

MINUTES
FINANCE COMMITTEE
JANUARY 4, 2016

The Penn Township Finance Committee convened on Monday, January 4, 2016 at 7:28 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the December 15, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expense report through the end of December. The year to date revenue is 110.31% of what is budgeted and the expenses are 90.16%. Cash carry over is \$1,903,998. Manager Rodgers noted that there are some areas of concern. Vehicle and ordinance fines were down because of speed enforcement not being done as in prior years.

Commissioner Heilman asked Manager Rodgers to explain why such a high cash carryover is necessary. Manager Rodgers stated that tax bills do not go out until mid-February so we do not begin to receive tax payments from the Tax Collector until March. All payroll and expenses for January and February are paid out of cash on hand.

VERIZON REQUEST: Manager Rodgers reported on a request from Verizon Wireless that was forwarded from Solicitor Tilley. Verizon is requesting a rental agreement for placement of cell towers on Township traffic polls. When previously approached about this, the Board of Commissioners denied the request. Commissioner Klunk is not in favor of leasing out traffic signal polls because it would set a precedent allowing others to make the same request. Commissioner Klunk suggested Verizon go before the Zoning Hearing Board. The committee recommended that Verizon file a variance request.

SNYDER REALTY TAX TRANSFER REFUND REQUEST: Manager Rodgers reported on a request dated December 22, 2015 asking for a refund of realty transfer taxes due to a linear transfer from grandparent to grandchild. Solicitor Tilley advised VIA email that the tax is exempted by PA State Code. The payment was received as part of the July 2015 tax payment. There were no objections to the request.

OTHER MATTERS: None

The meeting was adjourned at 7:35 P.M.

Respectfully Submitted

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 1, 2016

The Penn Township Finance Committee convened on Monday, February 1, 2016 at 7:37 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Klunk, Felix, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the January 4, 2016 Finance Committee meeting were approved as submitted.

REFUND OF BUILDING PERMIT FEE: Manager Rodgers reported that Mr. Still and Mr. Brough were present representing Hanover Foods for a refund of permit fees. On November 9, 2015 Hanover Foods submitted a permit for waste water treatment upgrades and the cost of the work was just over \$7 million. When the permit was submitted it listed cost but no square footage so the Township figured the fee based on the total project cost which made the permit fee \$20,422.50. A reevaluation was requested and Code Inspector Boyd and Mr. Brough discussed square footage for the building, tanks, yard pipe, and the cost for the demo. After considering this new information the total fee was adjusted to \$4,489.08. Commissioner Brown asked if the Township's process needs to be reviewed to prevent such large discrepancies in the future. Manager Rodgers deferred to Mr. Brough who stated that nothing is wrong with the process in his opinion. This project is unique and created a special set of circumstances. The Committee recommended issuing a refund.

2016 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of January. The year to date revenue is 3.31% of what is budgeted and the expenses are 6.23%. Manager Rodgers noted that revenue is down \$74,000 from January 2015 and expenses are down \$10,000. Revenue is down due to local service tax prior year most likely due to the fact that February 1, 2016 was on a Monday and payments were not mailed until January 29. Cable Franchise fees are down approximately \$3,000 for an unknown reason. Earned income was down slightly, zoning permit fees were down, and refuse service units were down. The refuse service unit orders were about half of what they were in January 2015 and this may be due to the weather. Manager Rodgers reported that it is probably not due to fewer vendors selling the bags because people still need the bags. The tax bills may be late in going out because they were just received on Wednesday, January 27, 2016 which may delay the revenue until the first of March.

HANOVER CHAMBER WAIVER REQUEST: Manager Rodgers read a letter dated January 13, 2016 from Hanover Chamber of Commerce requesting a waiver of fees for

signs advertising their annual Dutch Days Festival to be held on Saturday, July 30, 2016. The signs will be placed at the old Value City building and at Ollie's. They have followed procedure and are within the forty-five days to request a waiver. The Committee recommended approval.

SAINT JOSEPH PARISH WAIVER REQUEST: Manager Rodgers read a letter dated January 8, 2016 from Saint Joseph Parish requesting a waiver of permit fees for their annual yard sale to be held on Saturday, March 5, 2016. This will benefit one of their scholarship programs. The Committee recommended approval.

