

ECAC Meeting Tuesday April 18, 2017

Attended: C. Polites, K. Melich, T. McGurk, A. Nicholas, B. Fadem, B. Buchanan, S. Ballard, P. Motel

Absent: R. Mintz,

Township Liasons Present: D. Fox, K. Wertz, G. Briggs

Meeting called at 6:15. Opening Comments by Tom and reviewed agenda items.

Introduction to Karen and Updating on Financial Report:

- Auditors were in last week for three days; Karen spent a tremendous amount of time preparing work so that their time in the audit was more productive. Board of Supervisors should get a copy of the audit by the 2nd meeting in May or 1st week in June. **ACTION ITEM: Karen can come back by September with updates (or sooner) related to the Financial Department 2017 Objective Chart.**
- Draft of the Financial Statement was prepared and is being reviewed
- 2016 Auditor findings are the same as the prior year. This was expected as the procedures and software being used have not yet changed. Significant improvements will be made for the 2017 audit because new procedures will be in place and new software will be in place.

Karen feels that the Auditors were excellent and understood the township and the township's prior issues very well. Everything including deficiencies have been properly documented.

The Auditors have noted that the Financial Department has an Identified Problems within their system/procedures and have an Action Plan with clear and obtainable objectives for 2017.

- May 2, 2017 the MUNIS software system will be updated.
- July 1, 2017 the trash and sewer billing software will be updated (MUNI-BILLING). It is 100% cloud based. The goal is to have better billing and get better reporting/delinquent letters, etc. On line and credit card payments will not be available initially because there will be a LOT of changes for the staff and they would like them to become proficient at the new procedures and software and then introduce additional features. A 3rd party company will send out the billing which is done in house now. Cost is about 29 cents plus postage per bill; this will save money but also time so staff can focus on other financial functions.

After 1 year of being delinquent, accounts are then sent to Portonoff for collections. Within the first year, the township will be able to send delinquent notices and the past due balance will carry forward on the next billing cycle.

- MUNI LOGIC and MUNIS can be integrated. Will make reporting much more streamlined.

- TD Bank accounts have been closed and Tompkins Bank Lock Box accounts have been opened. They have been excellent to work with it is expected that this change will save the township some money.
- Chester County has a program for Townships to collect the Township Real Estate Taxes on their behalf. It is expected to save about \$15K.
- Financial Department 2017 Objective List: Biggest problem on the system has been a result of incorrectly set up account classification structure and transfer accounts. This can be done in house and will take a significant amount of time as this project is outside of the daily business operations that need to continue. Karen expects most all other items on the Objective list to be completed during 2017.
- When asked what Karen needs to complete the task, she stated that she needed some time to evaluate the task (because she was previously occupied with the Auditors) and that she would get back to the Supervisors/ECAC on what she needed. She was reassured that both groups would support whatever she needed to complete the task.

Berwyn and Paoli Fire Co Updates:

Tom remarked that ECAC has been working on this project over several months and that it makes sense to document the direction. Tom prepared a DRAFT presentation called "Easttown Township Fire and Ambulance Services; ECAC Project. Evaluation of service volume, costs and benchmark proposals leading to a funding formula."

- A more formalized presentation can be developed. Content is about half way complete. Just starting the Benchmark process.
- Volume for both fire companies tends to be fairly consistent. In Easttown, based upon the dollars that the township gives to the Fire Company, the cost for service is about \$107.50 per household and \$38 per capita. Seems inexpensive but the township has increased their contributions over 65% in the last 6 years. Betsy's research will be very valuable in comparing other townships with similar sizes and services (Easttown has BLS and ALS as well as fire service). Objective is to find out what is "Fair Funding".
- Buck noted that the biggest problem has been that ambulance billable service is limited by regulations regarding insurance and billing. Ultimately the township is responsible for providing these services and it would be much more costly to have to provide them under the townships direct control. Much better value to work with them and support their efforts.
- It was noted that Berwyn is no longer a volunteer fire company. There are not enough volunteers available and new volunteers signing up because of life style changes and personal choices of our residents. The Fire Company has had to change to paid employees to maintain their licenses for EMS. Our residents have a high expectation of service that we need to maintain. Everyone agreed that we cannot go backwards. The relationship between the township and the fire company is improving with better trust between the two.

Hilltop Committee:

- Committee will be meeting more often and at least monthly. Don Curley (Twp Director of Public Works was included)
- Currently drafting criteria for an RFP to send out to potential catering vendors to lease the building and grounds for events. Included in the RFP will be building available for public use like township meetings, Taste of Berwyn (Daemion Counseling Center), Holiday Craft Show and other public uses to be determined by the committee. Objective is to cover Hilltop House expenses and still have some township use of the facility; and, find a balance between business and the neighbors.
- Expectation is that a Catering Tenant would need to make some modifications to the building for better commercial kitchen set up. No required amount has been set.
- Comparisons were made to Radnor Township's The Willows project which has been progressing for 4 years. Don had some experience with that project.
- Parks/Rec Committee was included in the meeting and was understanding and seemed to be supportive of the proposal.

Next ECAC Meeting set for Monday May 8 at 6:15!

Respectfully Submitted,

Stacey Ballard 4/19/17

Stacey Ballard is the new secretary for the ECAC Committee