

**HARMAR TOWNSHIP
BOARD OF SUPERVISORS
SPECIAL [FINANCE] MEETING
WEDNESDAY July 15, 2015
HARMAR TOWNSHIP MUNICIPAL BUILDING**

PRESENT

Pat Janoski	Chairman
Linda Slomer	Supervisor
Jerry Chalmers	Supervisor
Bob Exler	Supervisor
Donna Piper	Secretary/Treasurer

CALL TO ORDER

The Chairperson called the Board of Supervisors Special [Finance] Meeting of July 15, 2015 to order at 7:00 pm. The Pledge of Allegiance was recited.

PUBLIC COMMENTS

Thelma Jewart asked if the public could ask questions on each agenda item as they are discussed. The Chair responded, questions will be answered for each agenda items based upon time limitations.

James DiPalma stated that the agenda items for the Special [Finance] Meeting could be addressed in a Regular Meeting.

NEW BUSINESS

Review of DCNR Grant and Soccer Association Requests

The Secretary/Treasurer reviewed the list of grant items and associated costs (\$107,000) as submitted to DCNR and stated the grant awards will be announced by DCNR late summer or early September. Rob Taliani and Mike Liberotti were present to represent the Harmar Soccer Association who were in agreeance with the needs as submitted to DCNR and also offered their assistance in completing the projects and possible fund raising efforts to assist with costs

Budget Meeting Calendar

The Board discussed possible meeting date. Mr. Exler made a motion to set the Budget Meeting Calendar as follows: Friday, September 25 @ 6:00 pm; Friday, October 9 @ 6:00 pm; and Thursday, November 12 @ 6:00 pm. Mr. Chalmers provided the second and the motion was carried unanimously. The schedule also includes authorization to advertise the Draft Budget on November 19, 2015 and adoption of the Budget on December 17, 2015.

Update on Implementation of New Accounting Software

The Secretary/Treasurer reported that the transition from the Freedom software to the RA Services software is nearing completion. New laser checks that are compatible with the new software were purchased for the General Fund, Sewer Revenue Fund, Developer's Escrow Fund, and the Liquid Fuels Fund. The Finance Office finished using the Freedom software on June 30 and began using the RA Services software on July 1. During the months of May and June, entries were completed in both accounting systems (double entries until going live on July 1). In addition, prior month transactions were also being inputted into RA Services and currently there are only the months of February, March, and April to enter into the General Fund. All other funds are completed and reconciled.

Discussion on the Processing of Payroll In-house and the timing of Payroll

The Secretary/Treasurer described the payroll process necessary for processing payroll through ADP. Specifically, time sheets must be submitted by Department Heads to the Bookkeeper no less than 4 days prior to pay day. The Bookkeeper processes the time sheets and make entries into the web-based ADP payroll system. A preliminary report is printed and reviewed by the Secretary/Treasurer as per the time sheet entries. The Bookkeeper then accepts the entries as inputted into ADP. ADP processes the entries and Couriers the paychecks the following day. The checks are then reviewed and signed with two signatures. Employees are paid the day following. Discussion among the Board ensued in regard to the costs (2012-\$4620, 2013-\$5068, 2014-\$4358, 2015 current \$2326) associated to processing payroll through ADP. The Secretary/Treasurer proposed that payroll be processed in-house beginning January 1, 2016 for the Township's 15 full-time, 3 part-time, and 2 seasonal employees based upon implementation of the payroll module in the new accounting software. The Board also discussed mandatory direct deposit. In addition, the Secretary/Treasurer also explained that the time sheets as submitted by the Department Heads that are being processed for payment contain work days that have not been worked; which often requires the following pay to contain corrections from the previous pay period. Discussion ensued in regard to implementing a new pay schedule to include bi-weekly pay dates as opposed to bi-monthly pay dates. Mr. Exler stated that the workforce should be given the opportunity to comment on pay period changes. The Secretary/Treasurer will work on an acceptable transition plan and will present the plan at a later date.

Discuss Hiring of Full-time Employee for Road Crew

The Board discussed the personnel needs of the Township's Road Crew. Mr. Chalmers felt that a new hire should have a CDL, mechanic experience and an inspection license. Mr. Chalmers made a motion to advertise a full-time position for the Public Works Department. Ms. Slomer provided the second and the motion was carried unanimously. The Secretary/Treasurer is to work with the Public Works foreman on the wording of the advertisement. Mr. Chalmers will review the advertisement prior to submitting the advertisement.

Discuss Implementation of 457(b) Plan

At the Regular Meeting on June 18, 2015, the Board of Supervisors motioned to implement a 457(b) Plan to replace the Township's Pension Plan for new hires. In addition, current employees will be given the option to participate. Prior to the June meeting, the Board was provided information in regard to the 457(b) Plan through PSATS. The Secretary/Treasurer suggested that a representative come and talk with the Board about various ways in which to structure the 457(b) Plan. The Board agreed. The Secretary/Treasurer will work on setting-up a presentation for the Board in the near future.

Review of [Year to Date] Statement of Revenues and Expenditures

The Secretary/Treasurer reviewed the mid-year Revenue and Expenditure actuals and pointed out and explained some line items that exceed the expected norm of 50% as of June 30.

