

AGENDA
January 9, 2024

BOARD OF COMMISSIONERS

STATED MONTHLY MEETING 7:00 P.M.

PLEDGE OF ALLEGIANCE

DENISE A. KURITZ, CHAIR, INTERNAL AFFAIRS COMMITTEE

- A. 1. Review and Consider Minutes of December 12, 2023
- B. 2. Review and Consider January 2024 Bill List
- C. 3. Review Intergovernmental Cooperation Act Resolution – LMBA Fire & EMS Department
- D. 4. Review and Consider 2024 Vehicle/Equipment Lease/Purchase Program
- E. 5. Review and Consider Bank Signatures Resolutions
- F. 6. Administration Report
- G. 7. Tax Collector's Report
- H. 8. Liaison Report

DENNIS MUELLER, CHAIR, COMMUNITY DEVELOPMENT COMMITTEE

- I. 1. Review Extension of Review Period – 2510 Huntingdon Pike LLC #23-05
- J. 2. Building Official's Report
- K. 3. Liaison Report

JOSEPH CANALE, CHAIR, PUBLIC SAFETY COMMITTEE

- L. 1. Review and Consider Fire Truck Purchase Proposal
- M. 2. Public Safety Report
- N. 3. Liaison Report

RUTH HAUSEN, CHAIR, PUBLIC PROPERTY COMMITTEE

- O. 1. Review and Consider SEPTA Lease (Bethayres Station)
- P. 2. Review and Consider Historical Architectural Review Board Appointments
- Q. 3. Sanitary Sewer Department Report
- R. 4. Liaison Report

SEAN BLANTON, CHAIR, ORDINANCE COMMITTEE

- S. 1. Review Traffic Related Ordinance
- T. 2. Review Zoning Hearing Board Agenda & Decisions
- U. 3. Liaison Report

JOE PACE, CHAIR, PUBLIC WORKS COMMITTEE

- V. 1. Public Works Department Report
- W. 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: Jan, 9, 2024, BOC Meeting Financial Packet

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

Credit Card Statement ending Dec. 28, 2023:

- Most charges are recurring monthly charges for utilities, subscription, and IT services.
- IT expenses are listed multiple times due to 2 months of IT charges as a result of waiting for updated invoice from previous month. Additionally, each IT invoice is broken down into 6 different departments, which forces the creation of multiple lines per invoice.

Dec. 8 and Dec. 22 Payroll:

- Dec. 8 payroll is slightly higher than the average payroll due to year end contractual payments
- Overtime expenditures for each department as of Dec. 31 2023 (100% of the calendar year) are the following:
 - Police: 89% of 2023 budgeted expenditure – note that this percentage is lower than the November OT expenditure due to the Township having received reimbursements for OT expended for outside agencies.
 - Public Works: 85% of annual budgeted expenditure
 - Sewer: 77% of annual budgeted expenditure
 - Leaf Collection: 109% of the 2023 budgeted expenditure

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

December 8 Checks issued:

- One grading permit escrow balance and one subdivision escrow balance were released to the property owner upon completion of their project.

December 22 Checks issued:

- Sewer pipe lining as part of the capital sewer project was paid to Mr. Rehab in the amount of \$72,020.
- Payment to SWIF (State Worker's Insurance Fund) for HVFC's worker's

compensation insurance coverage was issued as payment is due before Jan 1.

Dec. 29 and January 9 Bill List: (items to highlight) – in order to initiate the preliminary year end closure, invoices received in December needed to be paid from the 2023 budget, prior to changing over the financial software to 2024. Therefore, December invoices were entered and checks printed on December 29, but saved to be issued until after the January meeting approval.

- The first quarterly payments for the Township's property liability and worker's compensation insurance premiums are included for payment.
- Payment to Hough Associates for the recycling grant coordination for 2023 Collection Year is included. Hough Associates coordinates the multi-municipal grant application to help maximize the annual Recycling Performance Grant fund availability.
- Power DMS is a software service for the Police Department. 50% of this cost is reimbursed by the property liability insurance company.
- The third and final installment payment of the vehicle lease program through Santander Bank is included. This is the same program that is recommended on the agenda for procurement of vehicles and equipment listed on the 2024 capital budget.
- Real Estate funded contributions to the fire companies, ambulance, and library are included – this is the first of several installment payments to the three agencies throughout the year.