

**AGENDA**  
**December 13, 2022**

**BOARD OF COMMISSIONERS**

**STATED MONTHLY MEETING 7:00 P.M.**

**PLEDGE OF ALLEGIANCE**

PUBLIC PARTICIPATION ON AGENDA ITEMS WILL BE TAKEN AS EACH ITEM IS DISCUSSED

**DAVID H. SIRKEN, CHAIR, INTERNAL AFFAIRS COMMITTEE**

- A. 1. Review and Consider Minutes of November 8, 2022
- B. 2. Review and Consider December 2022 Bill List
- C. 3. Review and Consider Adoption of 2023 Budget
- D. 4. Review Ward Redistricting Update
- E. 5. Review and Consider Health Plan Update
- F. 6. Review and Consider Appointment of Alternate Right-to-Know Officer
- G. 7. Administration Report
- H. 8. Tax Collector's Report
- I. 9. Liaison Report

**DENISE A. KURITZ, CHAIR, COMMUNITY DEVELOPMENT COMMITTEE**

- J. 1. Review and Consider Consultants Fee Schedule
- K. 2. Building Official's Report
- L. 3. Liaison Report

**JOSEPH CANALE, CHAIR, PUBLIC SAFETY COMMITTEE**

- M. 1. Review Civil Service Rules Update
- N. 2. Review and Consider Permanent Appointment of Police Officer
- O. 3. Review and Consider LMPD Discipline Matters
- P. 4. Police and Fire Marshal Reports
- Q. 5. Liaison Report

**JOE PACE, CHAIR, PUBLIC WORKS COMMITTEE**

- R. 1. Review and Consider Lower Moreland Park Field Fencing Bid Award
- S. 2. Review and Consider Intermunicipal Agreement for DEP 904 Grant
- T. 3. Public Works Department Report
- U. 4. Liaison Report

**RUTH HAUSEN, CHAIR, PUBLIC PROPERTY COMMITTEE**

- V. 1. Review and Consider Lower Moreland Township Authority Appointment
- W. 2. Liaison Report

**CHRISTOPHER S. ODHNER, CHAIR, ORDINANCE COMMITTEE**

- X. 1. Review and Consider Traffic Related Ordinance
- Y. 2. Review and Consider Zoning Hearing Board Appointment
- Z. 3. Review Zoning Hearing Board Agenda & Decisions
- ZA. 4. Liaison Report

PUBLIC PARTICIPATION – NON AGENDA ITEMS

ADJOURNMENT

EXECUTIVE SESSION (IF NECESSARY)

# Lower Moreland Township

## MEMORANDUM

TO: Lower Moreland Board of Commissioners  
FROM: E. J. Lee, Assistant Township Manager/Finance Director  
CC: Christopher R. Hoffman, Township Manager  
SUBJECT: Dec. 13, 2022, BOC Meeting Financial Packet

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The monthly expenditure activities report is enclosed for your review and approval consideration. Items to highlight from the November expenditure activities and the December bill list for approval are the following:

### **Credit Card Statement ending Nov. 28, 2022:**

- There are several annual membership renewals for 2023 – ESRI (GIS mapping system) license, GFOA (finance) and ICMA (manager)
- Monthly reoccurring charges starting November will be the Microsoft 365 license fees now that all the Township email has been converted to Office 365.
- Most other charges are reoccurring monthly charges related to utility and refuse services.

### **November 11 & 25 Payroll:**

- The November 11 payroll is higher than usual due to holiday pay and education bonus due to police officers per contract requirements. The November 25 payroll is on track with other “normal” payrolls.
- Overtime expenditures for each department as of Nov. 30, 2022 (92% of the calendar year) are the following:
  - Police: 117% of annual budgeted expenditure (this includes OT for police service requests by outside organizations, for which the Township is reimbursed)
  - Public Works: 68% of annual budgeted expenditure
  - Sewer: 87% of annual budgeted expenditure
  - Leaf Collection: 9% of annual budgeted expenditure

The majority of the check batches issued with payroll include utilities, personnel/contract requirements, loans and other time sensitive payments. Non-routine payments include the following:

**November 11 Bills Paid:**

- PAAI (PA Association of Arson Investigators) membership renewal for the Fire Marshal
- Escrow Release for the land development application from several years that finally closed (separate from the grading permit escrow that closed the month prior)
- Recording fees to the County Law Library for the two new ordinances for consideration of adoption at the December meeting – 2023 tax and sewer rates

**November 25 Bills Paid:**

- All payments in this bill list were related to payroll, utilities, and other time/contractually sensitive payments

**December Bill List:**

- There are payments for Cargill for salt supplies in preparation for the 2022-2023 winter season
- The December reconciled payment for the library's 2023 contribution is included. This amount is calculated based on actual revenues received and expenditures already made in 2022. One more, end of year final reconciled check for 2022 will be issued in January after the informal closing of the 2022 finances.
- A check to Grimco, Inc. for a pre-approved capital purchase for the Public Works Department for a new sign machine is included.

There will be one more final bill list at the end of December to issue payments for the last of invoices that come in for the 2022 calendar/financial year. That bill list will be included with the January finance packet for Board review.

**LOWER MORELAND TOWNSHIP - DEC. 13 2022 BOC MEETING  
MONTH FINANCIAL ACTIVITY AND BILL LIST FOR APPROVAL**

Check Batch Date	Check Batch Amount	Notes
Credit Card	\$134,106.07	
Nov. 11, 2022 Payroll	\$415,439.82	PD holiday and education bonus pay per contract
Nov. 11, 2022 Payroll Bills	\$50,283.14	
Nov. 25, 2022 Payroll	\$246,627.48	
Nov. 25, 2022 Payroll Bills	\$60,412.38	
New Bill List for Approval	\$269,543.02	
<b>Total</b>	<b>\$1,176,411.91</b>	

Funds Summary	
(01) General Fund	\$785,634.18
(02) Hydrants	\$0.00
(03) Fire Tax	\$4,160.61
(04) Refuse	\$153,811.03
(05) Debt	\$0.00
(06) Library	\$18,361.50
(08) Sewer	\$158,252.00
(09) Ambulance	\$0.00
(10) P&R	\$12,469.56
(18) Capital Traffic Improvements	\$10,665.73
(19) Capital Improvements	\$33,057.30
(35) Liquid Fuels	\$0.00
(41) Escrow/FSA	\$0.00
(63) Retirement	\$0.00
(91) Unemployment	\$0.00
<b>Total</b>	<b>\$1,176,411.91</b>