

Citizens Audit Review & Financial Advisory Committee  
December 12, 2013 7:00 p.m.  
Radnor Township Municipal Building  
Administration Department, 2<sup>nd</sup> Floor  
301 Iven Avenue, Wayne, PA 19087

### Meeting Minutes

The meeting was called to order by the Chairman Mark Blair at 7:03 p.m. The meeting was attended by Leigh Gourmand, Karl Bupp, Mark Blair, Jerry Linden, Michael Antonoplos, Joe Ellis and Laurent Chardonnet. Mr. Ed Caine had a conflict and was unable to attend. Township staff members present were Township Manager Robert Zienkowski and Assistant Finance Director Bob Tate. Finance Director Bill White had a conflict and was unable to attend.

The Committee discussed the following items:

1. **Ardrossan Non-Required Discussion Items for the Board:** The Committee discussed their intention to present to the Commissioners a report addressing the non-required items relative to the purchase of Open Space adjacent to the Ardrossan property. Discussion included the relevant facts and numbers to be assembled and organized for the presentation. The Committee agreed it was important for the Commissioners and the public to better understand all of the financial impacts and components of the transaction. Mr. Bupp agreed to present at the Commissioner's meeting and Township Administration agreed to update and modify the presentation. The Operations Working Group agreed to convene on Friday morning (12/13) at 9:00AM to review the work.

Further discussion included the Manager and Mr. Antonopolos sharing information regarding the interviewing and recommended selection of an appraiser. There was shared sentiment that the selected appraiser was duly qualified and understood the nature and use of the property to be appraised.

2. **Year-End Assessment Discussion Topics:** Mr. Blair led the discussion with the Committee in reviewing accomplishments over the past year and identifying opportunities where the Committee can help in 2014. Also discussed was the need for replacing Mr. Bowes and the sentiment that another attorney might be a valued candidate given the nature and complexity of the issues analyzed by CARFAC and also in recognition of the tremendous value that Mr. Bowes contributed to the Committee.
3. **Citizen Centric Reporting:** The Committee reviewed the draft from May, 2013 as prepared by Mr. Linden and discussed timeframes for updating and distributing to the residents. There was discussion for including in the Township's quarterly newsletter and Mr. Zienkowski suggested

that a separate mailer could be done. Mr. White & Mr. Tate will confer with Mr. Linden and finalize the content and update budget numbers for the report.

4. **2013 Action Item Updates by Working Group:** No discussion.
5. **Old Business:** The request for the documentation substantiating the need for purchasing a Street Sweeper was reiterated.
6. **General Discussion:** None
7. **Public Participation:** None.
8. **Adjourn:** Being no further business, the meeting was adjourned at 9:11 p.m.