REVIEW OF BANK ACCOUNTS, DEBT SERVICE, AND POTENTIAL CAPITAL IMPROVEMENT PROJECTS: Manager Rodgers reviewed the Township's eighteen different bank accounts and what each is used for. Commissioner Klunk asked for clarification on comingled funds in the capital reserve equipment account and it was discussed. Commissioner Heilman stated that it's good to see where all of the money is being spent and how the funds are ear marked.

Manger Rodgers reviewed the capital improvement five year plan. The plan was created prior to the blizzard on January 22, 2016 and additional items were added after the fact. The items are listed in order of priority and the top item is investing in upgrades for MS4 compliance and building permits. A cloud based system would make permits much easier as well as help manage some of the MS4 requirements. Citizen Serve is working on a quote for the Township to use their software. Commissioner Klunk asked if we are still working on a lighting upgrade. Manger Rodgers said that she is waiting to hear back from Mr. Baumgardner. Commissioner Brown asked the Board to prioritize the list of projects.

Manager Rodgers reviewed the Township debt service through 2020. The Public Works building will be paid off this year. The committee discussed the debt service and how to use the funds being used for the Public Works building payment once it has been paid off.

MUNICIPAL LAW 101: Commissioner Brown informed everyone to let Manger Rodgers know if anyone would like to attend Stock and Leader's Municipal Law 101 dinner. Commissioner Heilman said it's a worth while event especially for new Board members.

OTHER MATTERS: None

The meeting was adjourned at 8:10 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 7, 2016

The Penn Township Finance Committee convened on Monday, March 7, 2016 at 7:51 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Klunk, Felix, Van de Castle, and Heilman. Also present were Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the February 1, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2016 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of February. The year to date revenue is 9.24% of what is budgeted and the expenses are 13.07%. Manager Rodgers provided revenues and expenses for the past three years for comparison. She also included the highway aid deposit even though it was after February 29 because it showed an additional \$15,000 over what was budgeted. Commissioner Klunk asked why there was an investment loss posted in the last quarter. Manager Rodgers explained that the Township has three trust accounts that are affected by the stock market and they will fluctuate from quarter to quarter. Commissioner Heilman said that revenue and expense percentages are very consistent with the past couple of years and that's a good sign. Commissioner Klunk asked if any consideration had been made concerning Mr. Baker's budget recommendation at the December Board of Commissioner's meeting. Manager Rodgers reported that she is considering breaking out the budget expenses in more detail for future budgets. For example, in the police budget, she could show how many detectives and managers are included in salary.

HANOVER EXCHANGE CLUB FEE WAIVER: Manger Rodgers read a letter dated February 9, 2016 from Hanover Exchange Club requesting a waiver of fees associated with their Home & Garden Show as well as their Evening of Comedy & Magic Show. Commissioner Van de Castle asked if this request was the same as previous years. Manger Rodgers said it is. The committee recommended approval.

SOUTH WESTERN SCHOOL BANDS FEE WAIVER: Manager Rodgers read a letter received February 22, 2016 from the South Western High School Bands requesting a waiver of fees associated with their annual Spring Market Place Community Yard Sale. Manager Rodgers said this is an annual event and the Board has waived the fees in the past. The Township also advertises the event in the newsletter. The committee recommended approval.

MASON DIXON CREDO FEE WAIVER: Manager Rodgers read a letter dated February 22, 2016 from Mason Dixon Credo requesting a waiver of fees associated with a retreat. Manager Rodgers explained that the request is received twice a year and they are working with things like drug addiction and abuse and the fee waiver will allow them to use all of their funds towards treatment. The committee recommended approval.

RESOLUTION NO. 867 DISPOSAL OF EQUIPMENT: Manager Rodgers reported that Engineer Bortner is ready to dispose of the 2002 Sterling Vac Truck that was discussed at the March 1, 2016 Public Works meeting. The resolution is required because the truck will be sold for more than \$1,000. Manager Rodgers pointed out that the resolution shows the proceeds going to the capital reserve equipment fund per prior discussions. Commissioner Van de Castle asked if the truck is being sold as-is and Manger Rodgers said all equipment is sold as-is. The committee recommended approval.

