

COUNCIL COMMITTEE MEETING
MONDAY, MARCH 25, 2019

Present: Stephen Byrne, Russ Carlson, Susan Powell, Walter 'Bok' Read, Andrew Haines, Vince Visoskas

FINANCE AND ADMINISTRATION

1. Discussion on draft fiscal policies for Township funds and operations.

Mr. Haines stated the purpose of the policies is to present a standardized set of principles that the Township can follow in managing the financial and budgetary affairs. Mr. Haines said the goal is to have the Committee review the polices and if recommended, Council can approve the policies by Resolution. He stated the idea is to create multiple funds such as the Library fund, Liquid Fuels fund, Fire fund, Parks and Recreation fund, General fund and Capital Fund. Mr. Haines stated this will make it easier for everyone involved with the budget, including the public, to understand the multiple fund public accounting. Mr. Visoskas stated the Township is looking to set up a "Rainy Day Fund" to offset any emergency expenditures. Mr. Haines another concept is to create a vehicle replacement account for in the Capital Projects Fund equal the annual depreciation of the current vehicles.

Mr. Haines stated the recommended policies help clean up the budget and allows the Township to set goals and targets. Mr. Read asked if the policies could be streamlined and Mr. Haines stated he and Mr. Visoskas will review and make changes. Ms. Powell stated she believes the polices proposed will make the budget easier to read and understand. Staff will return to the Committee with a streamlined version.

2. 2020 Draft Budget timeline; review and approval of schedule.

Mr. Haines passed out a draft Budget timeline and stated the purpose is to lock in dates for the Committee to review the 2020 Draft Budget. He stated not all the dates may be needed. Mr. Haines stated this allows the staff to prepare materials and present to the Committee earlier. The Committee supported the proposed timeline.

3. Credit Card usage - consideration to authorize user/convenience fee.

Mr. Visoskas stated there has been an increase in customers paying their tax bills directly at the Township office. He stated the bills allow for either in-person or on-line credit card payments. Mr. Visoskas stated the Township partners with Delaware County's on-line tax payment processor that charges a base fee of \$2.50 for direct payments from a bank or 2.5% fee for credit card payments. Mr. Haines stated more people are using their credit cards to earn rewards and to delay having to pay their bill for a month. He stated the Township's Sewer Authority approved a surcharge of 3% on all credit card payments. Mr. Carlson asked if there are regulations or guidelines on how much the Township can charge. Mr. Haines stated some municipalities charge a convenience fee of 2.5% or not to exceed a certain value. Mr. Haines stated contractors want to pay for and submit permits on-line. He stated this is more convenient to them than stopping work to come to the Township building. Mr. Visoskas stated this represents a loss of revenue of approximately \$3,000 per year. He stated as more and more customers use the on-line payment system, the loss of revenue will continue to increase. Mr. Carlson said the Committee will review the request and get back to Mr. Haines.

Mr. Carlson adjourned the meeting at 6:50 p.m.

Respectfully Submitted,


Sharon Browne