

Citizens Audit Review and Finance Advisory Committee
January 18, 2017
Radnor Township Municipal Building
Administration Meeting Area, 2nd Floor
301 Iven Ave., Wayne, PA 19087

Meeting Minutes

Mark Blair called the meeting to order at 7:03PM. CARFAC members Mark Blair, Jeff Ruben, Leo Marte, Carl Rosenfeld, Jerry Linden, Michael Antonoplos, Helen Mountain, and Mary Hoeltzel attended. Committee member Ed Caine was unable to attend. Township Manager Bob Zienkowski, Finance Director Bill White, and Assistant Finance Director Bob Tate attended on behalf of the Township Administration. Representing the Board of Commissioners was Commissioner Schaefer, Commissioner Ahr, Commissioner Nagle, Commissioner Clark, Commissioner Higgins and Solicitor John Rice. (Action items are italicized)

1. New Business

- a. Mr. Blair opened the meeting by moving the discussion regarding televising CARFAC meetings to the beginning of the agenda in respect to the Commissioners' time. Mr. Blair thanked those Commissioners in attendance for coming and for their willingness to hear from CARFAC on the matter. Significant discussion took place covering the genesis behind the sudden push to have meetings televised, concerns from CARFAC members, perceived benefits of televising some CARFAC meetings, and various potential compromises.

Some of the potential compromises included having three or four CARFAC meetings televised per year where the topics align with larger Township priorities such as required quarterly financial reporting, annual budget presentation, annual audit presentation, and CARFAC's annual recap/goal setting meeting. It was suggested that the Ad-hoc Finance Committee of the Board of Commissioners would be encouraged to attend those meetings to serve as an ongoing conduit between CARFAC and the Board.

The Township Solicitor also noted during the discussion that in no way does the Sunshine Act require any televising; that is a Township policy decision. Further, the Solicitor confirmed that any meeting with less than a quorum is not a public meeting, and that CARFAC is permitted to conduct executive sessions, so long as the topics covered are consistent with the Sunshine Act.

Action Item: The discussion concluded with the Commissioners agreeing to hold off making any formal action until February to allow CARFAC members time to touch base with the two absent Commissioners. Mr. Blair and one or two other CARFAC members would reach out to those two Commissioners.

2. 2017 Reorganization

- a. The Committee elected to hold off on the appointment of a Chair and any other identified positions (i.e. vice-chair and/or secretary) until the February CARFAC meeting to allow additional time to consider a rotation of leadership, succession planning with some term limits approaching, and to allow more time for CARFAC members to become familiar with the requirements in the Township Charter and Administrative Code.

Action Items: Bill White will confirm the appointment dates of all the current CARFAC members to better understand when current members might be termed out, how terms are different for those filling a new term versus those filling an unexpired term, and be able to identify with certainty where members are in their term commitments.

Completion Goal: Bill White will have the CARFAC roster completed and ready to distribution prior to the February CARFAC meeting.

3. Project Updates:

- a. Working Group Development: The Committee took some time to volunteer for the various Board of Commissioner approved projects for 2017.

Action items: Bill White took notes during the discussion and will create a draft of the working group matrix, distribute to CARFAC, and then allow members to move to different projects (via email) until the Committee is in agreement with the working group assignments.

Completion Goal: Finalize the working group assignments by January 23, 2017 to allow project leads to get kickoff meetings scheduled before the February CARFAC meeting.

4. Public Comment: None

5. Being no further business, CARFAC adjourned at 9:31PM