

BUCKS COUNTY CONSORTIUM

Thursday, September 9, 2021

Meeting Minutes

Call to Order:

A meeting of the Bucks County Consortium was held at 9:22 a.m. at Warwick Township, on September 9, 2021, and called to order by Consortium President Kyle Seckinger.

Roll Call, Introductions and Community Updates:

The following Bucks County communities were represented at the meeting:

Darrell Card, Chalfont Borough
Shawn Curran, Chalfont Borough
Caroline Brinker, Doylestown Borough
Stephanie Mason, Doylestown Township
Aaron Walizer, Doylestown Township
Ashley Casey, Middletown Township
Christina Bernhardt, Middletown Township
Nick Valla, Middletown Township
Devan Ambron, Milford Borough
Amanda Zimmerman, New Britain Borough
Matt West, New Britain Township
Michael Walsh, New Britain Township
Tara Grunde-McLaughlin, Newtown Borough
Katherine McGovern, Newtown Township
Julie Narisi, Northampton Township
Andrea Coaxum, Perkasie Borough
Andrea Susten, Plumstead Township
Mark Fournier, Telford Borough
Craig Davis, Telford Borough
Pat Marks, Tullytown Borough
John Ramey, Warminster Township
Tim Hagey, Warminster Municipal Authority
Kyle Seckinger, Warwick Township
Skye Sorresso, Warwick Township

Sponsors:

Brian Lake, Equitable Advisors
Beth Kaufmann, Equitable Advisors
Kathy Thomas, High Swartz
Stephen Noll, TMA
Dan Reavy, TRAISR

Dan Fagan, Senator Steve Santarsiero's office

Sponsors Spotlight:

- Brian Lake from Equitable Advisors
- Dan Reavy from TRAIRS

Presentation by Jeffrey S. Weiss, Partner, Zelenkofske Axelrod LLC: American Rescue Plan Funding.

Jeffrey Weiss is the Managing Partner of Zelenkofske Axelrod LLC, located in Jamison. As the partner on engagements, Jeff is directly responsible for the field supervision of audit teams assigned to ensure the timely completion and review of audit fieldwork. Jeff is licensed as a Certified Public Accountant in the Commonwealth of Pennsylvania.

Mr. Weiss covered the basic requirements for entities that are receiving the funding of the American Rescue Plan Funding. These requirements include receiving the funds, disbursing the funds and reporting the uses to the federal government. Mr. Weiss' presentation covered the eligible uses of the funds as described in the Interim Final Rule and Frequently Asked Questions that have been released.

Mr. Weiss reviewed the Coronavirus Local Fiscal Recovery Fund which provides the following funds: Support Public Health Response, Replace Public Sector Revenue Loss, Water and Sewer Infrastructure, Address Negative Economic Impacts, Provide Premium Pay for Essential Workers and Broadband Infrastructure.

- CLFRF money can be used to cover eligible expenditures through December 31, 2024.
- The Interim Regulations clarify that as long as an obligation has been incurred by December 31, 2024, payment can be made through December 31, 2026.
- "Obligation means an order placed for property and services and entering into contracts, subawards, and similar transactions that require payment."
- As a result, there is no need to actually receive goods or services by December 31, 2024, so long as they have been ordered or are under contract.

Mr. Weiss reviewed and went into detail on the following topics in regards to the American Rescue Plan Funding:

- Responding to the Public Health Emergency
- Address Negative Economic Impact
- ARPA and Pensions
- Replace Public Sector Revenue Loss
- ARPA: Determining Lost Revenue
- ARPA: Infrastructure
- ARPA Premium Pay
- Premium Pay: Essential Work
- Premium Pay: Eligible Workers

Mr. Weiss reviewed the ARPA Reporting Requirements for all municipalities:

- Project and Expenditure Report – Report on projects funded, expenditures and contracts and subawards over \$50,000, and Other Information
- Due October 31, 2021
- Then Due Annually Thereafter

Mr. Weiss reviewed the following information:

Reporting Required Information, provide information on ARPA funded projects:

- Project name
 - ID number (you create)
 - Project Expenditure Category (Seven of them)
 - Description – between 50 and 250 words but in sufficient detail to allow understanding of the major activities
 - Status of Completion
-
- Expenditures – Once Project is Entered
 - Current period obligation
 - Cumulative obligation
 - Current period expenditure
 - Cumulative Expenditure
 - 7 Categories and 66 “Line-Items”

 - Project Status – Once Project is Entered
 - Not Started
 - Completed less than 50%
 - Completed 50% or more
 - Completed

Project Demographic Distribution – Certain Expenditure Categories require that the municipalities whether certain projects are targeted to economically disadvantaged communities (QCT’s).

Subawards – Details on Obligation and Expenditure Information for any amounts awarded to entities greater than \$50,000.

Programmatic Data – For a number of Expenditure Categories – more specific details related to the projects and expenditures is required. As an example – if you report expenditures for Payroll for Public Health and Safety Employees – you must report government FTEs are paid.

Infrastructure Projects – More detailed information is required for each project:

- For first report only
 - Copy of signed agreement with State
 - Copy of signed assurances of compliance with Title VI of the Civil Rights Act
 - Copy of actual budget documents validating the top-line budget total to the State during funding application

Mr. Weiss answered a series of questions from the membership.

Mr. Weiss thanked the membership for inviting him to speak at today’s meeting. He shared his contact information and expressed to reach out with any questions. Ashley Casey, Consortium Coordinator will share a copy of the presentation and helpful links via email after the meeting.

Mr. Seckinger thanked Mr. Weiss for attending and presenting to the membership.

Treasurer's Report and Payment of Bills:

Upon motion by Michael Walsh, seconded by Stephanie Mason, the Treasurer's Report for May through August 2021, was unanimously approved.

Approval of Minutes:

Upon motion by Michael Walsh, seconded by Caroline Brinker, the May 6, 2021 meeting minutes were unanimously approved.

2nd Vice President nomination:

Mr. Seckinger announced that the Bucks County Consortium has had a vacancy for 2nd Vice President for some time now. There were four applicants that had submitted a letter of interested to the Executive Board. After review and consideration, the Executive Board had chosen Becki Wilhelm, Warwick Township to fill the vacancy.

Upon motion by Timothy Hagey, seconded by Michael Walsh, Becki Wilhelm was appointed Buck County Consortium 2nd Vice-President, was unanimously approved.

Upcoming events:

Mr. Seckinger announced the following upcoming meetings/events:

- Emerging Leaders Training (Montgomery County hosting)
 - Friday, September 17th at 10:00 a.m. (Horsham Township)
- Bucks County Consortium regularly scheduled meeting
 - Thursday, October 7th at Doylestown Township
- November Consortium Luncheon
 - Thursday, November 4th (Doylestown Country Club)
- Bucks/Montco Joint Holiday Party
 - Friday, December 3rd (Talamore Country Club)

Adjournment:

The meeting was adjourned at 10:31 AM.

Respectfully Submitted,

Ashley Casey

Ashley Casey
Consortium Coordinator