

# SALFORD TOWNSHIP BOARD OF SUPERVISORS

## *Regular Business Meeting*

February 20, 2013

Chairman Barb Lynch called the meeting of the Board of Supervisors to order at 7:35 PM with a Pledge of Allegiance. Present were:

**Barb Lynch**, Chairman  
**James B. Styer**, Vice Chairman  
**Tom Neff**, Supervisor  
Robert Iannozzi, Solicitor

Karen Landis, Secretary  
Wayne Mensinger, Zoning Officer

**ANNOUNCEMENT OF EXECUTIVE SESSION:** Chairman Lynch advised Executive Session was held at 7:00 PM on matters of Real Estate and Personnel.

Tom Neff questioned why Initial Public Comment was removed from the beginning of the Agenda – Barb Lynch advised this new procedure was announced at the January 16<sup>th</sup> meeting. The next agenda item being Certificates of Appreciation – Tom Neff announced he removed his Certificate of Appreciation and read a statement requesting Chairman Lynch resignation. **Motion 13-041** by Neff to censor and sanction Chairman to be removed from position and Vice Chairman to take over as Chairman. No second – Motion fell.

**CERTIFICATES OF APPRECIATION** – In appreciation of the residents who gave selflessly of their time and talents on the Sewer & Water Advisory Board, Chairman Lynch recognized the following residents: Denny Wampole, George Witmayer, Dave Lindner, Dan Decoteau, Cindy VanHise, Curt Klingerman, Andy Damiani, Tony Mielich, and Liam Dolan. Jim Styer was also recognized for his work on the SWAB until the Finance Committee was formed.

**BID OPENING** – The seven (7) received bids for demolition of 145 Ridge Road were opened and summarized. Bids will be reviewed and awarded at the March 6<sup>th</sup> meeting.

**WB FORCE MAIN DEDICATION** – Barb Lynch explained the WB Force Main (currently owned by WB Homes) as the sewer infrastructure that runs down Allentown Road from Country View entrance to Franconia Pump Station. Bob Iannozzi reported a Bill of Sale has been prepared conveying to Salford Township a 4" diameter force main and Easement area for the purpose of maintaining the sewer line. **Motion 13-042** by Lynch, second by Styer accepting dedication and authorizing Solicitor to finalize Bill of Sale and Easement for filing with County. Motion carried 3 – 0.

*Action Item: Bob Iannozzi to finalize Bill of Sale, Easement*

**CONSENT AGENDA** – Chairman Lynch reviewed items 6a through 6c and asked for comment. **Motion 13-043** by Styer, second by Lynch approved Consent Agenda. Motion carried 3 – 0.

### **COMMITTEE RELATED ITEMS:**

**2012 AUDIT ENGAGEMENT LETTER** – Jim Styer reported Finance Committee recommends approval of 2012 Audit Engagement Letter from Bergey Yoder & Associates to change the audit to a cash basis instead of cash and accrual basis. Cash basis is easier to read and understand and full accrual basis is not required. **Motion 13-044** by Lynch, second by Styer accepting 2012 Audit Engagement Letter. Motion carried 3 – 0.

**BONDING INCREASE** – In late 2011, the Board took action to increase the Supervisors, Secretary and Treasurer Bonds to \$1M. Due to required additional financial information and proof of insurability the \$1M bonds were never implemented. Finance Committee recommends bonding level of \$500,000 for an increase of \$100 per bond and does not require any additional information. Rich Andrews reported Finance Committee feels with the checks and balances currently in place would not allow the past problems to exist in the future. Barb Lynch questioned if the auditors recommendation of separating the duties of check writing versus reconciliation and recommended implementation. **Motion 13-045** by Styer, second by Lynch setting the Supervisor, Secretary and Treasurer bonds at \$500,000. Motion carried 3 – 0.

Bette Blead reminded Board of Auditors requested proof of bonding be sent to the Auditors.