ELECTRIC RATES: Manager Rodgers reported that the Township's electric rate contract is up for renewal on October 1, 2017. This is a good time to lock in a rate because oil prices are down. The rates being offered through Hess Energy are 5.391 for one year or 5.458 for two years. The current rate is 6.17 through Hess Energy. The committee would like Manager Rodgers to lock in the 5.458 rate for twenty-four months to being October 1, 2017 and end September 30, 2019.

APPOINTMENT TO PLANNING COMMISSION: Manager Rodgers reported that Henry Senatore has reapplied for Planning Commission. His term expires in May. Mr. Frank Norris applied for the Zoning Hearing Board but there are no vacancies at this time. Manager Rodgers would like to contact him and suggest he apply for the Planning Commission. Commissioner Klunk stated that starting on the Planning Commission and later moving to the Zoning Hearing Board is in line with what they have done in the past. Commissioner Brown asked if an interview is required. Manager Rodgers said it is up to the Board whether or not they want to perform an interview. Commissioner Brown would like to meet with him prior to making an appointment and it will be scheduled for March 21, 2016 at 6:30 P.M. The committee recommended approval of Henry Senatore's reappointment.

AUDIT: Manager Rodgers reported that the committee received copies of the audit. Per the auditors advice new accounts are being set up. The budget will not need to be redone; however the funds will be moving through different accounts.

CREDIT CARDS: Commissioner Van de Castle asked if the Township is exploring accepting credit cards for payments. He's noticed younger people, including his own children, rarely carry cash anymore. Also, he believes it will help with requests for fee refunds on overdue bills if they could be easily paid online with a credit card. Commissioner Brown said that the fees involved with credit cards are prohibitive. Manager Rodgers stated that this has been brought before the Board of Commissioners

several times in the past and the fees have always been the reason for not moving forward. Hanover Borough and the Penn Township Tax Collector are both accepting credit cards and passing the fees on to the customer. The Borough has a flat fee and the Tax Collector charges a percentage of the total bill. Commissioner Brown asked if anyone has indicated whether or not it works well. Manger Rodgers said that the Tax Collector is happy with it and the Borough is as well. The Borough's main concern was how hard it would be to set the payments up on their website, but it was very easy. The water bills from the Borough are visible to everyone online and this is ok because it's public information. Manager Rodgers likes the online system for water bills. Commissioner Heilman asked if both credit and debit cards could be accepted. Manager Rodgers said that both would work. Commissioner Heilman would prefer that the fees be passed on to the customer so that the Township isn't using tax payer's money to cover other people's fees. Manger Rodgers said that multiple accounts can be set up from one terminal so all of the staff can use the same terminal. She also pointed out that this would help a lot with delinquent fire inspection payments because people often ask to make these payments over the phone. Commissioner Van de Castle asked Police Chief Laughlin if the police department would be interested in accepting credit card payments. Chief Laughlin said that they don't receive a lot of payments and they could send people over to the municipal building if they wanted to use a credit card. The committee asked Manger Rodgers to make a credit card presentation at the April 4, 2016 Finance Committee meeting.

MEETING ORDER: Commissioner Klunk stated that he does not want the meeting order to be changed per Commissioner Heilman's suggestion. The Public Works Committee meeting is advertised as being before the Health & Sanitation Committee meeting and it should remain that way. Commissioner Heilman agreed that the order should remain as advertised.

BERWICK TOWNSHIP HERSHEY HEIGHTS REQUEST: Manager Rodgers asked the committee if they received the information from Berwick Township concerning the weight restriction on Hershey Heights Road. The information was received and there were no objections.

The meeting was adjourned at 8:14 P.M.

Respectfully submitted,

Angela Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 4, 2016

The Penn Township Finance Committee convened on Monday, April 4, 2016 at 7:15 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Klunk, Felix, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the March 7, 2016 Finance Committee meeting were approved as submitted.

