

**AGENDA**  
**July 11, 2023**

**BOARD OF COMMISSIONERS**

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

**PLEDGE OF ALLEGIANCE**

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

- A. 1. Review and Consider Preliminary Plan – BT Philmont/3001 Philmont Avenue #21-03
- B. 2. Review Sketch Plan – Zeon Real Estate/8 County Line Road #23-03
- C. 3. Review and Consider Final Escrow Release – M&B Associates/1430 County Line Road #21-02
- D. 4. Building Official’s Report
- E. 5. Liaison Report

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

- F. 1. Review and Consider Minutes of June 13, 2023
- G. 2. Review and Consider July 2023 Bill List
- H. 3. Administration Report
- I. 4. Tax Collector’s Report
- J. 5. Liaison Report

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

- K. 1. Review and Consider Lower Moreland Township/Lower Moreland Township Authority Lease Agreement
- L. 2. Review and Consider Building Code Board of Appeals Appointment
- M. 3. Liaison Report

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

- N. 1. Review and Consider Civil Service Regulations
- O. 2. Review and Consider Hazard Mitigation Plan Update
- P. 3. Review Civil Service Commission Appointment
- Q. 4. Police and Fire Marshal Reports
- R. 5. Liaison Report

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

- S. 1. Review and Consider Authorization to Bid Longview Drive Basin Project
- T. 2. Review and Consider DCED MTF Grant Resolution – Byberry Road Sidewalk
- U. 3. Review and Consider Certificates of Appropriateness
- V. 4. Public Works Department Report
- W. 5. Liaison Report

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

- X. 1. Review Zoning Hearing Board Agenda & Decisions
- Y. 2. 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: July 11, 2023, 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 May expenditure activities and the June bill list for approval are the following:

### **Credit Card Statement ending June 28, 2023:**

- Most charges are recurring monthly charges for utilities, subscription, etc.
- Deposits to Penn Cinema and Bowlero for Summer Rec trips are included with this statement
- Two new police vehicle laptops are included per the annual replacement schedule as identified in the capital budget
- The Police Department received a grant to pay for computer equipment so there are two larger purchases on this statement: one for PD workstation (new laptop and accessories) and CelleBrite (a digital forensics equipment and software)

### **Bond Payments:**

- GO 2017 Bond payment in the amount of \$45,000 for principal and \$11,976.25 in interest. This bond matures in 2037.
- GO 2015 Series B Bond payment in the amount of \$410,000 for principal and \$4,100 in interest. This is the final payment for this bond, which matures in August of 2023.

### **June 9 and June 23 Payroll:**

- Overtime expenditures for each department as of June 30, 2023 (50% of the calendar year) are the following:
  - Police: 49% of 2023 budgeted expenditure (this includes OT for police service requests by outside organizations, for which the Township is reimbursed)
  - Public Works: 46% of annual budgeted expenditure
  - Sewer: 43% of annual budgeted expenditure

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

**June 9 and June 23 Checks:**

- Deposit for the DJ for the Trunk or Treat was issued to secure the date and availability.
- The 2022 Excise Tax Return for health insurance coverage was submitted with payment to the US Treasury along with a revised return and second payment due to error from insurance trust on payment calculation.
- Certificate renewals for the sewer station were included to be paid to the state L & I.
- Consultant fee to Brad Sorkin is included per the agreement with the Township for management of field rentals.
- The semi-annual payment to Upper Southampton Municipal Authority for Lower Moreland Township's portion of sewer usage is included.
- Due to change in invoice delivery by Fisher's Ace Hardware, the last couple of months of invoices were not received and processed. Upon reaching out and speaking with them, all the past due invoices were paid right away to get the Township's account back to good standing.

**July Bill List: (items to highlight)**

- The installments of 2023 RE Tax Revenue payments to the BA Ambulance/Fire Co., HV Fire Co, and Library are included.
- The quarterly installment payments of the Property Liability and Worker's Compensation premiums are included.
- The PW Building is in need of a replacement HVAC system, the cost for which is included with this bill list.

**LOWER MORELAND TOWNSHIP - JULY 11, 2023 BOC MEETING  
MONTH FINANCIAL ACTIVITY AND BILL LIST FOR APPROVAL**

Check Batch Date	Check Batch Amount	Notes
Credit Card	\$176,981.62	
Bond Payments	\$471,076.25	2015 Series B GO Bond and 2017 GO Bond
June 9, 2023 Payroll	\$234,257.16	
June 9, 2023 Payroll Bills	\$38,845.25	
June 23, 2023 Payroll	\$231,311.01	
June 23, 2023 Payroll Bills	\$112,814.78	
New Bill List for Approval	\$461,963.94	
<b>Total</b>	<b>\$1,727,250.01</b>	

Funds Summary	
(01) General Fund	\$694,975.39
(02) Hydrants	\$0.00
(03) Fire Tax	\$105,634.64
(04) Refuse	\$125,679.91
(05) Debt	\$57,726.25
(06) Library	\$80,000.00
(08) Sewer	\$546,775.63
(09) Ambulance	\$45,000.00
(10) P&R	\$33,706.87
(18) Capital Traffic Improvements	\$3,363.50
(19) Captal Improvements	\$28,675.33
(31) Stormwater	\$5,712.49
(35) Liquid Fuels	\$0.00
(41) Escrow/FSA	\$0.00
(63) Retirement	\$0.00
(91) Unemployment	\$0.00
<b>Total</b>	<b>\$1,727,250.01</b>