

Citizens Audit Review and Finance Advisory Committee  
October 19, 2016  
Radnor Township Municipal Building  
Finance Department Meeting Room, 2<sup>nd</sup> Floor  
301 Iven Ave., Wayne, PA 19087

### Meeting Minutes

Chairman Mark Blair called the meeting to order at 7:00PM. CARFAC members Mark Blair, Jeff Ruben, Leo Marte, Jerry Linden, Michael Antonoplos, and Mary Hoeltzel attended. Committee members Ed Caine and Carl Rosenfeld were unable to attend. Finance Director Bill White and Assistant Finance Director Bob Tate attended on behalf of the Township Administration. (Action items are italicized)

1. New Business

- a. The Committee discussed potential projects for 2017 that included: (a) A deeper dive into the cost of doing business in Radnor, (b) to reach out to the community to see if there are projects to be considered, (c) to focus on financial forecasting by asking the Board of Commissioners to put a greater emphasis on multi-year forecasting, to consider if the overlapping tax load is becoming too great, and conduct a peer review with similar-sized townships. The Committee also discussed redirecting a portion of the Stakeholders' Report to focus more on the Township's forecast.

2. Old Business

- a. Additionally, the Committee discussed the process by which the 2017 project listing would be developed. It was discussed that CARFAC would meet with the Board of Commissioners at the November 19, 2016 meeting to review possible 2017 projects. However, new with this year, is that all projects will be presented to the Board of Commissioners for approval at a regular Board meeting.

3. Project Updates:

- a. Staffing Level Review: CARFAC reviewed the draft report and stepped through various corrections, improvements and language changes. It was further discussed that items reviewed at prior meetings regarding specific operational/service level changes that correspond with headcount reductions should be included.

*Action items: The Administration will make the necessary corrections discussed and add the notations regarding operational changes with headcount changes to the draft report; then email out the final version for review prior to distribution to the Board of Commissioners.*

Completion Goal: Deliver the report to the Board of Commissioners at the November 16, 2016 meeting

**Vote: A motion was made by Leo Marte to accept the report as amended during the meeting. Seconded by Mary Hoeltzel. The motion was approved unanimously.**

- b. Business Privilege and Mercantile Tax Review: CARFAC reviewed the draft report, making several changes and improvements.

*Action Items: The Administration will make the agreed-upon changes to the draft report and distribute to the Committee for final review prior to distribution to the Board of Commissioners at the November 16, 2016 meeting.*

Completion Goal: Deliver the report to the Board of Commissioners at the November 16, 2016 meeting

**Vote: A motion was made by Leo Marte to accept the report as amended during the meeting. Seconded by Jeff Ruben. The motion was approved unanimously.**

- c. Capital Program and Unfunded Liability Review [Note: this project was being combined with the long-term liability project due to the competing nature of capital plans and pension funding for available cash.]

*Action items: Members of the Working Group will attend the next Board of Commissioners meeting to present to presentation to the Commissioners.*

Completion Goal: The project is substantially completed, pending any follow up action items that come from the presentation to the Board at their October 24 Board meeting.

**Vote: A motion was made by Michael Antonoplos to approve the presentation as is. Seconded by Mary Hoeltzel. The motion was approved unanimously.**

- d. Credit Rating Review: No discussion was held on this item.

*Action Items: PFM is working on preparing updated methodology numbers that include the 2015 actual data as well as 2016/2017 pro-forma numbers. PFM is also preparing market data that quantifies savings between AAA and Aa1 as well as market data if the Township were to drop from AAA back to Aa1. In order to complete the work, PFM requires a Board approved engagement resolution. This item was originally slated for the October 24 Board meeting, but has been suspended due to conflicting interest from various Board members. Consequently, this will be discussed with the Board at the November 16, 2016 CARFAC meeting.*

Completion Goal: Given the conflicting interest from the Commissioners, this item needs to be re-evaluated by the Board prior to proceeding.

- e. ERP Project Review: No specific discussion was held during the CARFAC meeting. The action items from the prior meeting still hold.

*Action Items: Bill White will (1) send out future implementation meetings to the working group, (2) will find out when the steering committee will meet, and (3) will provide the working group with chart-of-account information worked on to this point.*

Completion Goal: This project is considered complete from a purchasing decision standpoint. CARFAC's role has shifted to oversight as implementation proceeds.

- f. Financial Control Review: Committee member Mary Hoeltzel will work with PwC on the integration of proper controls during the ERP implementation.

- g. Audit Project: Complete

- 4. Public Comment: None

- 5. Being no further business, CARFAC adjourned at 8:51PM