

AGENDA
December 12, 2023

BOARD OF COMMISSIONERS

STATED MONTHLY MEETING 7:00 P.M.

PLEDGE OF ALLEGIANCE

RECOGNITION OF RETIRING COMMISSIONERS

RECOGNITION OF RETIRING STAFF

APPOINTMENT OF BUILDING OFFICIALS & ZONING OFFICERS

DAVID H. SIRKEN, CHAIR, INTERNAL AFFAIRS COMMITTEE

- A. 1. Review and Consider Minutes of November 14, 2023
- B. 2. Review and Consider December 2023 Bill List
- C. 3. Review and Consider Adoption of 2024 Budget
- D. 4. Review and Consider Authority to Acquire Huntingdon Pike & Buck Road Parcel
- E. 5. Review and Consider Clerical Contract Clarification
- F. 6. Administration Report
- G. 7. Tax Collector's Report
- H. 8. Liaison Report

DENISE A. KURITZ, CHAIR, COMMUNITY DEVELOPMENT COMMITTEE

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

JOSEPH CANALE, CHAIR, PUBLIC SAFETY COMMITTEE

- L. 1. Review and Consider Emergency Services Committee Liaison Appointment
- M. 2. Public Safety Report
- N. 3. Liaison Report

JOE PACE, CHAIR, PUBLIC WORKS COMMITTEE

- O. 1. Review and Consider Authorization to Bid 2024 Paving Program
- P. 2. Review and Consider Certificate of Appropriateness
- Q. 3. Public Works Department Report
- R. 4. Liaison Report

RUTH HAUSEN, CHAIR, PUBLIC PROPERTY COMMITTEE

- S. 1. Review and Consider Bethayres Pump Station Pump Quote
- T. 2. Liaison Report

CHRISTOPHER S. ODHNER, CHAIR, ORDINANCE COMMITTEE

- U. 1. Review Zoning Hearing Board Agenda & Decisions
- V. 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: Dec. 12, 2023, BOC Meeting Financial Packet

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, 2023:

- Most charges are recurring monthly charges for utilities, subscription, and IT services.
- Extra IT costs on the list are related to upgrading the backup battery system for the Township servers.

Nov. 10 and 24 Payroll:

- Nov. 10 payroll is always higher than the average payroll due to contractual payments that are required to be issued at this payroll – police holiday pay and education bonuses.
- Overtime expenditures for each department as of Nov. 30, 2023 (92% of the calendar year) are the following:
 - Police: 90% of 2023 budgeted expenditure – note that this percentage is lower than the October OT expenditure due to the Township having received reimbursements for OT expended for outside agencies.
 - Public Works: 80% of annual budgeted expenditure – not that this is also lower than the October OT expenditures as some of the expenses were reconciled to sewer or leaf collection.
 - Sewer: 70% of annual budgeted expenditure
 - Leaf Collection: 53% of the 2023 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:

November Checks issued:

- One civil citation was filed, which requires payment at the time of filing – two checks were issued to cover separate filing fees.
- A grading permit escrow was released to the property owner upon completion of their project.
- Advertised ordinances were sent to the law library for recording, which requires payment at the time of filing.

- The Chief of Emergency Services vehicle originally planned for 2024 was purchased in November of 2023 due to the availability of the needed vehicle at a much lower cost.
- The Sewer Department's new truck, as authorized in the 2023 Capital budget, was also purchased as it became available in November. This cost also included the upfitting costs to include necessary equipment for sewer monitoring and maintenance.

December Bill List: (items to highlight)

- Two capital equipment purchases for the public works department as authorized in the 2023 budget were procured:
 - Peterbilt 548 Truck via GL Sayre
 - Floorscrubber via Global Industrial
- Mr. Rehab for CIPP Lining work for the Philmont Ave Sanitary Sewer Lining Project
- The first payment for the Stormwater System Opti Platform for the Longview Drive Basin monitoring system as authorized in the bid acceptance at the November meeting is included.
- There's a couple of grant funded expenditures for the Police Department:
 - License Plate Reader via Platelogiq
 - Firearms accessories via Witmer

Year End Payments: There will be year-end payments issued at the end of December and early January. These are time-sensitive payments with very short turnaround deadlines such as the SWIF (State Workers Insurance Fund) for the Fire Company worker's compensation insurance (estimated to be ~\$19,000 for the 2024 calendar year coverage) and other small payments that must be paid before Dec. 31. The Huntingdon Valley Library's year-end payment due after reconciling the 2023 library tax revenue is also due in early January.

These year-end payments will be reported with the January 2024 board meeting packet.

**LOWER MORELAND TOWNSHIP - DEC. 12, 2023 BOC MEETING
MONTH FINANCIAL ACTIVITY AND BILL LIST FOR APPROVAL**

Check Batch Date	Check Batch Amount	Notes
Credit Card	\$133,570.99	
Bond Payments	\$0.00	
Nov 10 PR	\$455,567.49	
Nov 10 PR Bills	\$162,594.40	
Nov 24 PR	\$247,224.66	
Nov 15 - 24 Bills	\$166,417.51	
New Bill List for Approval	\$409,456.26	
Total	\$1,574,831.31	

Funds Summary	
(01) General Fund	\$876,717.28
(02) Hydrants	\$0.00
(03) Fire Tax	\$70,336.90
(04) Refuse	\$152,145.17
(05) Debt	\$0.00
(06) Library	\$0.00
(08) Sewer	\$255,181.13
(09) Ambulance	\$0.00
(10) P&R	\$19,226.76
(18) Capital Traffic Improvements	\$3,338.40
(19) Capital Improvements	\$145,656.41
(31) Stormwater	\$50,250.93
(35) Liquid Fuels	\$0.00
(41) Escrow/FSA	\$0.00
(63) Retirement	\$1,978.33
(91) Unemployment	\$0.00
Total	\$1,574,831.31