LIBRARY PRESENTATION: Lisa Kane, Director of the Guthrie Memorial Library, was present. She thanked the Township for their great support and shared that it is really appreciated. Ms. Kane wants to make sure that Penn Township feels that the library is theirs as much as it is the Borough's. She met with Manager Rodgers and came up with a Story Time to be held at Kid's Kingdom this summer and would love any other ideas on how to get the Township involved with the library. Ms. Kane shared some of the activities that take place at the library, including weekly therapy dog visits, an annual multi-cultural day, STEAM ahead workshops, and many children's programs throughout the year. Ms. Kane reported that in addition to the funds received through fund raising events and from local municipalities, the library has started to offer corporate partnerships. Ms. Kane reiterated the importance of offering library resources to the children in our community and shared some stories of local children benefiting from the library. Commissioner Heilman asked if someone from the library would be able to attend meetings occasionally and give a brief update. Ms. Kane said that can be worked out. Commissioner Klunk stated that annual updates would be sufficient. Manager Rodgers asked if Ms. Kane could give an update on how the Community Park events went at the September meeting and Ms. Kane agreed.

BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2016 budget and operating expense report through the end of March. The year to date revenue is 19.51% of what is budgeted and the expenses are 19.39%. Manager Rodgers pointed out that the expenses are in line with revenues percentage wise. The real estate tax is the bulk of the revenue shortage. The deadline for the reduced bill is April 15, 2016 so there should be quite a few large checks in the next week or two. Manger Rodgers stated that this will likely be the first year that we hit \$4 Million in sewer rents because the April billing was over \$1 Million. She noted out that over six thousand customers are being billed.

JEFFERSON CARNIVAL: Manager Rodgers read a letter dated March 15, 2016 from Jefferson Carnival, INC., requesting a waiver of fees associated with their annual

carnival to be held July 18, 2016 through July 23, 2016. The sign is located at the intersection of Blooming Grove and Grandview Road. The Committee recommended approval.

HANOVER LIONS CLUB: Manager Rodgers read a letter dated March 9, 2016 from Hanover Lions Club requesting a waiver of fees associated with their annual barbecue to be held on May 14, 2016. The Committee recommended approval.

WINTER STORM JONAS RESOLUTION: Manger Rodgers reported that York County got the approval from FEMA for emergency assistance to reimburse expenses from Winter Storm Jonas. The Township needs to designate an agent to sign off on all of the documents, which includes the DAP 1, DAP 5 and DAP 16. There is a training class on Friday, April 8, 2016 that Manager Rodgers will attend. The Committee gave approval for Manager Rodgers to be the designated agent. The Resolution will be adopted at the April 18, 2016 Board of Commissioners meeting.

LIGHTING BIDS: Manager Rodgers reported that four bids were received on April 4, 2016 for the lighting upgrade project in the municipal building. The apparent low bidder is Pro Electric LLC out of York, Pa with a bid price of \$109,988. This is about half of the projected cost estimate which was \$200,000. The high bidder was Holland Electric Services, Hanover PA, with a bid price of \$153,727. All four bidders supplied a bid bond. Manager Rodgers does not believe that any of the work will be done by May 31, 2016 to qualify for the current rebates unless the work moves forward very quickly. We will work under the new set of rebates that only pay from T8 down compared to the current rebates that pay from T12 down. We will still see a rebate of some kind. Commissioner Klunk confirmed that Paragon will be looking over the work as it is completed.

CREDIT CARD PROPOSALS: Manager Rodgers reported that three companies submitted proposals for credit cards. Hamer is the company that Hanover Borough uses and Manger Rodgers recommends we use them as well. The Borough only accepts credit card payments online and only for water bills. There are no fees for the Township and we wouldn't need to purchase a terminal. Commissioner Brown asked what people without computers would do. Manager Rodgers said that the Borough is considering installing a kiosk for people to pay on site and that may be an option for us. There is a security risk in accepting credit cards through a terminal and the kiosk eliminates that. Commissioner Brown feels a terminal would be necessary. Manager Rodgers reported that, of the Hanover Borough water customers who are also Penn Township sewer customers, there were two hundred forty-four credit card payments received in 2015. If we chose to go with a terminal Manager Rodgers would recommend Capital Direct Merchant Services because their cost is the lowest and they offer a free terminal, however they do charge \$80 to program and ship the terminal. Commissioner Brown said that we should not be paying for a terminal. Manager Rodgers said that the third proposal from Municipay had some reports of trouble during the set up stages, but things ran well once it was up and running. Municipay is what Tax Collector Little uses. The Committee reviewed the fees associated with each

proposal and the usage policies and decided to move forward with accepting credit cards. Commissioner Brown will meet with Manager Rodgers and Commissioner Heilman to further discuss credit card options and share the information with the Committee at the May 2, 2016 Finance Committee meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:46 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 2, 2016

