

Citizens Audit Review and Finance Advisory Committee  
November 16, 2016  
Radnor Township Municipal Building  
Administration Office, 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, Carl Rosenfeld, Leo Marte, Jerry Linden, and Mary Hoeltzel attended. The Board of Commissioner (BoC) members in attendance were President Phil Ahr and Commissioners John Nagle and Rich Booker. Committee members Ed Caine, Michael Antonoplos, and Jeff Ruben were unable to attend. Assistant Finance Director Bob Tate attended on behalf of the Township Administration.

#### 1. New Business

- a. Mr. Blair welcomed the Board members, thanked them for attending and opened the discussion by addressing CARFAC's role with regard to the 2016 completed projects. Mr. Blair asked for the Commissioners input on what is working and what can CARFAC improve upon and requested feedback on the 2016 projects before discussing priorities for 2017. Commissioner Ahr acknowledged and thanked CARFAC for their dedication and work and noted that the financial audit in his opinion is and will continue to be the committee's predominant priority and that he is pleased with the audit results. Commissioner Nagle echoed similar sentiments and indicated he is looking forward to CARFAC's report on staffing levels. Commissioner Booker opened his comments by emphasizing that he would like CARFAC to focus on the "Citizen" aspect of their role and would like to see the committee work more independent of the administration. He views the committee's role as advisors to the Commissioners on behalf of the residents. Mr. Booker also noted that as a Board member he was not aware that some of the 2016 priorities, in particular Capital Plan funding and Pension funding, had been authorized or acknowledged by the Board of Commissioners. He further stated that it appeared CARFAC was working on projects that were the priority of the Administration. Mr. Booker noted that in his opinion the recommendations regarding Pension funding should have been developed without the aid or involvement of the Administration who are beneficiaries of the pension. Mr. Blair intervened and noted that CARFAC, as an apolitical group, does not advance any particular agenda either on behalf of administration or the Board. Furthermore he noted that CARFAC does not recommend a course of action but rather, the work product of the committee, demonstrates financial impacts of a course of action or option to assist the Board in decision making. Mr. Linden shared with Mr. Booker the email from earlier in the year where the Board was notified of the 2016 priorities to be addressed and Mr. Marte echoed Mr. Blair's sentiments, stating that CARFAC's work is purely an analytical approach applied to finances.

Mr. Booker commented regarding the Credit Rating Review that he was not in favor of pursuing AAA rating due to the cost and balance sheet impacts. Mr. Rosenfeld responded by explaining the three specific key factors that are considered for a ratings increase and that the Township could achieve AAA rating simply over time as the key trends evaluated by the ratings bureau are moving in positive directions.

Discussion followed on setting the project priorities for 2017. The following were noted for consideration and will be discussed among the CARFAC members before presenting to the Board of Commissioners in December:

- a. Audit
- b. Capital Funding
- c. Pension Funding
- d. PILOT Program for non-profits
- e. Explore feasibility of implementing Earned Income Tax

2. Outstanding Project Updates:

- a. Staffing Level Review and Business Privilege and Mercantile Tax Review: The latest draft of the reports, as amended based on recommendations from the October meeting, were distributed to the Committee in advance of the meeting. Due to time the discussion was limited and voted upon as follows with the goal of delivering the report to the Board of Commissioners at the November 16, 2016 meeting.

**Vote: A motion was made by Carl Rosenfeld to accept the reports as drafted subject to discussion and digital vote on or before Wednesday, November 23, 2016. Motion was seconded by Mary Hoeltzel. The motion was approved unanimously.**

3. Public Comment: None

4. Being no further business, CARFAC adjourned at 9:02PM.