

MINUTES
FINANCE COMMITTEE
January 4, 2010

The Penn Township Finance Committee convened on Monday, January 4, 2010 at 7:21 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Felix, Goldsmith and Rewa. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the December 7, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2009 revenue and expenses, which shows a slight deficit because expenses were higher than revenues.

ELECTRIC SUPPLIERS: Manager Garvick stated that he would be reviewing the electricity usage by the Township for the next six months and try to lock in a rate for 2011 prior to the rate cap expiration by MET ED. Manager Garvick also stated that he and other municipalities are considering joint bidding electricity. It was suggested that maybe the Township could contact the industries and large electric users in the Township and create a large block of users, which could purchase electricity at a cheaper rate.

OTHER MATTERS: None.

The meeting adjourned at 7:27 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 1, 2010

The Penn Township Finance Committee convened on Monday, February 1, 2010 at 7:20 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Felix, Goldsmith and Rewa. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the January 4, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2010 revenue and expenses through January. The Township currently is trying to limit spending until the real estate tax begins to be paid in late February or early March.

HANOVER EARNED INCOME TAX REPORT: Commissioner Heilman reported on the Hanover Area Earned Income Tax meeting held on January 26th. The collection fee will remain at 2.5%. A hearing was held at the request of two individuals who are appealing the decision of the tax office to pay several years of taxes in arrears. The married couple was of the opinion that they didn't have to pay their back taxes because they were not aware that they were due and owing. The HAEIT Board will meet again in formal session on February 22nd. The local tax office is prepared to stop collection at the end of 2011 to be in compliance with the new state regulation allowing one tax collection agency per county. The Hanover office will remain open for about three to four months after the consolidation to handle the returns and refunds for the previous year.

YORK TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York Tax Collection Committee held their second meeting on January 26th. The group is still working on bylaws, which need to be sent to DCED by April 15, 2010. The Committee will meet again at the end of March to vote on them but in the meantime they will be sending out a survey to find out if the municipalities and school districts would be willing to waive their weighted vote allowed under the law. Penn Township has a 1.99% weighted vote. It was noted that the school districts would most likely not waive their weighted vote in favor of one organization/one vote. The Finance Committee also recommended not waiving the weighted vote. Ms. Rodgers also noted that York County has agreed to allow Adams County to combine with York into one organization but it would be up to the Adams County committee to decide if they wanted to be one unit.

HANOVER EXCHANGE CLUB: The Committee received a request dated February 1, 2010 from the Exchange Club of Hanover for a waiver of sign permit fees to advertise the annual Home Builder's Show in March. The Committee recommended approving the request.

D.J. OFFICE UPGRADES: Manager Garvick reported that additional receptacles and circuits need to be installed in the District Justice Office. When the offices were renovated 20 years ago they were not equipped for the large amount of electric and electronics equipment currently being used. One electrical contractor's quote came in at \$1,000 for

additional upgrades to reduce the circuit breaker problems. There will be plenty of room in the existing electric panels for the additional circuits. The Committee recommended proceeding with improvements upon receiving additional quotes.

ALTERNATIVE PAYMENTS FOR SEWER BILLS: Administrative Assistant Rodgers reported on the costs associated with implementing ACH and/or credit cards for payments of sewer bills. The Committee felt that the user costs should not be incurred by the Township but rather by the individuals who want to use the cards or services. They recommended getting an analysis from the bank on the costs that the Township may incur by implementing this type of program and the number of expected users.

BENCHMARK ENERGY SOLUTIONS: Manager Garvick familiarized the Committee with a company called Benchmark Energy Solutions to help the Township purchase energy at a cheaper rate. As an example, Benchmark has saved their natural gas customers 14%. If we participate, Benchmark will receive and review our electric and natural gas bills to make sure that we are not being overcharged or improperly invoiced. Benchmark will provide analysis on what the Township would have spent and what they would save using them. Commissioner Heilman stated that he has used some of the consortiums in the past and they have saved the School District money on utilities. The Committee recommended that Benchmark be invited to the next Finance meeting.

OTHER MATTERS: None.