The Penn Township Finance Committee convened on Monday, May 2, 2016 at 8:23 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the April 4, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

BUDGET AND OPERATING EXPENSE REPORT: Commissioner Brown asked if there were any questions concerning the Budget and Operating Expense Report. Commissioner Klunk asked if the decrease in real estate tax revenue is a sign of what may be coming. Manager Rodgers responded that there is most likely a delay in payment processing. Manager Rodgers will notify the Commissioners if the real estate tax revenue catches up prior to the next meeting. Manager Rodgers pointed out that the sewer revenue appears to be low but the due date was on a Saturday so payments were posted the following Monday. Expenses are down and Manager Rodgers thanked the Department Heads for this.

PTVES YARD SALE: Commissioner Brown read a letter dated April 5, 2016 from PTVES requesting a waiver of fees associated with their yard sale to be held May 14, 2016. Commissioner Brown asked how often permit fees are waived. Manger Rodgers responded that fees are usually waived for non-profit organizations. The Committee recommended approval.

FRIENDS OF CODORUS: Commissioner Brown read a letter dated April 16, 2016 from Friends of Codorus requesting a waiver of fees associated with their Summer Blast event to be held June 17 – 19, 2016. The Committee recommended approval.

WINTER STORM JONAS APPLICATION UPDATE: Manager Rodgers reported that she attended a meeting on April 27, 2016 and expects the Township to receive around \$35,000 in reimbursement. FEMA is paying 75% of the \$46,400 that was applied for. Commissioner Heilman asked when the funds would be paid and Manager Rodgers said by the end of July or August. Manager Rodgers explained the application process and what the next steps are.

CREDIT CARD UPDATE: Manger Rodgers reported that she met with Commissioners Heilman and Brown to discuss the options for accepting credit card payments. They are

recommending Hamer Enterprises. Hamer offers an online payment system and won't cost the Township anything to use. Customers will be charged a convenience fee when they pay their sewer bill online. Hamer will separate the service fee behind the scenes and the Township will receive a direct deposit for the amount of the payments. Commissioner Brown stated that there will be no terminal or liability on the part of the Township. The Committee recommended approving Hamer Enterprises and Manager Rodgers will send the agreement to Solicitor Tilley for review.

WAGE TAX: Manger Rodgers reported that the Township will receive a refund of fees again this year.

HEALTH INSURANCE: Manager Rodgers reported that Rich Carson and Highmark will assist in setting up the health insurance employee contributions for 2017.

The meeting was adjourned at 8:37 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 6, 2016

The Penn Township Finance Committee convened on Monday, June 6, 2016 at 8:38 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the May 2, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

BUDGET AND OPERATING EXPENSE REPORT: Commissioner Brown asked if there were any questions and there were none.

GRACE UNITED METHODIST CHURCH WAIVER REQUEST: Manager Rodgers read a letter dated May 16, 2016 from Grace United Methodist Church requesting a waiver of fees associated with their annual revival. The Committee recommended approval.

SECTION 125 PREMIUM ONLY PLAN: Manager Rodgers reported that AFSCME employees will begin making required contributions to their health insurance plans in 2017. In order to make the contribution tax exempt a 125 plan is needed. The resolution will not need to be approved until the July 18, 2016 Board of Commissioners meeting. Employees will now be required to reenroll in coverage yearly which has not been done in the past. The Police will begin contributing in 2018. The 125 plan doesn't have to be in place until year end but Manger Rodgers wanted to get the paperwork started early. Commissioner Heilman asked if our current system can handle these changes and it can. Manager Rodgers said newly hired AFSCME employees were required to make contributions in the past so KVS has done it before. Commissioner Heilman asked if the contributions will be exempt from state and local taxes as well as federal and Manager Rodgers said she'd confirm the taxes that were exempt.

