

**AGENDA**  
**June 8, 2021**

**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 Approval of Minutes of May 11, 2021
- B. 2. Review and Consider Approval of June 2021 Bill List
- C. 3. Review and Consider Records Destruction Resolution
- D. 4. Administration Report
- E. 5. Tax Collector's Report
- F. 6. Liaison Report

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

- G. 1. Review and Consider Lower Moreland High School Mechanical Permit Fee Reduction
- H. 2. Review Extension of Review Period – Marino/1355 Grasshopper Rd. #21-01
- I. 3. Review and Consider Planning Commission Appointment
- J. 4. Building Official's Report
- K. 5. Liaison Report

**CLAY D. MCQUEEN, CHAIR, PUBLIC SAFETY COMMITTEE**

- L. 1. Review and Consider Conditional Offer of Employment to Police Officer
- M. 2. Review and Consider Authorization to Purchase K-9 Vehicle
- N. 3. Review Zoning Hearing Board Appointment
- O. 4. Review Zoning Hearing Board Agenda & Decisions
- P. 5. Police & Fire Marshal Reports
- Q. 6. Liaison Report

**JILL BLUMHARDT, CHAIR, PUBLIC WORKS COMMITTEE**

- R. 1. Review and Consider Fence Bid Results
- S. 2. Public Works Department Report
- T. 3. Liaison Report

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

- U. 1. Liaison Report

**JOSEPH CANALE, CHAIR, ORDINANCE COMMITTEE**

- V. 1. 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: June 8, 2021 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 May 27, 2021:**

- The monthly refuse collection fees for Republic Services continues to be the largest item at \$101,063.92 followed by the monthly disposal fees for Waste Management continues at \$21,596.40 for the month of April.
- On Saturday, May 15, staff, members of the community, and former employees gathered with Wendy's family to celebrate Wendy's life in response to her recent passing. The event was organized in-house with staff taking care of all the arrangements and expended around \$600 to cover all the costs for the luncheon event.
- A memorial plaque was purchased for Forest Keys (a former Lower Moreland resident who was recently murdered on his college campus) expending \$1,440, staying within the not to exceed amount of \$3,000 as authorized at the March, 2021 BOC meeting.
- After many months of battle with various companies, the Township gained another win in getting refunds for taxes charged to the Township – the CC statement reflects \$8.58 in tax refunds.
- In anticipation of an eventual return to in-person meeting, while maintaining the convenience of providing a video stream for residents, an iPad (\$885.50 from CDW) and a tripod (\$51.92) were purchased to test and eventually stream the BOC meetings for residents online.

### **May 14 & May 28 Payroll:**

Both the May 14 and May 28 payroll totals were slightly less than the year average due to several factors:

- With the retirement of Tom Kehler from the Sewer Department, there is a vacancy that still needs to be filled. As a temporary solution, the vacancy left by Tom has been filled with other PW staff via overtime and shift differential costs.

- With Wendy Madigan's untimely passing, there is a vacancy in the Administration Department. Similar to the vacancy left by Tom, as a temporary solution, various members of the staff have been juggling to ensure that responsibilities held by Wendy has been continuing without interruption.

#### **May 14 Bills Paid:**

- This list of bills contained several tax refunds to residents going back several years per Court Order results from assessment appeals. The Court Orders gave specific deadlines as to when refunds were to be issued, therefore processed right away as the Township received them.
- The Township also released the remaining escrow balance in the amount of \$117,453.32 from the financial security related to SLD 17-05 (Extra Space Storage) as authorized at the May BOC meeting. In exchange for the release of the escrow balance, the developer posted the 18-month maintenance bond in the amount of \$11,500.
- The two largest payments were made to LB Industries in the amounts of \$99,386 and to Wise Electrical in the amount of \$24,745.60 for the Sewer Upgrades projects that has been underway for the last several months. As previously iterated, payments to contractors are due within a required time frame per the bid contract. All payments are within the authorized project amount and reviewed by the Township's consulting engineers that all work billed have been completed to their satisfaction.
- All other payments in this bill period are payroll related benefits payments, utility payments, and time sensitive payments.

#### **May 28 Bills Paid:**

- All payments in this bill period are payroll related benefits payments, utility payments, and time sensitive payments.
- Many of the bills paid were to Township consultants, the majority of which are paid from escrow accounts as they relate to a land development, subdivision or grading permit.

#### **June 8 Bill List:**

- The Police Department made a capital purchase (\$34,300) for a new Police Vehicle as approved in the 2021 Budget.
- Purchases were made throughout May (and more to come in June and July) for the Valley Center Park project.
- All other expenditures are reoccurring expenses related to the regular operation of the Township. With the warmer days ahead, much of the roads, parks, and other outdoor projects are heavily underway as reflected by the purchases of raw materials and supplies.

**LOWER MORELAND TOWNSHIP - JUNE 8, 2021 BOC MEETING  
MONTH FINANCIAL ACTIVITY AND BILL LIST FOR APPROVAL**

Check Batch Date	Check Batch Amount	Notes
Credit Card	\$134,470.65	Credit Card Statement ending 4/27/2021
May 14 Payroll	\$210,745.05	2 FT vacancies reflected
May 14 Bills Paid	\$319,365.31	Tax Assessment Appeals Refunds and Release of SLD 17-05 Final Escrow Balance
May 28 Payroll	\$205,638.39	2 FT vacancies reflected
May 28 Bills Paid	\$254,703.34	
New Bill List for approval	\$138,491.91	
<b>TOTAL</b>	<b>\$1,263,414.65</b>	

Funds Summary:	
(01) General Fund	\$658,535.58
(02) Fire Hydrant Fund	\$0.00
(03) Fire Tax	\$4,848.74
(04) Refuse	\$127,678.41
(08) Sewer	\$285,047.70
(0) Ambulance	\$0.00
(10) P&R	\$16,107.94
(18) Capital Traffic Imp	\$6,493.00
(19) Capital Improve	\$44,779.41
(41) Clearance Fund	\$117,453.32
(63) Post Retirement	\$2,470.55
(91) Unemployment Compensation	\$0.00
	<b>\$1,263,414.65</b>