

<b>Meeting Summary:</b>	<b>January 29, 2014, 12 Noon, Small Conference Room, Township Building</b>		
<b>Attendees:</b>	<input checked="" type="checkbox"/> Bill McLachlan	<input checked="" type="checkbox"/> Bob Listerman	<input checked="" type="checkbox"/> Lisa Moore
	<input type="checkbox"/> Michael Guttman	<input checked="" type="checkbox"/> Tom Schorn	
<b>Guests:</b>			

<b>Discussion Subject</b>	<b>Follow-Up Action, If Any</b>
<p><b>Checkbook Register</b></p> <p>Earlier both the BAC and the Communications Committee (“KTCC”) were polled by email with questions concerning the presentation of a Township checkbook register to be displayed on the new Township website. A draft of the format was presented which replaces employee names with titles for any paycheck transactions. The committee agreed that the register should be updated once per month on the website. The process for preparing this register will be managed by the Township manager using a macro driven Excel spreadsheet that will take the output from QuickBooks (which is quite messy) and reformat it. The committee recommended that both a PDF file and an Excel spreadsheet be made available on the website.</p>	<p>Bill McLachlan to finalize the VBA macro for testing by Lisa Moore.</p>
<p><b>KT Capital Plan</b></p> <p>The capital plan as introduced in November 2013 is complete except for inclusion of Township paving cost projections. Lisa Moore explained that an engineering company has been hired to organize a summary of current road conditions which will include recommendations for paving. It is understood that this study will present projected paving costs which can be integrated with the capital plan when the study becomes available.</p>	<p>No further work is required until those cost projections are available.</p>
<p><b>P&amp;L for Sewer Districts</b></p> <p>During 2013 the Township financial package (QuickBooks) was modified to separate revenue and expenses for each of the sewer districts. The intent was to be able to monitor the net “profit” for each of the districts to make certain that all costs associated with each sewer district are properly compensated with appropriate revenue.</p> <p>The committee agreed that this is necessary. We will study 2013 costs and revenue to develop a Sewer District P&amp;L Report for the supervisors. The report will detail 2013 costs and revenue for each district with recommendations for necessary revenue increases (or possible cost reductions). The committee will also consider developing a sewer district “policy” to state that all sewer districts must be 100% resident<sup>1</sup> funded and that the Township will report at least annually the profitability of each district.</p>	<p>Lisa Moore and Bill McLachlan will prepare an Excel spreadsheet containing 2013 revenue and costs for each sewer district to start this process.</p>

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<sup>1</sup> Residents of each sewer district.

<b>Discussion Subject</b>	<b>Follow-Up Action, If Any</b>
<p><b>Emergency Services Funding</b></p> <p>The BAC had previously met with both the Longwood Fire Company chief and the Kennett Fire Company chief and president. The purpose of these meetings was to better understand their long-term capital requirements and operating expenses to better gauge future Township donations. At these meetings the BAC had requested detailed financial statements and 10 year projections for capital needs. No statements have yet been received.</p> <p>Lisa Moore informed the committee that AJ McCarthy, chief of the Longwood fire company, has called a meeting for February 27 to present more detailed financials to the officials of those townships served by the fire company.</p> <p>The committee concurs that future Township donations for capital and operating expenses must be tied to measurable variables such as operating area, number of buildings, etc. The committee does realize the difficulty in this endeavor but hopes that the Kennett Area Regional Planning committee – which has been intent in developing such a measurable system – continues to pursue this subject. The BAC would like to be involved in that endeavor if possible.</p>	<p>Lisa Moore will follow with both fire companies to obtain the necessary financial detail for 2013 and projections for the future.</p>
<p><b>Document Retention, data security, ID theft training, etc.</b></p> <p>Lisa Moore requested that this subject be included on this meeting agenda. Training had previously been provided by Bob Listerman to Township employees with the idea of how to protect sensitive data collected and maintained by the Township. Lisa would like to repeat this training this year.</p> <p>The committee concurs with this but the discussion centered on what sensitive data is collected and what are the current Township procedures in protecting this information. The good news is that there are no credit card data collected by the Township. However, the BAC feels that it should develop a listing of the type of data maintained by the Township as a precursor for upcoming training.</p> <p>Further, the Township does not have its own document retention policy but has referred to a Commonwealth of Pennsylvania Township template. The committee feels that the Township should develop its own policy &amp; procedures for presentation to the supervisors for approval.</p>	<p>Lisa will send the current Pennsylvania document retention template to BAC members.</p>

With no further items to discuss, the meeting was closed at 1:30 PM.

Respectfully Submitted,