CINRAM TAX REFUND REQUEST: Manager Rodgers read a letter dated June 6, 2016 from CINRAM requesting a refund of the two percent tax discount. CINRAM mailed a tax payment on March 16, 2016 but it was returned by Tax Collector Little because it didn't include a copy of the bill. CINRAM is renting the property from Blue Dog Bookspan Properties and did not receive any correspondence from the Tax Collector and was unaware that a copy of the bill needed to be included. Manager Rodgers said Tax Collector Little is one of the few who require a copy of the bill with payment. Manager Rodgers advised CINRAM that they will have to speak with the

County to get a refund on their portion of the taxes and she advised them that school tax is also due soon. After discussion the Committee recommended approval. Manager Rodgers will process a refund once the payment is applied by Tax Collector Little.

CREDIT CARD UPDATE: Manager Rodgers reported that we have received six credit card payments totaling \$481 since June 1, 2016. She explained how settlement and posting of payments will occur.

The meeting was adjourned at 7:53 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 5, 2016

The Penn Township Finance Committee convened on Tuesday, July 5, 2016 at 7:31 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Engineer Bortner, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the June 6, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

BUDGET AND OPERATING EXPENSE REPORT: Commissioner Brown said we should be at about fifty percent at this point in the year. Commissioner Klunk said it looks good so far.

ST JOSEPH PARISH YARD SALE: Commissioner Brown read a letter dated June 6, 2016 from St. Joseph Parish requesting a waiver of the permit fees associated with their annual yard sale to be held August 27, 2016. The Committee recommended approval.

SECTION 125 PREMIUM ONLY PLAN: Manager Rodgers reported that she has answered some questions in-house concerning the process of reenrolling in health insurance yearly. Commissioner Heilman suggested a meeting to inform employees about the change. Manager Rodgers said there is still time before the resolution needs to be passed. The Committee recommended moving forward with the resolution.

OTHER MATTERS: None

CITIZEN'S COMMENTS: None

The meeting was adjourned at 7:36 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 1, 2016

The Penn Township Finance Committee convened on Monday, August 1, 2016 at 7:18 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the July 5, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2016 BUDGET AND OPERATING EXPENSE REPORT: The year to date revenue is 77.89% of what is budgeted and the expenses are 44.71%.

2017 BUDGET MEMO: Commissioner Brown reported that Manager Rodgers sent a memo concerning the 2017 budget process. He suggested moving forward with the same budget process as was used in 2016. The first phase will be asking each department head for a barebones operating budget and the second phase will be a list of equipment or personnel that would enhance each department's level of service. Commissioner Heilman said it's good to know whether the budget is balanced without adding anything additional.

Commissioner Klunk suggested that large ticket items be paid for out of the Capital Reserve Equipment Fund rather than being added to the budget. Money could be deposited to the fund yearly so there is enough to cover the large items when they come up. Commissioner Heilman said we should check with the auditors to make sure the name of the account isn't prohibitive. Manager Rodgers said there is already a fire reserve fund, a capital reserve equipment fund and a building reserve fund in place.

Commissioner Brown said the first reading of the budget will be October 17, 2016. Manager Rodgers said she will have a draft budget prepared by the September Board of Commissioners meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:27 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 6, 2016

The Penn Township Finance Committee convened on Tuesday, September 6, 2016 at 7:11 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, and Van de Castle. Commissioner Klunk was absent with notice. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Cromer, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that the Penn Township Newsletter will be in the Merchandiser on September 26, 2016. He recommended everyone take the time to read it.

APPROVAL OF THE MINUTES: The minutes of the August 1, 2016 Finance Committee meeting were approved as submitted.

2016 BUDGET AND OPERATING EXPENSE REPORT: The year to date revenue is 83.44% of what is budgeted and the expenses are 51.16%. Commissioner Brown said we should be at 66.66% at this point in the year.

GRACE UNITED METHODIST CHRISTMAS BAZAAR: The Committee received a letter dated August 11, 2016 from Grace United Methodist Church requesting a waiver of permit fees to advertise their Christmas Bazaar to be held November 19, 2016. Commissioner Van de Castle asked if they need permission from property owners to place signs in yards. Manger Rodgers said they do need permission and they are required to stay out of the clear sight triangle. The Committee recommended approving the request.

