

**Warrington Township Permanent Finance Committee
Minutes for October 9, 2008 Meeting**

The Regular meeting of the Warrington Township Permanent Finance Committee was held at 7:00 p.m. on October 9, 2008 at the Township Building located at 852 Easton Road Warrington, PA 18976. The members present were as follows:

Michael Braun	Chairman (arrived at 7:05 p.m.)
Marianne Achenbach	Member
Russ Bragg	Member
John Heenan	Member
Paul H. Plotnick	Supervisor Liaison
Glenn P. McKay	Supervisor Liaison
Timothy J. Tieperman	Township Manager
Carolyn Hanel	Director of Admin Services/Parks
Vivian Bell	Finance Director

1. **Call to Order:** The meeting was called to order at 7:00 p.m.
2. **Approval of Minutes 8/11/08, 8/18/08, and 9/15/08:** Mr. Braun asked if the salary assessment from Water and Sewer was the original assessment that the Committee came up with a few weeks ago. Mr. Tieperman stated that it was with a few minor changes to reflect the yearly amount for the medical and disability benefits. Ms. Achenbach stated that on the minutes for September 15 under section 5 her comment regarding the Neshaminy Watershed project was considered a washout only because it was grant funded and that she would like that sentence amended. A motion was made by Mr. Braun to approve the minutes listed above as amended. Mr. Bragg seconded the motion. The motion passed.

New Business:

3. Finalize schedules for special PFC budget meetings and joint PFC/BOS workshop(s) and discuss status of committee liaison assignments: Mr. Tieperman spoke to the Committee about setting up special meetings to go over department head budgets. All agreed that it was in the best interest of the Committee to view each budget presentation together and make comments. Ms. Achenbach stated that additional information from water and sewer is still needed and that we should get that before their budget is presented. Mr. Tieperman stated that a special meeting is going to be needed for the Board of Supervisors to adopt the preliminary budget and that is going to be on either November 3 or November 6. He stated that the final budget will be adopted by the first regular meeting in December. He mentioned that after the township's preliminary budget is adopted the public has 30 days to inspect it. The Committee asked that each department head present their budget to them but to highlight the major changes in their budget and explain why the extra expense is

needed for 2009. They agreed that Thursday, October 23 at 5:30 p.m. would be the night to hear the majority of the budget presentation from the department heads.

4. Finalize recommendation to BOS regarding water and sewer assessment formula for 2009 operating budget: Mr. Tieperman explained that at the last meeting the Committee did not have a quorum to approve the water and sewer assessment formula recommendation. Mr. Braun mentioned that since the numbers reflect what the Committee has discussed he does not have any problem with the assessment of the salaries. He stated that this spreadsheet should be looked at annually to make sure that the percentages are correct. The administrations task here is that if they see that the numbers are not right to come back to us and explain why the number has increased or decreased. Ms. Achenbach made a motion to approve and review the assessment on an annual basis and make any adjustments at the end of the year if the percentages should change. This motion was seconded by Mr. Bragg. The motion carried.

5. Review General Fund:
2008 EOY Projections
Level 1 Manager Adjustments (Tentative)
Review Revenue Enhancement Alternatives

Mr. Tieperman handed out a memo/worksheet entitled "General Fund Revenue and Expenditures". The Committee reviewed the information and asked questions.

6. Review water/sewer operating budget and rate adjustment alternatives (if time permits): This item was not discussed.

7. Review other operating fund budgets (if time permits): This item was not discussed.

8. Discuss status of capital improvement program and new internal service fund (if time permits): This item was not discussed.

9. **Future Agenda Topics**: No future agenda topics were discussed.

10. **Adjournment**: Mr. Heenan made a motion to adjourn the meeting at 9:00 p.m. This motion was seconded by Mr. Bragg. The motion carried.

Respectfully Submitted,

Katie Braun
Recording Secretary