The meeting adjourned at 7:56 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MARCH 1, 2010

The Penn Township Finance Committee convened on Monday, March 1, 2010 at 7:16 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Felix, and Goldsmith. Commissioner Rewa was absent with notice. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the February 1, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BENCHMARK ENGERGY SOLUTIONS: Jamie Rubb from Benchmark Energy Solutions Inc. made a presentation about his company that procures natural gas and electricity for its eighty customers at cheaper than market rate. Should the Township agree to participate in the program, Benchmark will request all the Township's electric bills for the last three years and conduct an energy audit. The audit could provide a refund for the township because they will be reviewing costs along with the various rate structures. This audit will provide Benchmark the usage history they need to go to market. They will continue to audit the bills and will provide a consolidated bill with the breakdown of all our accounts on one bill. They will monitor our use and evaluate any spikes or abnormal usages and find solutions for them or work with the utility company to get the bill corrected. Benchmark negotiates with many different companies and then brings the commodity to the municipalities. Their average savings for municipalities is 13% and they have saved their natural gas customers about 23% in the last quarter. They have been buying their product using an auction process. They make their funds from the savings the municipalities would be paying and distribute the savings thirty percent to Benchmark and seventy percent to the municipality. The management agreement is a commitment for three years but there is a provision in the agreement for the municipality to be released from the agreement if the program is not what they expected. They would take all Townships electric accounts. The payments will be made to M & T Bank. There is a billing fee depending on the total utility usage fees.

2010 BUDGET & OPERATING EXPENSE REPORT: Manger Garvick reviewed the 2010 budget and expense report through the end of February. The Township is at twelve percent for revenues and expenses through the end of February.

HANOVER EARNED INCOME TAX MEETING: Commissioner Heilman reported on the Hanover Earned Income Tax meeting held on February 23rd and a copy of the audit report was provided for review. The Hanover Earned Income Office will remain open through the early part of 2012 to process returns from 2011. Everything will be turned over to the York Wage Tax office on January 1, 2012 as a result of the state mandate. The York County Tax Collection Committee has begun to meet and has selected the York Adams Tax Bureau to be its collector.

FLEXIBLE TECHNOLOGY SERVICES PROPOSAL: Manager Garvick reviewed the information technology proposal from Flexible Technology Services which is proposing a prepaid contract for services. The Committee recommended staying with the current IT

person who has worked on our system for several years.

TRI-TOWNSHIP PARK: Administrative Assistant Rodgers discussed the request from South Western School District for playground equipment at the Tri-Township Park. The Park was constructed in the 1980's by the school district along with the three municipalities that make up the school district. The Committee recommended waiting until the next budget process has begun to consider the request.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated January 29, 2010 from the Hanover Chamber of Commerce for a waiver of the sign permit fees to advertise the shuttle service for the Dutch Days Festival at the end of July. The Committee recommended approving the request.

OTHER MATTERS: None.

The meeting adjourned at 7:58 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
APRIL 5, 2010

The Penn Township Finance Committee convened on Monday, April 5, 2010 at 7:27 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Rewa, Felix, and Goldsmith. Commissioner Prieber was absent with notice. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the March 1, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manger Garvick reviewed the 2010 budget and expense report through the end of March. The Township has received \$500,000 from a tax anticipation note.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported on the March 29, 2010 York County Tax Collection Committee meeting. The Committee has adopted its bylaws but will continue to review them again because they still contain the weighted vote for municipalities and school districts. Some municipalities felt that one entity-one vote would be fairer. The York Adams Tax Bureau operates on a one entity-one vote system. The review of the bylaws will continue to be an on going process. The Committee will consider including Adams County into it's group if they receive notification that they want to join. The Tax Collector will need to be appointed. The Committee will be meeting again on April 26, 2010.

POLICE PENSION FUNDS CONTRIBUTIONS: Manager Garvick reported on the need to adopt resolutions eliminating employee contributions to the Police Pension Fund for 2008-2010. The Township received just under \$313,000 last year in state aid but the police minimum municipal obligation (MMO) for this year is over \$545,000. The MMO's of the firemen and non-uniformed plans also total an additional \$240,000. The Committee after much discussion approved the waiver of the employee contributions for 2008, 2009, and 2010. Resolutions No. 730, 731, and 732 will be adopted at the next Board of Commissioners meeting. The Commissioners will review the policy of requiring contributions from the fireman and police officers prior to adoption of the 2011 budget.