2017 MMO: Manager Rodgers reported that the Minimum Municipal Obligations (MMO) for 2017 have been prepared and need to be adopted by the end of September. Changes can be made, if necessary, and a revised MMO adopted no later than December 31st. The non-uniform MMO, consisting of thirty-five employees, is \$185,918.15. This includes all AFSCME employees and most of the management employees. The firefighter MMO, consisting of fifteen employees, is \$186,622.17. This is slightly higher than the last several years due to improved benefits received as a result of the last contract. The police MMO, consisting of twenty employees, is \$611,863.61. This is slightly down because there are two officers participating in the drop and other employees who resigned were not vested or not able to collect retirement benefits because of age or service requirements. Both police and fire make contributions toward their pension plans and the MMO is prepared with those contributions included. Commissioner Heilman asked if the entire amount comes from the Township. Manager Rodgers said we receive an allotment from the state that covers a little less than half. Commissioner Heilman asked if the police are making the

maximum contribution and Manager Rodgers said they are contributing the maximum of 5%.

LIQUOR LICENSE TRANSFER: Commissioner Brown reported that the Penn Township Board of Commissioners will conduct a public hearing at 7:00 P.M. on September 19, 2016 for the purpose of receiving comments on the proposed restaurant liquor license transfer of Burrod Incorporated trade name Atlands Ranch from Paradise Township, York County to YCS061921, LLC trade name Rutter's, 1009 York Street, Township of Penn, York County. The hearing will be held at the municipal building.

OTHER MATTERS: None

The meeting was adjourned at 7:20 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 3, 2016

The Penn Township Finance Committee convened on Monday, October 3, 2016 at 7:37 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the September 6, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2016 BUDGET & OPERATING EXPENSE REPORT: The year to date revenue is 92.82% of what is budgeted and the expenses are 57.62%. Commissioner Brown said we should be at 75% at this point in the year. He said there are some payments to be made in October that will adjust the expenses. Manager Rodgers said the minimum municipal obligations will be paid in October.

SAINT JOSEPH PARRISH CHRISTMAS BAZAAR: The Committee received a letter dated September 12, 2016 from Saint Joseph Parrish requesting a waiver of permit fees to advertise their Christmas Bazaar. The Bazaar will be held November 12, 2016. The Committee recommended approving the request.

MASON DIXON CREDO RETREAT: The Committee received a letter dated September 27, 2016 from Mason Dixon Credo requesting a waiver of permit fees to advertise their retreat. There was discussion on where Mason Dixon Credo is located and what the retreats are for. The Committee recommended approving the request.

PRO ELECTRIC CHANGE ORDER: Manager Rodgers reported that Pro Electric submitted two change orders for the Municipal Lighting Upgrade. They have been forwarded to the Solicitor and he has not given an opinion yet. Some of the costs are related to the project being held up including storage fees and resubmittal fees. There is also a cost increase for the change in fixtures, which may be questionable. Commissioner Heilman said that a change order is usually submitted through the Architect or Engineer and asked where these came from. Manager Rodgers said Pro Electric sent them to Penn Township and to the Architect but the Architect has not yet approved the change orders. Commissioner Heilman is concerned that protocol is not being followed. The Committee discussed the details of the cost increases on the change orders. Manger Rodgers said they are currently working on installing the lights. The Committee recommended getting some more information before making a decision on the change orders.

2017 BUDGET: Manager Rodgers reported that there were two changes to the draft budget since the Committee received a copy. The cash carry-over amount was adjusted and an account was added for health insurance reimbursement. As the budget shows right now it would take a 1.17 mill increase to get it to balance. Manager Rodgers pointed out that there is a \$300,000 decrease in revenue from this time last year and it was mostly in realty transfer. Commissioner Heilman said the realty transfer revenue was very high last year and its decrease was anticipated. He said there is plenty of time to review the budget and see what adjustments can be made. He asked if there are any additional personnel in the budget. Manager Rodgers said there is an MS4 Coordinator budgeted and the part time position for the Recycling Department was made into a full time position.

Commissioner Klunk suggested the budget be approved in a special meeting held the last week of December to give as much time as possible to consider adjustments. The Committee discussed what the contributing factors are in the budget increase. There is no large equipment budgeted and there are only a couple of small projects, some of which will be needed for MS4. Commissioner Heilman asked if Union wage increases are included in the budget and they are. Manager Rodgers said there is an estimated 10% increase for insurance but we don't have the final number yet. Everything except the health insurance renews on November 1 so those numbers should be available soon.

