

Citizens Audit Review & Financial Advisory Committee
September 30, 2015
Radnor Township Municipal Building
Finance Department, 2nd Floor
301 Iven Ave., Wayne, PA 19087

Meeting Minutes

Chairman Mark Blair called the meeting to order at 7:00PM. In attendance were CARFAC members Mark Blair, Jerry Linden, Carl Rosenfeld, Michael Antonoplos, and Jeff Ruben. Committee members Martin Heldring, Marty Dwyer, and Ed Caine had business conflicts and were unable to attend. Other persons present included Bill White, Finance Director. No members from the public were in attendance.

The Committee discussed the following items:

1. Project Updates:
 - a. IT / Software Update: Mr. Linden provided an update that included a review of the project summary and draft recommendation memo. The Committee discussed the project timeline moving forward, the feedback after a visit to Whitpain Township (to review their experience with one of the possible providers), and the first draft of the recommendation to be delivered to the Board of Commissioners in October.
 - b. Monetizing Assets Update: Messrs. White and Antonoplos updated the Committee on the stages of the project proceeding concurrently: (1) Michael O'Donnell is performing appraisals at the Township Building, Senior Center and Public Works Facility; (2) Kimmel Bogrette is performing a space analysis for the Administration (to determine if a floor of the Township building could be vacated for leasing and/or what space the entire administration would need if we vacated the building altogether); (3) CRESA is providing its opinion on the highest and best use of the three facility locations; and (4) Avison Young is performing a site search for possible public works facility locations. The initiatives began during the summer and will conclude this fall. Specific completion times will be elicited by the Administration and reported back to CARFAC.
 - c. Capital Asset / Forecast Update: Mr. White updated the Committee on the recent bond issue discussions held by the Board of Commissioners. Specifically, the issue would cover a current refunding of the 2010 GO Bonds, the Township's share of the library improvements, certain trail installations and some portion of the Township's park plan (scope and amount are being deliberated by the Board). Then, the Committee discussed what value it could add to the process given the apparent political will to borrow for these other capital needs. It was discussed that there were two broad categories where CARFAC can still have meaningful impacts: (1) The current bond discussions: input on the method of issuance, the amount of bonds (cash vs. borrowing), and the timing of the borrowing vs. when the funds will be deployed are examples. (2) The larger capital plan: CARFAC can provide: input on how to fund the remainder of the

capital plan, the role of excess fund balances, clarity to the presentation of the capital plan within the budget document, input on the capital fund balance policy and discussion of §44.12, "Pay as you go Capital Funding." These items will be reviewed at the October 6th working group meeting.

Specific to the Township's bond issuance process, a motion was made by Mr. Rosenfeld "recommending the use of best practices by utilizing a pricing agent on all bond issues moving forward." The motion was seconded by Mr. Antonoplos and was unanimously approved (5 ayes, 0 nays).

- d. Unfunded Liability Review: Mr. White updated the Committee that the Township expects the Pension Actuarial Update (dated 1/1/2015) no later than October 7th. Once received, a working group meeting will be scheduled to review the pension liability, OPEB liability and legal matters surrounding the pension benefit calculations.
 - e. Engineering Services Review: Mr. White stated that he will contact the Public Works Director for an update. Mr. White will propose potential meeting dates to the working group forthwith.
 - f. Township Staffing Review: Mr. White noted that all information requested at the first meeting is ready. He will propose meeting dates within the month of October.
 - g. 145 King of Prussia Analysis (formally "BioMed" site) Update: No update other than that Penn Medicine has filed a petition with the County to have the property deemed "exempt" from real estate taxes.
 - h. Audit Update: No update was necessary as this project is complete.
2. Old Business: Mr. Linden discussed CARFAC's review of the 2016 budget and suggested that we include an hour at the end of the October agenda to step through the macro-level review. After a brief discussion, Mr. White agreed to send out an email asking what the members preferred: (a) adding to the end of the October 14th agenda, or (b) Meeting earlier in the evening of October 14th and inviting the department heads to attend and present to CARFAC.
 3. Public Participation: None
 4. Adjourn: Being no further business, Mr. Rosenfeld moved to adjourn at 8:10PM.