MASON-DIXON CREDO: The Committee received a request dated March 11, 2010 from the Mason Dixon Credo for a waiver of the sign permit fees to advertise their retreat from April 14 to April 18. The Committee recommended approving the request.

SW DOLLARS FOR SCHOLARS: The Committee received a request dated March 29, 2010 from Dollars for Scholars for a waiver of the sign permit fees to advertise their Make A Difference week from April 19 to April 23. The Committee recommended approving the request.

YORK ADAMS TWO-CYCLINDER CLUB: The Committee received a request dated March 22, 2010 from the York Adams 2 Cylinder Club for a waiver of the sign permit fees for a sign

to advertise the 6th Annual Spring Show from April 14 to May 15. The Committee recommended approving the request.

BOY SCOUTS OF AMERICA TROOP 110: The Committee received a request dated April 5, 2010 from the Boy Scouts of America for a waiver of the sign permit fee to advertise their mulch sale on April 24, 2010. The Committee recommended approving the request.

OTHER MATTERS: None.

The meeting adjourned at 7:54 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MAY 3, 2010

The Penn Township Finance Committee convened on Monday, May 3, 2010 at 7:06 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the April 5, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manger Garvick reviewed the 2010 budget and expense report through the end of April.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported on the April 26, 2010 York County Tax Collection Committee meeting. A representative from DCED was present to explain the legislation that created the countywide tax collection agencies and answer questions as it pertained to the York County Tax Collection Committee (YCTCC). According to DCED, the YCTCC could approve the collection of the local earned income taxes for all municipalities and school districts starting January 1, 2011 rather than waiting for the legislative start date of January 1, 2012. Ms. Rodgers reported that even though there has been no decision by the YCTCC, she expects them to vote to start collecting taxes for the entire county on January 1, 2011. The next meetings of the TCC are scheduled for July 28 and October 25.

HANOVER LOYAL ORDER OF MOOSE: The Committee received a request dated March 29, 2010 from the Hanover L.O.O.M. for a waiver of the sign permit fees to advertise their third annual car show on June 26, 2010. The Committee recommended approving the request. Commissioner Prieber abstained from voting.

HANOVER LIONS CLUB: The Committee received a request from the Hanover Lions Club for a waiver of the sign permit fees to advertise their chicken barbeque on May 15, 2010. The Committee recommended approving the request.

TOWNSHIP CREDIT CARD: Manager Garvick reported that he is interested in obtaining a Township credit card to pay for training seminars and other expenses where purchase orders are not accepted. This would prevent employees from having to pay for items themselves and then submitting for reimbursement. Commissioner Prieber suggested that we explore a paypal option. The Committee recommended adopting

the resolution at their next meeting.

YORK LITERACY COUNCIL: The Committee received a request for the York Literacy Council for a donation. Manager Garvick stated that he will include the request in the 2011 budget preparation.

OTHER MATTERS: None.

The meeting adjourned at 7:19 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JUNE 7, 2010

The Penn Township Finance Committee convened on Monday, June 7, 2010 at 7:24 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the May 3, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manger Garvick reviewed the 2010 budget and expense report through the end of May. The revenues to date are \$5,241,136 and expenses are \$2,823,120. Manager Garvick stated that we are coming into the crunch time for the expenditures for 2010 and preparation for the 2011 budget.

RFP FOR AUDITING SERVICES: Administrative Assistant Rodgers provided an RFP for auditing services for the Committee to review. The services requested would be for 2011, with an option for years 2012 and 2013. This is the first time in many years that a request has been sent out for auditing services. The Township currently appoints ParenteBeard as Township Auditor. There will be at least five requests sent out with Commissioner Heilman recommending a firm in Philadelphia.

CODORUS STATE PARK: The Committee received a request dated April 6, 2010 from Friends of Codorus State Park requesting a waiver of the sign permit fees to advertise the 2010 Codorus Blast at the end of June. The cost of the permit for fifteen signs is about \$250. The Committee recommended approving the request.

