

EASTTOWN TOWNSHIP

EASTTOWN CITIZENS ADVISORY COMMITTEE MEETING MINUTES

Easttown Township Building, Berwyn, PA

March 14, 2016

Attendees: Stacey Ballard, Buck Buchanan, Pete Motel, Gregg Ridge, Chris Polites, Betsy Fadem, Dan Fox, Tom McGurk, Kevin Melich, and Alessandra Nicolas

Meeting was called to order at 6.15pm.

- Introductions again of Kevin, Alessandra, Pete, Buck and Stacey
- Tom provided an update of the Capital Plan project for Hilltop House that Ted and Gary are currently working on for Phase I. Reminder that Capital Plan will be reviewed prior to the ECAC meeting April 11, 2016 starting at 5pm to 6:15 pm. It is requested that the plan be sent to the sub-committee members prior to the scheduled meeting so that they can provide diligent review.
- Discussion points around the Tyler Tech (TT) Report
 - As of meeting ECAC meeting the BoS and Dan Fox has not reviewed the report with Jason from Tyler Tech. The visit was February 2. It was a timing issue with BoS, Dan, Regina and Jason.
 - Dan Fox and the BoS believe training and manpower issues to be the main cause of a lot of the issues on the TT report.
 - Per Dan Fox, many of the issues are also an original design issues from 2005.
 - Tyler Tech has not sent over a proposal on how they plan to fix this gap and what the costs would be.
 - Betsy made note that Tyler Tech also stated there may be a bug in MUNIS so it may require TT to fix. TT is researching this now.
 - BoS has decided to postpone the Mallie audit until these outstanding items are resolved with TT and Dan's staff.
 - Discussed opinions around definition of Material Deficiencies.
 - We currently use only 15% of MUNIS capabilities.
 - BoS has agreed with Dan that the Township needs to hire a full time Controller with Accounting and Software experience, not necessarily MUNIS experience.
 - Dan and BoS will check other audits like Caln and East Whiteland to see how their audits come back.
 - Discussion around how to get:
 - Personnell adequately trained
 - How to have an accountability plan
- ACTION ITEMS:
 - BoS will go back to TT for a more formal 'gap' plan (additional modules, redesign, and training)
 - Chris will send email to Jason's boss to get a meeting confirmed

The date for the next meeting is April 11, 2016 at 6.15pm. The meeting was adjourned at 7.30pm.

Respectfully submitted,

Alessandra H. Nicolas, Recording Secretary of ECAC