

EASTTOWN TOWNSHIP

EASTTOWN CITIZENS ADVISORY COMMITTEE MEETING MINUTES

Easttown Township Building, Berwyn, PA

May 9, 2016

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

Meeting was called to order at 6.15pm.

- Tom provided an update of the Capital Plan project for Hilltop House (HH) for Phase I. Over the next two years \$150,000 will be spent. It is now up to Chris Polites to share this with the BoS members for funding recommendations. Currently they are leaning toward Nolan Painting.
- Tom discussed that now it is time to look at Revenue and Expenses for Phase II of Hilltop House. Tom asked Alessandra Nicolas to chair this Phase. In this Phase, we will discuss how to make HH a business and improve it, should we use a single caterer like Waynesborough is another model better, we will be looking at staffing and personnel. Etc. We need to work with the HH Committee to identify a scope for Phase II. Alessandra will schedule this.
- We reviewed the minutes from the April meeting, which revolved mostly around the Tyler Tech (TT) Report
 - There were 6 buckets of work that needed to be completed as of the 3/16 TT meetings. So far 3 of them are completed. Per Chris Herr, these 3 will not show in our 2015 audit as corrected, but will show in our 2016 audit as corrected.
- Dan Fox reported that since the TT meeting there is currently no report or plan in place to move forward with the needed corrections and adjustments. Dan said he would have a plan together for our next ECAC meeting in June.
- There was discussion around Regina reconciling every month manually and so far no month in 2016 has reconciled. Dan Fox said he would double-check this.
- Currently it would cost an additional \$2,200 for additional automation modules. Dan Fox mentioned that they are looking at bringing in a company caked Bookbinders to take over AP/AR through QuickBooks. This would replace MUNIS. Currently Dan is waiting for other township references from Bookbinders.
- Tom asked why we are on a modified cash basis and per the audit report this is not GAAP. Dan said he would look into this.
- Continuing the discussion around Bookbinders; we found out from Dan the following information:
 - The proposal from Bookbinders should be in by the end of May
 - Bookbinders will also have put together policy and procedures
 - We do 1,000 transactions per month. Fee is based on transactions
 - Andy Rau will be asked if other municipalities do this
 - Cost would be around \$30k to \$60k annually
 - The office staff unionized in 2003. We need to understand the roles of each union employee and what bookbinders would do
- Dan spoke about the job description he has for a financial supervisory position that would pay around \$75k. Dan wants to add this role, but BoS is hesitant to add staff.
- Discussion then led to Township Auditor position and what this meant.
 - There are currently 3 auditors in Easttown Township; 2 lawyers and 1 real estate agent that have terms that expire in 2017, 2019 and 2021. 2 are republicans and 1 is democrat.
 - The elected auditors have nothing to do when the township is contracted to a 3rd party auditor.

- The township does need to pass a Resolution when they have a 3rd party auditor.
- Dan Fox will find out when an actual elected auditor last audited the Township.
- Dan has spoken to Ben Goldberg one of the Township elected auditors.
- Discussion around how the BoS is able to tell elected auditors that we don't need to use them.
- Per Andy Rau there should be an annual meeting for the auditors.
- Mallie has been the Township auditors since around 2007.
- As Township citizens we don't get the BoS report from Mallie.
- The question arose as to how does an elected official with public perception not do a job such as the auditor position.
- We discussed the definition of Home Rule Township. This is if a township determines their own form of government and elected officials.
- There are 4 new projects that ECAC would like to start working on:
 - 1. Operational Dashboard
 - 2. Capital Needs
 - 3. Funding of Fire Department (currently on hold)
 - 4. Website
- Operational Dashboard – this is a one-page summary or a snapshot of the financial health of the township. Perhaps a YOY comparison that can be put up on our website and show the various funds and how the departments are trending, as well as stats. (Public Works, Fire, Police, General Fund, etc.)
 - Betsy will get ECAC a copy of the reports the BoS currently get now.
 - Buck mentioned what Southwest Airlines does.
 - Betsy will lead this group along with Alessandra.
- Capital Needs Plan – Tredyffrin has it on their website. This shows their 5-year plan. Per Dan our infrastructure is good right now, sewer, roads, facilities.
 - The library we just take care of paving and landscaping. Township gives them \$600,000 and they do their own thing.
 - Pete, Stacey and Tom will work on this committee.
 - Park and Rec has no capital plan
- ACTION ITEMS:
 - Chris Polites to share Phase I of Hilltop House Plan with BoS.
 - Alessandra to schedule the Phase II Hilltop House scope meeting.
 - Operation Dashboard Committee to meet.
 - Capital Needs Plan Committee to meet.
 - Dan Fox to have plan for corrections and adjustments from TT meeting.
 - Dan Fox to review bookbinders references.
 - Dan Fox to let us know the update on the monthly reconcile issue.
 - Dan to let us know about whether modified cash is GAAP.
 - Dan to let us know status on supervisory positions.

The date for the next meeting is June 13, 2016 at 6.15pm. The meeting was adjourned at 8.05pm.

Respectfully submitted,

Alessandra H. Nicolas, Recording Secretary of ECAC