WAIVER REQUESTS: Manager Garvick stated that most waiver requests require a disclosure of charitable contributions but some of those requests the committee is considering tonight do not. Manager Garvick requested some clarification on how the Committee would like to proceed on sign fee waiver requests. The Committee is going to review the process for allowing waivers of the sign permit fees. It was suggested that the current applicants be notified that their waiver requests need to be submitted at least two months prior to the event and before the signs are placed. If these directions are not followed the request may be denied.

PENN TWP LIONS CLUB: The Committee received a request dated May 14, 2010 from the Penn Township Lions Club for a waiver of the sign permit fees to hold their chicken barbeque on June 12, 2010 at Young's Woods. The Committee recommended approving the request.

JEFFERSON VFC: The Committee received a request dated April 8, 2010 from the Jefferson Volunteer Fire Company for a waiver of the sign permit fees to advertise the Jefferson Carnival in July 12 to July 17. The Committee recommended approving the request.

CIVIL WAR REENACTORS OF HANOVER: The Committee received a request dated May 20, 2010 for a waiver of the sign permit fees to advertise their reenactment on August 20-22. The Committee recommended denying the request unless the permit fee was paid up front as is required on all waiver requests.

JULY 4TH: Chief Cromer noted that the July 4th activities are still being held in the Borough this year, including the fireworks.

VOLUNTEER FIRE COMPANY: Chief Cromer requested a waiver of the fees for Young's Woods for the Volunteer Fire Company to have a picnic on June 13, 2010. The Committee recommended approving the request.

The meeting adjourned at 7:47 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JULY 6, 2010

The Penn Township Finance Committee convened on Tuesday, July 6, 2010 at 7:34 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, Engineer Bortner and WWTP Supt. Mahone. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the June 7, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manger Garvick reviewed the 2010 budget and expense report through the end of June. The General Fund revenues to date are \$5,909,506 and expenses are \$3,371,733. Manager Garvick also presented a department-specific expenditure report indicating where all department spending is halfway through the year. All departments are below the 50% spending level with the exception of Zoning, which took a large hit because of the Shehan litigation. Manager Garvick also requested that all departments continue to monitor their budgets and control spending as cash carryover is extremely important in anticipation of preparing the 2011 budget.

WEBSITE SURVEY – INVOICE PAYMENT OPTIONS: Manager Garvick informed the committee that the survey has now been pulled from the website after about 3½ months. The survey was intended to see if residents were interested in other options for bill paying, such as debit, credit or some other online payment method. Of the 103 respondents, almost all indicated some desire to have other options but over 85% also indicated that they would not pay a fee for those other options. The committee agreed to leave things as they are and look at the matter again some time in the future.

TEMPORARY SIGN FEE WAIVER POLICY: Manager Garvick presented the committee with a proposed policy regarding the waiver of fees for temporary signs. The Township receives many of these waiver requests and the policy spells out the procedure to be followed by applicants seeking fee waivers. The committee recommended adopting the policy at the July 19th meeting of the BOC.

The meeting adjourned at 7:47 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
AUGUST 2, 2010

The Penn Township Finance Committee convened on Monday, August 2, 2010 at 7:09 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the July 6, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HVAC SYSTEM ANALYSIS: Manager Garvick introduced Mike Rador from Barton Associates who gave a presentation about the energy study that was conducted on the municipal building. He reported that a detailed survey was performed along with interviews of the Manager and his Staff. From this information, a computer model was generated. The model was calibrated to meet the current situation of the building and as a result it provided information about the building's HVAC system and provided information for improving the energy consumption in the building.

The report provided three energy conservation measures and two HVAC alternatives involving ground and water source heat pump systems. Due to the large initial expense of these two alternatives the study recommends that they not be considered realistic. However, the three ECM's could be implemented systematically and would result in savings. ECM #1 recommends improving the automation system of delivering heat and cooling by way of building controllers to automate functions and control ventilation systems. ECM #2 recommends upgrading the interior lighting with higher efficiency fixtures. ECM #3 recommends more roof insulation and reducing the amount of outside air entering the building. This option could be implemented in conjunction with the roof replacement project that will be rebid in short order.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2010 budget and operating expense report through July 2010. The differential between current revenues and expenses is starting to narrow because the revenues have dropped off while expenses will continue to increase. An example would be the road improvement projects, which have not been started. Manager Garvick reported that the budget requests have been sent to the department heads and they have been asked to be very conservative on their requests for 2011. The department budgets are due by mid September for the preparation of the draft budget.

