

A regular meeting of the **FINANCE COMMITTEE** was held tonight, Chairman Baron B. Holland presiding. Members present were Commissioners Brockington, Pransky, Rappoport, Sharkey and Mitchell Zygmund-Felt. Also present was Ex-Officio Member Norris.

Staff members present were Director of Fiscal Affairs, Bruce Rangnow and Assistant Township Manager Alyson Elliott. Also in attendance was Finance Officer Napoleon Nelson. A Public Attendance List is attached.

Mr. Holland called the meeting of the Finance Committee to order at 10:15 p.m.

1. Upon motion of Mr. Norris, the Committee unanimously accepted the Executive Summary Report for the period ending January 31, 2018.
2. Mr. Holland announced that a Sinking Fund Commission meeting will be taking place in the boardroom of the Township Administration Building on Wednesday, February 28, 2018 at 4:00 p.m. to discuss capital bond funding considerations. This meeting is open to the general public.
3. Mr. Nelson provided a status update on the work accomplishments in the Tax Office since being appointment Tax Collector. He indicated that all 2018 Property Tax bills and Mercantile/Business Privilege Tax returns were sent out by February 1, 2018, tax payments are starting to be received, staff is working on and addressing Merc/BP licensing and collection efforts, and all recently-received assessment appeal requests are being addressed. It was also mentioned that the Tax Office's old computer operating programs and equipment are severely outdated and inhibit the Office's ability to complete its work. Additionally, there is insufficient staff in place to properly address the licensing of new businesses and the collection of underreported or missing tax payments. Mr. Nelson is working to establish and implement a plan to address these issues.

Mr. Nelson also asked Committee members to provide guidance on what types of reports or information would be of interest for presentation at future Finance Committee meetings as relates it to the operational responsibilities and functions of the Tax Office. Mr. Norris indicated that it would be of benefit to receive periodic status updates of newly licensed Merc/BP businesses. Mr. Zygmund Felt indicated that it would also be beneficial to receive a quarterly report showing the aggregate amount of the funds collected by the Township for delinquent Merc/BP taxes.

4. The Glenside CCTV project is expected to be completed under budget. Since serious inflow and infiltration (I/I) issues caused underground springs in the Plymouth and Twickenham neighborhoods of Glenside, the Township Engineer recommended the Township consider using some of the project surplus funds to address the issues. The proposed work involves cleaning, pre-televising, grouting leaks, relining manholes and grouting approximately 30 laterals in the public right-of-way. The cost of \$161,422 would be paid for from the surplus of the project budget, which would require approval of a no-cost change order.

**Recommendation to the Board of Commissioners:** Upon motion of Mr. Sharkey, the Committee unanimously recommended the Board of Commissioners approve a no-cost change order to Standard Pipe Services, LLC of Bear, Delaware, to modify the scope of work on the Glenside CCTV project to address I/I issues on Plymouth and Twickenham Roads in Glenside.

5. Old Business – None.

6. New Business – None.

7. Citizen's Forum – Mr. Fred Milbert of 625 Elkins Avenue, Elkins Park, PA asked for a status update on the collection of business privilege (BP) taxes from contractors doing business in the Township that have not been licensed. Mr. Rangnow explained that a process has been developed and is in place to license businesses. However, Mr. Nelson indicated that there are challenges in collecting unpaid taxes; in particular, additional staffing will be required. Mr. Nelson indicated that efforts are underway to hire staff to support the required licensing and collection efforts. He added that the Township can collect lost revenue for up to three years retroactively.

There being no further business, upon motion of Mr. Norris, the Committee unanimously agreed to adjourn the meeting at 11:00 p.m.



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Bryan T. Haver  
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, February 14, 2018

**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)
1	<i>Al Westman</i>		
2	<i>JAMES McWilliams</i>	<i>JMCMWPHOTO@AOL.COM</i>	<i>N</i>
3	<i>Kathy Bowers</i>		<i>N</i>
4	<i>THOMAS ESTILON</i>	<i>VZE15439Y@VERIZON.NET</i>	<i>N</i>
5	<i>Shawn Holt</i>	<i>sxh70@psu.edu</i>	<i>N</i>
6	<i>JACK WASHINGTON</i>		
7	<i>Mary Washington</i>		
8	<i>Denise LaMarra</i>	<i>gyipsycat71@gmail.com</i>	
9	<i>MARVIN OVERTON</i>		
10	<i>ROBERT MYSCOP</i>	<i>215-686-0813</i>	
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