Discuss Liquid Fuels Expenditures

The Secretary/Treasurer reviewed the current status of the Liquid Fuels fund in regard to Road Maintenance and Equipment and also noted the monies designated for the F650 Truck purchase. Discussion ensued in regard to use of the funds in 2015 with the exception of the 2015 Paving Program (because the Township is using an unapproved additive). All then agreed that the liquid fuels monies for 2015 should be used for salt purchases.

Discuss the Payment of Sewer Wages out of the Sewer Revenue Account

The Secretary/Treasurer informed the Board that the Township currently pays sanitary sewer maintenance wages out of the General Fund and suggested that the wage costs be kept separate and paid out of the Sewer Revenue account (as a reimbursement to the General Fund). As an example, wages for 2014 were \$13,846 and 2015 to date \$3290. The purpose for the recommendation is based upon the fact that the Township is not 100% serviced by public sanitary sewer and by paying sanitary sewer maintenance wages out of the General Fund means that tax payers with on-lot systems are paying for public sewers (although the associated costs are very small). The Board tabled the recommended action.

Discuss Backhoe Repair Expenditures

The Secretary/Treasurer presented the Board with a listing of all costs associated to the maintenance of the Township's backhoe beginning in 2011-current (2011-\$1847, 2012-\$4374, 2013-\$2241, 2014-\$6723, 2015 current \$4415) for a current total of \$19,600; and suggested that the Township look at purchasing a new backhoe this fall. Discussion ensued about keeping the backhoe out of the salt and in a garage. There was further discussion on building the garage for the police department as discussed a few years ago to enable the storage of Road equipment in the garage attached to the Municipal

Building. The Secretary/Treasurer is to obtain prices on a new backhoe, front-end loader, and police garage.

Discuss the Purchase of a Generator for the Municipal Building as Budgeted

The Secretary/Treasurer once again presented the quotes obtained for the new backup generator. Mr. Chalmers made a motion to purchase the Kohler generator from Pastucha. Ms. Slomer provided the second and the motion was carried unanimously.

Discuss the Asphalt Sealing of the Municipal Building Parking Lot

The Secretary/Treasurer presented a last minute quote for asphalt sealing as obtained and recommended by the Chief. Discussion ensued in regard to the prices obtained in spring of 2014 for asphalt sealing. Mr. Exler asked if references were checked. Mr. Chalmers made a motion to accept the quote as submitted (and the withholding of 10% for 90 days) and the checking of references for the sealing of the Municipal Building parking lots by Jankovik & Son. Ms. Slomer provided the second and the motion was carried unanimously.

Discuss Computer Maintenance and Monitoring of Administration PCs

The Secretary/Treasurer presented a proposal from Up and Running Computers for monthly monitoring and maintenance of the administrative offices computers (4 pcs and laptop with the exception of the Codes Office pc to be added at a later date) at a compensation rate of \$70 per month and \$80 per hour for remote problem solving and \$85 per hour for on-site problem solving. Ms. Janoski made a motion to accept the quote for services from Up and Running Computers. Mr. Exler provided the second and the motion was carried unanimously.

Discuss "Welcome to Harmar" Signs

The Secretary/Treasurer presented some ideas for new Welcome to Harmar signs as recommended by the Township Planning Commission. Discussion ensued as to how many signs will be replaced (Freeport Road traveling north, Freeport Road traveling south, Guys Run Road, Russellton Road, and Route 910). The Board tabled the agenda item. The Secretary/Treasurer will obtain ideas from the Planning Commission and obtain quotes to be presented in September/October.

Discuss Municipal Building Digital Sign

The Secretary/Treasurer presented a quote for a digital sign for the Municipal Building. The Board tabled the quote. The Secretary/Treasurer will obtain additional quotes to be presented in September/October.

Discuss the Campbells Run Sewage Fund

The Secretary/Treasurer informed the Board that the exact purpose for the monies in the Campbells Run Sewage Fund is unknown and the account is inactive except for the

monthly interest. It is speculated that the account is related to the sanitary sewer needs of Harmar Rehab/Health South. Documents from the 1970s have been retrieved and are being reviewed by the Township Solicitor and Engineer.

Discuss moving funds from General Fund Reserve into the Capital Improvements Fund
As per the recommendation of the appointed Auditor, the Secretary/Treasurer suggested that the Board consider moving funds from the General Fund into the Capital Improvements Fund. In addition, the Secretary/Treasurer also suggested that monies be placed in secure CDs with staggering terms in an effort to increase interest income. Discussion ensued and it was suggested that the Secretary/Treasurer complete a financial analysis of monies needed for operations during the first 4 months annual and then propose a strategic financial plan for the movement of money to be discussed during budget meetings.

Develop Capital Improvements Fund Plan/Budget

As per the recommendation of the appointed Auditor, the Secretary/Treasurer presented the Auditor's Capital Improvement Budget sample for an annual budget. The Secretary/Treasurer then presented the Board with a sample of a 5 year Capital Improvement Plan/Budget and suggested that the Board begin to think about the capital project needs and how those will be funded over a 5-10 year period.

PUBLIC COMMENT(S)

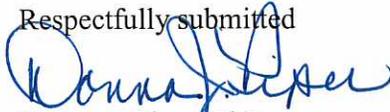
None

BOARD COMMENT(S)

ADJOURNMENT

There being no further business before the Board, Ms. Slomer made a motion to adjourn at 9:33. Mr. Chalmers provided the second and the motion was carried unanimously.

Respectfully submitted



Donna J. Piper, PhD
Secretary/Treasurer