

Citizens Audit Review & Financial Advisory Committee (CARFAC)

January 18, 2011

7:00PM – Radnor Township Municipal Building, Finance Department

Agenda:

- 1. Approval of Minutes:**
 - a. December 14, 2011 Meeting (will be sent out under separate email)**
- 2. Forecasting Model review and discussion**
- 3. Working Group Updates**
- 4. General Discussion**
- 5. Public Participation**
- 6. Adjourn (the goal will be no later than 9:00PM)**

NOTES:

Meeting Minutes

The meeting was called to order by the Committee Chair, Karl Bupp, at 7:00 p.m. The meeting was attended by Karl Bupp, Mark Blair, Jim Bowes, Laurent Chardonnet, Joe Ellis, Leigh Gourmand and Jerry Linden, being all of the members of the Committee, except for Ed Caine and Peter Novak. Messrs. Caine and Novak did not attend due to scheduling conflicts. The meeting was also attended by Bill White, the Township's Finance Director.

The Committee agenda was as follows:

1. Approval of Minutes
 - a. November 16, 2011 Meeting – approved, with the addition of Joe Ellis as having attended.
 - b. November 29, 2011 Meeting – approved.
2. 2012 Budget and 2013 Budget discussions and time line discussions (calendar attached as Exhibit A).
3. The committee considered the best approach to participating with the Commissioners in the series of topical meetings set forth on Exhibit A. After discussion, it was determined that the Committee would prepare a rough outline of a five-year financial plan that would highlight the principal financial challenges facing the Township. The intention is to refine the five-year financial plan as the substantive meetings progress so that the five-year plan can inform the decision making with regard to the 2013 Budget.

The issues to be highlighted will include the following topics: (i) Pension Plans; (ii) OPEB; (iii) Capital Plan; (iv) Storm Water Management; and (v) Unused Sick Leave.
4. Working Group Updates:
 - a. Planning – No meetings since last update. Will work on five-year financial plan.
 - b. Audit – No meetings since last update. Will meet in early January.
 - c. Financial Operations – Have worked on Act 511 Revenue process. Have discussed staffing of enforcement process.
 - d. Financial Systems – Pursuing with Sunguard software solutions for internal control and segregation of duties issues.
5. Public Participation – No members of the public attended.

There being no further business, the meeting adjourned at approximately 9:10 p.m.

EXHIBIT A

2012 DISCUSSION ITEMS FOR 2013 BUDGET PLAN TENTATIVE / PROPOSED MEETING DATES

JANUARY	FEBRUARY	MARCH	APRIL	MAY
<p>3 - Commissioners Reorganization</p> <p>9 - Board of Commissioners Mtg.</p> <p>18 - Stormwater Quality Mgmt. Plan</p> <p>23 - Board of Commissioners Mtg.</p> <p>30 - Fiscal Policies Capital Equip. replacement/ Funding Policy</p>	<p>13 - Board of Commissioners Mtg.</p> <p>21 - Pensions, OPEB</p> <p>27 - Board of Commissioners Mtg.</p>	<p>12 - Board of Commissioners Mtg.</p> <p>19 - Township Services, Staffing</p> <p>26 - Board of Commissioners Mtg.</p>	<p>9 - Board of Commissioners Mtg.</p> <p>16 - Real Estate Assessment</p> <p>23 - Board of Commissioners Mtg.</p> <p>30 - Re-Cap of Discussions Decisions to date</p>	<p>14 - Board of Commissioners Mtg.</p> <p>21 - Board of Commissioners Mtg.</p> <p>24 - Township Facilities & Infrastructure</p>
JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
<p>12 - Tree Maintenance Replacement Program</p> <p>18 - Board of Commissioners Mtg.</p>	<p>16 - Board of Commissioners Mtg.</p> <p>18 - Funding for various Organizations Funding for Fire Companies</p>	<p>6 - Board of Commissioners Mtg.</p> <p>13 - Summary of Findings Recommendations</p> <p>Preliminary outline/discussion for BOC on 2013 Budget</p>	<p>10 - Board of Commissioners Mtg.</p> <p>17 - Prepare initial plan for 2013 budget</p> <p>24 - Board of Commissioners Mtg.</p>	<p>8 - Board of Commissioners Mtg.</p> <p>15 - Submit 2013 budget to BOC</p> <p>22 - Board of Commissioners Mtg.</p>

2012 DISCUSSION ITEMS FOR 2013 BUDGET PLAN

CAPITAL EQUIPMENT	<ul style="list-style-type: none"> ◆ FUNDING ◆ REPLACEMENT PROGRAM
FISCAL POLICY	<ul style="list-style-type: none"> ◆ 5 YEAR FORECAST ◆ BALANCED BUDGET POLICY ◆ CASH RESERVE POLICY ◆ DEBT POLICY ◆ WAIVER OF FEE POLICY
OPEB (OTHER POST EMPLOYMENT BENEFITS)	<ul style="list-style-type: none"> ◆ LONG-TERM FUNDING /SUSTAINABILITY
PENSIONS	<ul style="list-style-type: none"> ◆ LONG-TERM FUNDING /SUSTAINABILITY
REAL ESTATE	<ul style="list-style-type: none"> ◆ ARDROSSAN ◆ TOWNSHIP BUILDING ◆ ACQUISITION / SALE POLICY ◆ AVAILABLE PROPERTY TO BE CONSIDERED FOR SALE ◆ OPEN SPACE / MAINTENANCE PLAN
STAFFING	<ul style="list-style-type: none"> ◆ POLICE ◆ CODES
STORMWATER QUALITY MANAGEMENT PLAN	<ul style="list-style-type: none"> ◆ PLANS FOR SHORT, MID, LONG-TERM ◆ STORMWATER QUALITY FEE
TOWNSHIP FACILITIES	<ul style="list-style-type: none"> ◆ MAINTENANCE PLAN FOR BUILDINGS ◆ WILLOWS (LONG RANGE PLAN) ◆ CRUETZBURG CENTER ◆ MEMORIAL LIBRARY ◆ NORTH WAYNE FIELD ◆ RADNOR STUDIO 21 ◆ SULPIZIO GYM ◆ WAYNE SENIOR CENTER ◆ RESTROOM BUILDINGS, FIELD MAINTENANCE, TOT LOTS, PLAYGROUNDS, BASKETBALL COURTS, TENNIS COURTS, TURF FIELDS, STREET LIGHT
TOWNSHIP INFRASTRUCTURE	<ul style="list-style-type: none"> ◆ ROADS ◆ SANITARY SEWER
TOWNSHIP SERVICES	<ul style="list-style-type: none"> ◆ WHAT TOWNSHIP SERVICES WE PROVIDE ◆ CONTINUE THE SAME LEVEL OF SERVICES AND PROGRAMS
TREE MAINTENANCE	<ul style="list-style-type: none"> ◆ SHORT, MID, LONG-TERM PLAN