition for Edmonds Software in the amount of \$4,253.00.

Upon motion of Mr. Holland, the Committee unanimously accepted the Report of the Finance Officer.

3. Old Business – None.

4. New Business

- a. Recommendation to approve Berkheimer to collect Local Services Tax (LST) for the period between January 1, 2022 and December 31, 2023:

The Committee discussed Berkheimer’s compensation, which is equal to 1.75% fee of the LST collected by Berkheimer. Each township pays the same amount.

Mr. Holland inquired about the renewal part (item 8) of the contract. The contract appears to be a two year term, but the renewal appears to be a one year term with a 90 days termination clause. Mr. Zienkowski requested to table this contract for more discussion and review with the Solicitor, requesting a more robust clarification. Mr. Pransky asked if there were options other than Berkheimer to collect the LST. Mr. Zienkowski suggested putting out an RFP for this service. Mr. Lieberson expressed concern that Berkheimer is the agency that collects both EIT and LST and that by separating the collection agency, would create confusion with employers, who are responsible for submitting payments. This could have a severe impact on collection rates. Mr. Holland requested to look at the two agreements and have a further discussion relating to Berkheimer contract.

Upon motion of Mr. Holland, the Committee unanimously voted to table this motion made a motion to table.

- b. **Recommendation to the Board of Commissioners:** Upon motion of Mr. Holland, the Committee unanimously recommended that the Board of Commissioners approve the appointment of Edward Diasio, Esq. of Wisler Pearlstine, LLP as Township Solicitor April 1, 2022 through January 2, 2024.

- c. Discussion on the implementation of a procurement card program through PLGIT. Ms. Pearson discussed the idea of implementing a procurement card program in the Township. She noted that the Township currently has a card through TD Bank, which does not offer benefits such as cash back and has a restrictive credit limit. PLGIT’s program is geared toward municipalities and offers cash back, flexible/controllable credit limits, and can provide more cards. Ms. Pearson said the Township’s internal purchasing process would stay the same, but the cards would allow greater flexibility in purchasing. The Township’s credit limit would be the average of 12 months of Township expenditures. Ms. Pearson and Ms. Elliott are working on updating the credit card resolution, which includes a policy for credit card use.

Mr. Norris requested the Township to see if PLGIT would be able to have a more favorable cash back program. Ms. Pearson said she will look into this and research other programs for the Committee to review. Mr. Holland said he is in favor or additional research on governmental procurement cards.

5. Citizens Forum – None.

6. Mr. Holland moved to adjourn at 10:33 p.m.



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Robert Zienkowski  
Township Manager

Per: Danielle Pearson  
Interim Director of Fiscal Affairs