RFP'S FOR TOWNSHIP AUDITOR: Administrative Assistant Rodgers reported that RFP's were sent out for auditing services for years 2011, 2012, and 2013. We received seven responses to the request and electronic copies were provided to the committee along with a synopsis of the proposals. Administrative Assistant Rodgers reported that any of the three local auditors would be acceptable. She and Manager Garvick will continue to further review the proposals and make a recommendation at the next

Finance Committee meeting with the intent of appointing an auditor at the September Board of Commissioners meeting.

NON-SUFFICIENT FUND CHARGE: The Committee received a request dated August 2, 2010 from Steven Warner for a waiver of the bad check fee. Mr. Warner had written out a check for services performed by the SEO, Doug Stambaugh on June 16th for an on-lot sewer inspection. The Township did not receive the funds from the SEO until mid-July at which time they were promptly deposited into the Township account. The check was returned to the Township because Mr. Warner had closed his account on July 19, 2010 due to fraudulent online activity and was not aware the check had not cleared. He would like the bad check charged waived since it had been over a month since he had written the check until it was deposited. The Committee recommended approving the request if Mr. Warner could show that the account was closed due to fraudulent activity.

HANOVER EAGLES AUXILIARY: The Committee received a request dated July 13, 2010 from the Hanover Eagles Auxiliary to waive the yard sale permit fees for a charitable yard sale. They provided proof that the proceeds from the sale were donated to charitable organizations. The Committee recommended approving the request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated July 23, 2010 from the Penn Township Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on Saturday, September 18 at Youngs Woods. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated July 19, 2010 from the Hanover Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on August 28, 2010 at the old Pennville Fire Station. The Committee recommended approving the request.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York County Tax Collection Committee meet on July 26, 2010 and decided that the agency would begin collecting the taxes for all members on January 1, 2012. The agency will implement most provisions of Act 32 in 2011 including the distribution requirements but felt that they should not collect for all the members until 2012. There are some outstanding bills and the agency stated that the municipalities would pay those bills based upon their weighted voting percentages as determined by DCED. The Township will maintain participation in the Hanover Earned Income Tax Office until January 2012. This office will then be closed after all the work on the 2011 taxes has been completed.

ENERGY CONSULTANTS: Manager Garvick recommended that Benchmark Energy Solutions, Inc. be appointed the Township's energy consultant. This would allow the Township to receive a cheaper electric rate once the rate caps have been removed in our area. Manager Garvick reported that Benchmark currently has seventy municipalities they are working with and most have supplied a positive recommendation. The only negative came from Hanover Borough who stated that their bills were not being paid on time but this has not been a problem with the other municipalities using Benchmark. The Committee recommended appointing Benchmark at the next Board of Commissioners meeting.

FIREMEN FUNDRAISER: Commissioner Felix stated that he was approached by the firemen who conduct an annual fundraising drive for MS each year at Grandview Plaza. The firemen would like a sign permit fee waiver for the signs they use the day of the event. The Committee recommended that the fireman apply for the permit and a waiver of the fee so that they are compliant with all Township regulations.

PNC BANK: Administrative Assistant Rodgers reported that, due to some recent issues with PNC Bank, she would be talking to other banks in the area about their services.

DEP SETTLEMENT: Manager Garvick reported that DEP has offered to reduce the cost of the "settlement" for the problem that occurred on June 1st at the Mullertown Pump Station from \$5,139 to \$3,500. The Committee recommended approving the appropriate documentation at the next Board of Commissioners meeting.

