

Citizens Audit Review and Finance Advisory
Committee

February 15, 2017

Radnor Township Municipal Building
Administration Meeting Area, 2nd Floor
301 Iven Ave., Wayne, PA 19087

Meeting Minutes

Chairman Mark Blair called the meeting to order at 7:09PM. CARFAC members Mark Blair, Leo Marte, Jerry Linden, Michael Antonoplos, Helen Mountain, and Ed Caine attended. Committee members Jeff Ruben, Carl Rosenfeld and Mary Hoeltzel were unable to attend. Assistant Finance Director Bob Tate attended on behalf of the Township Administration in the absence of Finance Director Bill White. Board of Commissioners President Elaine Schaefer and Vice-President John Nagle attended.

1. New Business

- a. Mr. Blair opened the meeting by addressing the issue of televising CARFAC meetings. Discussion ensued, with CARFAC members seeking to understand and address the underlying core issues behind the impetus for televising. CARFAC members expressed a desire to respond to the core issues once they've had an opportunity to understand their genesis. Furthermore, they stated that, if mandated by the Board to televise meetings, such action may be viewed as a validation of a perception of an underlying problem or issue with how CARFAC functions. CARFAC members, individually and collectively, dismiss and reject any such perception. In summary, before addressing the televising of meetings the members wish to understand and respond to the core issues or motivation for televising.

The Commissioners commented that the issue of televising is rooted in politics. They urged CARFAC to not be distracted by the political environment. They reiterated their continued appreciation of and support of the work of CARFAC, and encouraged the committee to continue as it has these past six years, until and if the Board directs otherwise.

Mr. Blair noted that he could envision adopting a practice whereby three CARFAC meetings would be televised annually, each focusing on a specific area of the Township's finances. Mr. Caine favored a policy that would be developed by CARFAC and adopted by the Board of Commissioners, giving CARFAC the ability to establish and control a practice that they would all support. The Commissioners noted that a resolution adopted by the Board would be more binding than simply a set of practices or policies adopted by the Committee.

- b. Mr. Blair addressed the Commissioners to request clarification regarding CARFAC's role for providing options or recommendations to the Commissioners for the priorities the committee may analyze at the Board's request. Discussion followed. The Commissioners noted that the Board has asked CARFAC provide options regarding potential courses of action, and that some members of the Board welcome CARFAC's recommendations on certain issues.

At about 8 PM the Commissioners departed for another Township meeting downstairs. CARFAC continued its meeting.

2. Approval of Minutes

- a. Mr. Antonoplos motioned and Mr. Marte seconded to approve the minutes from the November 16, 2016 meeting – motion passed 4-0-1 as Ms. Mountain abstained as she was not yet appointed to CARFAC.
- b. Mr. Antonoplos motioned and Mr. Linden seconded to approve the minutes from the January 18, 2017 meeting – motion passed 5-0.

3. Reorganization

- a. Given the limited time remaining, Mr. Blair acknowledged that much of the agenda would be deferred to a later meeting and addressed reorganization for 2017. Following discussion among the members, Mr. Antonoplos nominated and Ms. Mountain seconded Mr. Blair for the role of Chairman. All present voted in favor of Mr. Blair continuing to hold the role of chair.

Further discussion ensued over the role of Vice-President and the idea of succession planning for future years. The committee favored electing a Vice-President who would likely be the best candidate for President the following year.

The members favored nominating Mr. Linden for Vice-President. Mr. Linden respectfully requested, in deference to the members who were absent that night, to await a future meeting for additional discussion and a formal vote.

4. New Business

- a. The group revisited the topic of whether or not to adopt CARFAC's recommendations to the Board as its internal policy, and whether to ask the Board to establish it as a Board-level policy. CARFAC chose to act consistent with the recommendations, as a matter of its internal policy, in 2017. Near year-end it will evaluate the policy for possible adoption for 2018.
- b. Mr. Blair proposed creating a schedule for televising three meetings in 2017; the committee adopted the following plan:
 - i. March 15 – 2017 Priorities
 - ii. July 19 – Results of Annual Financial Audit
 - iii. August or September - Five Year Plan

5. Public Comment: None

6. Being no further business, CARFAC adjourned at 8:54PM