

Citizens Audit Review and Finance Advisory Committee

August 16, 2017

Radnor Township Municipal Building
Administration Meeting Room, Not Televised
301 Iven Ave., Wayne, PA 19087

Meeting Minutes

Chairman Mark Blair called the meeting to order at 7:03PM. CARFAC members Helen Mountain, Mark Blair, Jerry Linden, Michael Antonoplos, Ed Caine, and Jeff Ruben attended. Members Mary Hoeltzel, Leo Marte, and Carl Rosenfeld were unable to attend. Finance Director Bill White and Assistant Finance Director Bob Tate represented the Administration.

1. Approval of Minutes:
 - a. Mr. Blair noted that the minutes from the July 19, 2017 meeting had been distributed to the Committee. The minutes were approved unanimously, without amendment.
2. Project Updates:
 - a. Long-Term Liability: Mr. Linden updated the committee on his presentation to the Board of Commissioners at their August 14 meeting. The Committee discussed the variables that the Board of Commissioners need to review and provide direction on. It's anticipated that the Board will review those items at their special meeting scheduled for September 18. Mr. Linden noted that he'll be available to attend that meeting and address any follow up questions posed by the Board.
 - b. Capital Plan: The working group agreed that the analysis for this project was substantially complete and if the Board requests it, CARFAC will provide the information. The reason for this approach is due to the negative reaction from certain Board members last year. Also, since the Board still has not agreed to a specific funding need, there is nothing for CARFAC to provide guidance on at this point.
 - c. Financial Metrics Development: Ms. Hoeltzel's draft metric report was reviewed by the Committee. Some concern was raised over whether some of the remaining metrics should still be included. Additionally, there was consensus that each of the metrics need context to allow the Board and reader to better understand the relationship between the results and what they are telling.

Action Item: A working group meeting is needed to finalize these issues prior to bring this back to the CARFAC
 - d. Stakeholders Report: A high level review of the ClearGov model was discussed and was agreed that this was a very positive direction. However, consensus was reached that a hard-copy stakeholders report was still valuable. General agreement was reached that CARFAC will shoot for Q1 2018.

Action Item: Township Staff will begin organizing information and metrics now (with the 2018 Budget) to allow for quicker reporting capability so the stakeholders report can be completed quicker.

- e. PILOT Review: Mr. Antonoplos summarized the draft memorandum that he circulated prior to the meeting. The Committee agreed with the findings and the content.

Action Item: The Finance Director will copy the draft on to a formal memorandum letterhead and distribute to CARFAC. Via email, the Committee will finalize and send to the Board of Commissioners.

- f. Credit Rating Review: Mr. Rosenfeld was unable to attend the meeting. Therefore, no update was provided.

Action Item: Mr. White will schedule the working group meeting prior to the September 20 CARFAC meeting.

- g. Software Implementation: Mr. Linden provided a high-level summary and Mr. White provided more detail.

3. New Business: None

4. Old Business: None

5. Public Comment: None

6. Being no further business, CARFAC adjourned at 8:18PM