The meeting adjourned at 7:52 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
SEPTEMBER 7, 2010

The Penn Township Finance Committee convened on Monday, September 7, 2010, at 7:18 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, and Felix. Commissioner Goldsmith was absent with notice. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, Administrative Assistant Rodgers, Township Engineer Bortner, WWTP Superintendent Mahone, and Highway Foreman Mahan. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the August 2, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reported on the 2010 operating budget and expense report and included additional information about which revenue and expenditure accounts are tracking above or below 2009 levels through the end of August. The Township is showing an increase in real estate tax revenue due to the increase in the mileage rate for 2010. Manager Garvick reported that new housing starts are below last year by one. The Committee suggested that each department limit their purchases for 2010 to items they absolutely need.

RFP'S FOR TOWNSHIP AUDITOR: Administrative Assistant Rodgers reported that the seven responses she had received for the Township's request for proposal for auditing services were provided to the Committee members at last month's meeting. She also contacted the top three bidders and requested quotes for 2010 which are as follows: Rager Lehman and Houck, \$22,750, Smith Elliot & Kerns \$25,900 and Stambaugh Ness \$19,750. Ms. Rodgers recommended Rager, Lehman, and Houck due to their experience with the Township's software, which would allow them to conduct the audit with minimal disruption to the staff. The Committee recommended appointing Rager, Lehman and Houck as Township auditors for 2010 and 2011 along with option years 2012 and 2013.

2011 MINIMUM MUNICIPAL OBLIGATIONS FOR EMPLOYEE PENSION PLAN: Manager Garvick reported that the 2011 minimum municipal obligations have been calculated utilizing those smoothing techniques allowed by the State. Even with implementing these techniques the Township will experience a \$500,000 shortfall in aid we receive from the State. The Township will experience that same loss in 2010. Manager Garvick suggested that the Committee consider employee contributions from the members of the police and fireman's pension plans to help offset the shortfall. The Committee will take this under advisement. The Committee wants to make sure that the employee contribution to the plan is tax deferred. Administrative Assistant Rodgers believes that that software will be able to handle the deduction.

HANOVER JAYCEES: The Committee received a request dated August 15, 2010 from

the Hanover Jaycees for a waiver of sign permit fees to advertise the annual Halloween parade. Five of the signs will be located within Penn Township. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated August 14, 2010 from the South Western Band Boosters for a waiver of the sign permit fee for two signs advertising a fundraiser. The Committee recommended approving the request.

MOUNT OLIVET CEMETERY: The Committee received a request dated August 17, 2010 from Mt. Olivet cemetery for a waiver of the sign permit fee to advertise their pet memorial day. The Committee recommended approving the request.

2011 BUDGET: The Committee would like a balance sheet prepared for all discretionary reserve accounts showing the cash that may be available for the Township to utilize in 2011. They would also like a breakdown of the debt service obligations for 2011 and beyond. The Committee would like to set up budget meetings after the next Board of Commissioners meeting and begin the preparation of the 2011 budget as soon as possible.

The meeting adjourned at 7:44 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 4, 2010

The Penn Township Finance Committee convened on Monday, October 4, 2010, at 7:52 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Goldsmith and Felix. Also present were Manager Garvick, Deputy Police Chief Laughlin and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the September 7, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reported on the 2010 operating budget and expense report. Chairman Heilman scheduled budget discussion meetings on the following dates at 7 PM: October 19th, November 16th and December 14th.

ROOF REPLACEMENT BIDS: Manager Garvick reported that the legal advertisement for the roof replacement has been placed. Bids will be opened on October 18th at 9:00 AM. The bid specifications had to be amended since the roof material manufacturers would no longer offer any warranty on a level roof such as ours. Therefore we designed the replacement with sufficient slope to satisfy the manufacturers. We also included 4" of insulation over the entire roof and replacement of the skylights with double insulated units. The increased pitch of the roof will now require that all the hvac units, exhaust stacks and skylight curbs be raised. Also, the natural gas lines and electrical conduits to the hvac units must also be raised. All this will be accomplished prior to the roofer beginning work. This will reduce costs by eliminating the prevailing wage requirement associated with the roofing contract.

EAGLE SCOUT PROJECT: Manager Garvick reported on a request from the SWSD for a waiver of a building permit application fee for Aaron Bosley in conjunction with an Eagle Scout project. Mr. Bosley intends to construct a bridge over the rock swale around the athletic complex. The committee recommended waiving the \$29 fee.