**Action Items:** *Karen to coordinate with Treasurer for bank reconciliation verification and contact Insurance Company to increase bond amounts.*

**SOLICITOR & ENGINEER EXPENSES** – Jim Styer reported Finance Committee concern about monitoring professional service expenses versus budget and requested the Board of Supervisors monitor these expenses more closely on a monthly basis.

**FINANCE COMMITTEE RESIGNATIONS** – Jim Styer reported both Bill Grubb and Gerry Longaker have resigned their positions on Finance Committee. Through email vote, the Board authorized Jim to act as interim facilitator as Chairman of the committee until new members are recruited. Tom Neff commented on the Board of Auditors responsibility suggested the BOS encourage the Board of Auditors to co-partner with the Finance Committee.

Bette Blead commented on historical responsibilities of Township Auditors and hiring of a professional CPA firm to perform the annual audit. Jim Styer suggested asking FC and Auditors to meet and come back with a recommendation on how the work could be shared.

**2013 COMMITTEE OBJECTIVES** – Jim Styer commended the committee's on detailed responses received. **Action Item:** *Barb Lynch to compile a summary of the committee objectives as they integrate with the overall Township objectives.*

**OUTSTANDING SEWER ITEMS** – Given the fact that the Finance Committee needs to be re-built with members, Barb Lynch reported the expected target date for re-evaluation of sewer assessment will need to be extended but does not want to lose sight of this effort. Jim Styer raised the question on how best to handle reimbursement. Finance Committee to discuss at next meetings and present a proposed recommendation.

In March timeframe, Barb Lynch with assistance from Solicitor will begin to address the properties have not yet connected to public sewer system.

## **ADMINISTRATIVE:**

**REVIEW IT PROPOSALS** – Jim Styer explained to proposed process of improving Township IT communications. Proposals were received from two (2) vendors for the Google Apps for Business and Government suite. **Motion 13-046** by Styer, second by Lynch awarding to our current IT contractor Keystone Technical Services. Motion carried 3 – 0.

**Action Item:** *Jim Styer to contact Keystone Technical to set up implementation schedule for Google Apps suite of applications.*

**TOWNSHIP MANAGER JOB DESCRIPTION** – Barb Lynch reported activities and work reporting are being collected for a 3 month period to get a better feel of whether a Township Manager might or might not add value. Jim Styer continues refine the job description. Many things need to be considered such as logistics and why the position is necessary.

Karen reviewed the action items from February 6<sup>th</sup> meeting for completion and re-capped new action items from February 20<sup>th</sup> meeting.

**PUBLIC COMMENT:**

Tom Neff commented on Chairman Lynch working with Solicitor on outstanding sewer issues being vetted through Finance Committee for determination on number of billable hours. Barb Lynch reminded Solicitor was authorized last year to follow up with residents who have not yet paid assessment. Solicitor reminded his suggestion last year was effort of following up with residents who have not paid should be relegated to committee and/or staff level – Solicitor involvement should be limited to legal matters, liens, etc. Tom Neff also commented he wished the Solicitor would advise the Board of the Ordinance in place and encourage enforcement.

Frank Jarrett questioned the award of the bids for 145 Ridge Road demolition.

Barb Lynch reported on 3 items for public interest:

1. July 17, 2013 Representative Toepel will be joining the Supervisor meeting and will hold her office hours prior to the meeting.
2. February 22, 2013 is MCATO conference as well as Montgomery County Planning Commission seminar "Keeping Farming in Montgomery County".
3. Website – new link to the PA Turnpike Widening Project.

Tom Neff also advised a public meeting will be held at Souderton High School in April on Turnpike Widening Project.

**ADJOURNMENT** – There being no further business, **Motion 13-047** by Styer, second by Lynch adjourned the meeting at 8:37 PM. Motion carried 3 – 0.

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**APPROVED: MARCH 20, 2013**

**MOTION: 13-053 BY: LYNCH SECOND BY: STYER VOTE: 3 - 0**

**(TOWNSHIP SEAL)**

