

## EASTTOWN TOWNSHIP

### EASTTOWN CITIZENS ADVISORY COMMITTEE MEETING MINUTES

Easttown Township Building, Berwyn, PA

April 11, 2016

**Present:** Buck Buchanan, Pete Motel, Gregg Ridge, Betsy Fadem, Kevin Melich, Tom McGurk.

**Absent:** Chris Polites, Dan Fox, Stacey Ballard, Alessandra Nicolas.

Meeting was called to order at 6.15pm.

- Tyler Tech Assessment Report
  - Betsy Fadem described the March 16 conference call between Tyler Tech and Dan Fox, Regina DiMidio, C. Polites, and B. Fadem. Jason Fenderson of Tyler Tech identified corrective actions for the township to remediate. They are summarized below and a more detailed list is attached.
  - Account Classifications: Fourteen accounts corrected by Regina DiMidio on 3/18/16
  - Account Reconciliations – Correction plan and completion date required.
  - Policies and Procedures – Correction plan and completion date required.
  - Government Receivables – Corrected by Regina DiMidio on 3/18/16.
  - Recording of Transfers – Corrected by Regina DiMidio
  - Recording Activity – Correction plan and completion date required.
- Maillie Audit and Tyler Tech Assessment Report – The correction action plan was discussed in depth as well as the history of Maillie audits. **ECAC strongly recommends** that the township:
  - Produce a documented plan consisting of correction actions that fixes the issues identified in the Tyler Tech Assessment report. This plan is to include completion dates so that progress can be monitored.
  - All of those corrections that have been completed such as the classification of accounts corrected on 3/18/16 are to be verified for extent of completion and accuracy.
  - Those issues not included in the Tyler Tech assessment but are still an issue with the Maillie audit should be included in the correction action plan identified above with completion dates defined.
- Hilltop House Project Update – Minutes of the Hilltop Committee meeting of April 11 are attached to this report.
- Next Projects for ECAC were identified
  - Capital Planning
  - Supervisor's Dashboard
  - Website review and beta testing
  - Funding of Fire companies and EMS

The date for the next meeting is Monday, May 9, 2016 at 6.15pm.

Respectfully submitted,

T. McGurk, ECAC Chairman acting for

Alessandra H. Nicolas, Recording Secretary of ECAC

## **Action Items for Resolution of Easttown 2014 Audit Exceptions**

### Account Classifications - COMPLETED

- Resolution is to recode/reclassify 14 accounts by setting up new object codes. Following the conference call with Jason Fenderson from Tyler Tech, Regina completed all the recoding on March 18. (Ideally this step needed to be completed before yearend 2015 was run and it is completed)

### Account Reconciliation- PROJECT PLAN & COMPLETION DATE NEEDED

- Get firm price of purchasing MUNIS module that performs the daily reconciliation process. Determine all the related costs and training associated with the implementation of the daily reconciliation module.
- Analysis solution compared to another alternatives and make recommendation for implementation of a daily reconciliation process.

### Policies and Procedures- PROJECT PLAN & COMPLETION DATE NEEDED

- Prepare a comprehensive list of essential policies and procedures for Easttown's financial operation and reporting.
- Prepare a project plan to complete and implement needed policies and procedures.

### Government Receivables- COMPLETED

- Resolution was to complete entries to the current data to move the tax receivables to actual taxes. Regina completed that effort on March 18. (This was a step that needed to be completed before running yearend 2015 and it is completed)
- Additionally to resolve this audit item for future years a correction to RBA data feed was needed. Regina worked through this issue and has made the necessary code corrections to the feed and the data is now being received into MUNIS correctly.

### Recording of Transfers- COMPLETED

- Resolution was for additional DT/DF account entries to be set up automatically for our entries. Regina has completed this task and this will help avoid some of the processing exceptions that had previously been cited in our audits. This item was not going to affect yearend closing but will make some clerical entries more streamlined and accurate.

### Recording of Activity- PROJECT PLAN & COMPLETION DATE NEEDED

- This item was discussed and determined to be more of a process and procedure oversight. The resolution is to complete and implement related policies and procedures for the financial operation of Easttown's Municipal Authority.

## EASTTOWN TOWNSHIP

### HILLTOP HOUSE COMMITTEE MEETING MINUTES

Easttown Township Building, Berwyn, PA  
April 11, 2016

**Attendees:** Fred Pioggia, Gary Bernhard, Tom McGurk, and Alessandra Nicolas (by telephone)

Meeting was called to order at 5:00pm.

- **Executive Summary:** The capital plan for phase 1 is complete. The plan calls for a spend of approximately \$150,000 over the next two years.
- Exterior Painting – Two quotes have been received and are being evaluated. The Nolan quote seems to be more in line with the scope. G. Bernhard will evaluate.
  - Nolan is painting the Creutzfield Center in Radnor which is a large Victorian house used for public events like the Main Line School Night activities. Details have been provided to Gary Bernhard for review and evaluation of Nolan's work.
- Windows – Majority of the windows are acceptable, some maintenance is required but funds are identified in the capital plan.
- Tempered glass – A question arose if tempered glass is required in the bathrooms and kitchen areas. Fred.
- Roof – 10 years of life remaining, although current roof materials do not appear to be architectural shingles (profile)
- Landscaping – Although not officially part of phase 1, there is a requirement of \$16,500 for improvements. A larger upgrade (\$46,300) has been pushed out to phase 2. Gary Bernhard will issue the project scope to committee members.
- Paving/Hardscape. To be actioned in 2017.
- Capital Plan – The updated spreadsheet will be issued by Gary Bernhard to the committee members.
- Next Steps – The capital plan is to be reviewed by the BOS.

**The date for the next meeting will be contingent on feedback on the Capital plan.** The meeting was adjourned at 6:15p.

Respectfully submitted,

Tom McGurk , Hilltop House Committee Chairman, 4/13/16