WEST MANHEIM LIONS CLUB: The committee discussed a request from the WM Lions Club for a waiver of the temporary sign permit fee for the annual Christmas tree sale at Grandview Plaza. The committee recommended waiving the fee.

FIREMEN'S PENSION BOARD: The next meeting of the Firemen's Pension Board will be October 21, 2010 at 2:30 PM. Commissioners Heilman and Felix will be in attendance.

The meeting adjourned at 8:07 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 1, 2010

The Penn Township Finance Committee convened on Monday, November 1, 2010, at 7:16 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the October 4, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reported on the 2010 operating budget and expense report. He reviewed the revenue and expenses through October 31, 2010. He expects to have about the same cash carryover this year as we had at the end of last year. The Township is expecting to need a tax anticipation note for 2011.

TOWNSHIP DEPOSITORY: Manager Garvick stated that all the Township's accounts are located at PNC Bank but he would like to move about seven of the Township's accounts to M & T Bank. The move would allow the Township to secure other interest rates from a different bank for their funds and put them in a better position if the Township would need to borrow money. The Township for many years used M & T and its predecessors as its depository. The Committee recommended adopting the Resolution at the next Board of Commissioners meeting.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York County Tax Collection Committee held a meeting on October 25, 2010. They have scheduled next year's meetings for the last Monday in January and October but will hold other meetings if it is deemed necessary. The York Adams Tax Bureau will begin the collection of taxes for all the entities on January 1, 2012 at which time the Hanover Wage Tax Office will be closed. The Bureau is currently paying the costs for the York County Tax collection committee which includes solicitor and advertising expenses. These costs will be broken down among the York County Tax Collection Committee members in 2012 based upon their voting percentage. They will appear as a line item expense on the first distribution to the municipalities. The York Adams Tax Bureau will also be hiring a new tax collector as the current collector is retiring. Commissioner Heilman still expressed his concern about the closing of the Hanover Wage Tax Office and the additional cost the collection process will cost the Township.

ROOF REPAIR: Manager Garvick reported the preliminary HVAC work on the roof has begun and when it is completed Donald B. Smith will be in to begin the replacement of the roof on the municipal building.

The meeting adjourned at 7:31 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 7, 2010

The Penn Township Finance Committee convened on Tuesday, December 7, 2010, at 7:11 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: Commissioner Heilman announced that an executive session would be held following the Finance meeting to discuss matters of personnel.

APPROVAL OF THE MINUTES: The minutes of the November 1, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reported on the 2010 operating budget and expense report through December 2, 2010. He hopes that the difference between expenses and revenue through November will be enough for the yearend carryover.

ST. JOSEPH PARRISH: The Committee received a request dated November 5, 2010 from St. Joseph Parrish for a refund of their sign permit fees to advertise their Christmas Bazaar held on November 13 and 14. The Committee recommended approving the request.

JEFFREY AND SUSAN NEWMAN: The Committee received a request dated November 30, 2010 from Jeffrey and Susan Newman for a refund of the penalty portion of their property tax bill. They did not pay their bill until the penalty period but are requesting a refund due to the fact that Mr. Newman had a medical situation and was unable to pay because he was in the hospital the last day the bill was due at face value. Since the property tax bills were sent out in February, the Committee recommended denying the request.

FEE RESOLUTION: Manager Garvick submitted a fee resolution for 2011 with slightly higher fee rates for certain items such as building permit, pavilion rental, solicitation and other fees and licenses. The Committee recommended approving the resolution at the year end meeting.

YEAR END MEETING: The year end meeting has been scheduled for December 28, 2010 at 6:00 p.m.

BUDGET DISCUSSION: Manager Garvick reported that due to the discussion at the last budget meeting he has shown the budget with an increase in the tax rate and the

refuse units. On the expense side the highway reconstruction fund was reduced to zero. The only reconstruction funds available will be those in the Highway Aid Fund which will be about \$150,000. The current deficit is about \$300,000. After discussing the budget, it was the consensus to balance the budget by bringing more reserve funds into the general fund. The Committee will again meet on December 14th at 7 PM to further discuss.

The meeting adjourned at 7:41 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager