

**WARRINGTON TOWNSHIP PERMANENT FINANCE COMMITTEE  
MINUTES FOR JULY 20, 2009 MEETING**

The regular meeting of the Warrington Township Permanent Finance Committee was held on July 20, 2009 at the Township Building located at 852 Easton Road; Warrington, PA 18976. Those present were: Michael Braun, Chairman; James Furlong, Member; John Heenan, Member; Russ Bragg, Member; Glenn P. McKay, Supervisor Liaison; Paul Plotnick; Supervisor Liason; Timothy J. Tieperman, Township Manager; Vivian Bell, Finance Director; Lauri Halderson, Assistant Finance Director and Carolyn Hanel, Parks & Recreation Director.

1. **CALL TO ORDER:** Mr. Braun called the meeting to order at 7:05 p.m.
2. **APPROVAL OF MINUTES:** Mr. Braun asked members to briefly review the May 18th, 2009 minutes (as amended) and the June 15, 2009 minutes. There being no changes, Mr. Furlong motioned for approval, seconded by Mr. Heenan. The minutes were unanimously approved 4-0. Mr. Braun then asked members to review the June 15, 2009 minutes and propose any amendments thereto. Mr. Plotnick noted that his name was absent for attendance. Mr. Bragg motioned approval of the June 15, 2009 minutes as amended. There being no changes, the minutes were unanimously approved 4-0.

**ACTION/DISCUSSION ITEMS:**

3. Receive Preliminary 2008 Report from township Auditors: Vivian Bell introduced Jennifer McHugh, of Bee, Bergvall Associates, the Township's appointed auditors. She provided a preliminary audit review of 2008 general fund expenses Ms. McHugh cautioned all finance committee members that these are draft numbers that are still being refined. Projections show that the township's EOY 2008 fund balance will be around \$315,000. This decline in fund balance is attributable to an across-the-board decline in most major Township revenues sources. Mr. Tieperman stated that the recession has had a cyclical impact on the Township's revenue stream.
4. Review Major 2010 Capital Budget Items and Status Reports in 2007 and 2008 Bond Projects: Pursuant to the Township's expedited 2010 budget cycle, Mr. Tieperman reported that staff has commenced early deliberations on the 2010 capital budget. He distributed draft spread sheets outlining 2010 capital budget proposals. These included hard and soft project cost estimates and were categorized by: (1) Public Facility Improvements; (2) Roadway Improvements; (3) Storm Water Management/Storm Drainage Improvement Projects; and (4) Park Improvements. The preliminary project cost estimates are around \$2.6 million dollars. Some projects may have grants and the majority of pavement projects will be funded primarily from state liquid fuel revenues. He further noted there are new unfunded mandates included in the 2010 capital program, most notably new ADA infrastructure requirements.

Finally, Mr. Tieperman distributed updated draw down schedules for all authorized 2007 and 2008 bond projects. Most 2007 bond projects are complete with the exception of the Maple Avenue Extension Project, the bids of which will soon be let. He estimated an ending balance of around \$100,000 that can either be used to retire debt or reallocated to other capital projects. Mr. Braun suggested that remaining monies be put on a future agenda for discussion and recommendation.

For 2008 bonds projects, Mr. Tieperman stated that the Township's efforts at procuring grants and federal stimulus monies have delayed some of these projects. Additionally, the regional police study initiative as well as the water and sewer evaluation study has prompted Staff to revisit earlier assumptions on the municipal and police expansion projects. Staff is currently undergoing a due diligence study on all municipal facilities before a new program is finalized. Staff hopes to have some early recommendations for the Supervisors consideration in late August/early September.

5. Review YTD Revenue Reports and Trends (General Fund): Ms. Bell reviewed the latest revenue trends as of July 17, 2009. Real estate taxes are on budget; the real estate transfer tax is tracking below the monthly budgeted benchmark of \$50,000; and the earned income tax is still tracking on budget.
6. Review YTD Revenue/Expenditure Report All Funds: Ms. Bell reviewed the funding status of all operating funds. Mr. Tieperman noted that administration has maintained a tight clamp on spending which will hopefully keep expenditures within budgetary limits. He reminded members that the Township is still awaiting a police arbitration award which when official will require a retroactive payment to January 1. This will impede overall EOY expenditure ratios.
7. Review Financial Summary Report from the Warrington Ambulance Association: Being the late hour, Mr. Tieperman briefly summarized issues with respect to the Warrington Ambulance Association.
8. Review Proposed Financial Policies: Mr. Tieperman stated that he has received some model policies on fund balances and capital funding from other townships as well as the Government Finance Officers Association and suggested that some of these policies be put forward in draft form for the committees review and subsequent options by the Board of Supervisors. This will be included on the next agenda.
9. Other Business: Mr. Plotnick stated that there may be some possibilities for the employment of tax increment financing (TIF) initiative in Warrington. Mr. Braun indicated that he would be happy to discuss the applicability of the TIF program in Warrington at a future meeting or a special meeting of the Supervisors or Township staff.

There being no further business, Mr. Braun asked for a motion to adjourn the meeting. Mr. Furlong motioned to adjourn the meeting at 9:10 pm. Mr. Heenan seconded the motion and the motion passed by a vote of 4-0

Respectfully Submitted,



Timothy J. Tieperman  
Township Manager