

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, Ed Caine, Joe Ellis, and Jerry Linden, being all of the members of the Committee, except for Laurent Chardonnet, Leigh Gourmand and Peter Novak. Ms. Gourmand and Messrs. Chardonnet and Novak did not attend due to scheduling conflicts. The meeting was also attended by Bill White, the Township's Finance Director. No members of the public attended.

The Committee agenda was as follows:

1. Approval of Minutes
 - a. March 14, 2012 Meeting – approved with typographical corrections.
2. Township Manager Planning Session Update – Mr. White reviewed the two day Township Manager Planning Session that was conducted on April 2-3, 2012. A copy of the agenda of that meeting is attached as Exhibit A.
3. Financial Forecast Update – Mr. White reviewed the work being done to utilize the Financial Forecast in connection with the Township Manager Planning Process, the OPEB discussions and the 2013 Budget Process.

As an off-shoot of this discussion, it was agreed that the full OPEB ARC would be presented to the Commissioners in the Financial Forecast discussed at the April 30, 2012 meeting. Additionally, Mr. White and Mr. Bowes would talk with the Township's Labor Counsel and Pension Consultant on April 23rd or 24th, schedules permitting, to get additional clarity on strategies available to reduce the OPEB liability. In connection with that discussion, there was agreement that the Work Plan attached as Exhibit B provided the rough outline of the approach that would be taken.

4. ADP Proposal – Mr. White reported that the Township intended to move forward with outsourcing its payroll administration function to ADP. Mr. White explained that the annual charge for this service was adequately covered by a recent voluntary quit and the addition of an Assistant Finance Director. After a discussion, the CARFAC members unanimously endorsed this decision.

5. Working Group Update

- a. Audit – Audit work is on schedule. Township making significant progress on issues previously identified in Management Letters.
- b. Planning – Working Group efforts on OPEB issue discussed in Item 3 above.
- c. Business Process
 - Act 511 Collection Efforts – Process currently being reviewed.
 - Voluntary Contribution for Services – Meetings being scheduled with Eastern, Cabrini & Villanova.

6. Public Participation – No members of the public attended.

There being no further business, the meeting adjourned at approximately 9:30 p.m.

DRAFT