

Salford Township
Finance Committee
Summary of Meeting 1/13/15

1. Participants: Tim Clemens, Chris Eckhart, Jon Hill, George Witmayer (Treasurer), Jim Styer (BOS Liaison), Karen Landis (BOS Secretary) and Tom Williamson.
2. Summary of Previous Meeting: Distributed to all prior to meeting. No changes.
3. Tom Williamson: Appointed by the BOS as new member.
4. Review December Financial Report: Reviewed by the committee. Noted the yearend reserve of \$102,014 on a pre-audit basis. Reviewed the Sewer Fund transactions and noted the higher than expected costs for the operational and maintenance. Asked Karen to investigate the higher costs, related to electricity, and whether or not costs could be reduced for the monthly maintenance/inspection, telephone and costs incurred by the environmental overview. Also asked how the data was being used from the data logger and whether it was necessary. Asked if there would be less costly options. Reviewed the reserves and will work on an improved plan to manage the reserves. It was noted that the portions of the reserve will be needed in office renovations are planned.
5. Review long term budgets planning: Jim presented projected budgets through 2020 noting the percentages used to develop the budgets. The minimal growth of projected income was noted. Several items for consideration were raised, including the possibility of environmental stream cleanups, staff retirement plan (403B), improved township operational management, improved public safety, village improvement plan and continued support of the fire company and other emergency services. Suggested that research be done on all these issues to determine the necessity and projected cost. Karen will investigate state financial support for a retirement plan.
6. Sewer Operating Fund: Requested that a long term budget be developed also for the sewer operating budget.
7. Whites Mill dam -- Karen reported that the contractor invoices were being received and reimbursed in a timely manner minimizing the cash flow burden for the Township. The possibility of a foot bridge over the spill way was raised by Frank Garrett, from the Parks Committee. He also raised the possibility of reinforcement along the dam edge to prevent erosion caused by fishermen. Also the need to reinforce/anchor the observatory base was reviewed. Discussed the prospect of a "grand opening" for the park when everything was completed. Jim will convey this to the Parks Committee.
8. Request from Parks Committee: Frank Garrett presented a request for \$10,000 from the Parks reserve for a matching grant offered by PECO for park improvement. Recommended the BOS approval.
9. Long term road maintenance plan: Suggested that Karen and the RoadMaster ensure that all roads and related details were loaded into GeoPlan, and that a schedule and cost projections be developed for the repair and maintenance of all Township roads. These would be incorporated in the long term budget planning.

10. Procurement policy: Recommended that the issue of bidding limits be clarified and that the BOS approve the policy.

11. Health care proposals: Requested that Karen complete her research on proposals to reduce the cost and present at the next meeting.

12. Fee schedule review schedule and discussed ways to improve. The primary concern raised was the degree to which the Salford fees compare with surrounding townships and a clear explanation of the financial rationale. Karen will do more research for the next meeting.

13. Future Agenda Items:
 - A. Review fee schedule: Need ordinance clarification from the PC and BOS.
 - B. Review health insurance proposals
 - C. Review retirement plan options
 - D. Recommend reserve fund allocations
 - E. Revise projected budgets – GF and SOF
 - F. FY14 final financial reports and audit preparation

14. Next Meeting: February 10, 2014, 7:30 pm.