Manager Rodgers said the first reading of the budget will be on October 17, 2016. The Committee will hold a Finance Committee meeting on October 31, 2016 at 7:00 P.M. to discuss the budget in detail.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 8:05 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 31, 2016

The Penn Township Finance Committee met on Monday, October 31, 2016 at 7:00 P.M. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Township Engineer Bortner, Police Chief Laughlin, Fire Chief Cromer, WWTP Superintendent Mahone, and Township Secretary Hallett. The committee convened for the sole purpose of discussing and reviewing the 2017 operating budget.

Chairman Brown explained the purpose of this evening's meeting is to review the budget, there will be no budget adopted at this time. Manager Rodgers began discussion by pointing out changes to the budget since the Commissioners last reviewed it. She is projecting \$114,000 more in revenue than the previous draft. She said the department heads did what they were asked and prepared their budgets with only required operating expenses and no additional wish list items. The budget is currently showing an additional engineering employee to fill the MS4 Coordinator position. There is also an additional employee in the recycling budget. The increase in the recycling workload warrants this position. Commissioner Heilman asked Manger Rodgers to prepare a breakdown of salary and benefits for a fulltime employee versus a part-time employee. There was discussion about the MS4 Coordinator position compared to contracting with an engineering firm. The position will remain in the budget for the time being.

Police Chief Laughlin reviewed the proposed police budget. Chief Laughlin explained the areas of the police budget showing an increase over the 2016 budget, including general expense which reflects the reimbursement to South Western School District for the crossing guards. There is a \$500 increase for minor equipment in order to purchase a new black and white laser printer. The police protection and police headquarters show a minimal increase in 2017, primarily from health insurance and contractual salary increases.

Commissioner Felix discussed problems with the police radios making contact with Adams County. We offer mutual aid in Adams County and will need the ability to communicate with them. The cost of enhancing the radios will be \$500 apiece and will need to be done on a total of nine radios. This expense is not in the budget at this time and no one knows for certain when the enhancements will need to be made, it could be in 2017 or it could be later.

Commissioner Felix discussed the possibility of purchasing in-car dash cameras in 2017. This expense is not included in the proposed budget and would cost around \$50,000. He believes more and more departments are going with these cameras for the protection of their police officers. He asked the Committee for permission to have the Public Safety Committee investigate this and use money from the 2014 Construction Fund to pay for it if they determine the cameras are a good idea. Commissioner Brown asked that they also research body cameras. There was discussion about the two different types of cameras. The Public Safety Committee will investigate both types of cameras and a presentation will be made. If the Public Safety Committee decides to move forward with purchasing cameras they will be paid for out of the 2014 Construction Fund.

Fire Chief Cromer reviewed the proposed fire budget. He pointed out several areas of increase having to do with expenses related to the Penn Township Volunteer Emergency Services. He said gas prices have been down so he lowered the budgeted amount for this in 2017. \$800 more is budgeted for physicals and immunizations in 2017 because several of the firefighters need physicals for their CDL's. Chief Cromer went over the major equipment to be purchased in 2017. Gear to outfit one firefighter (\$2,000), Misc. equipment (\$2,500), fire hydrant replacement (\$4,500), hose (\$5,000), mower and trimmer for the PTVES building (\$3,500), and mattresses (\$3,600).

Jeff Waltman reviewed the proposed budget for Emergency Management. He is asking for three portable computers (\$4,441) and he'd like to set up an emergency operation center (\$5,000). He would need three phone lines, a fax machine, copier and wi-fi access for the operation center.

Engineer Bortner reviewed the proposed engineering budget. The budget reflects one additional employee to fill the MS4 Coordinator position.

Engineer Bortner reviewed the proposed public works budget. There are no proposed changes in staffing for the public works department. Gasoline expenditures are lower than 2016 to reflect the lower fuel prices. General expenses were increased to comply with DEP regulations concerning street sweeping. Storm sewer projects for 2017 include the gabion basket project on Bowman Road (\$50,000) and maintenance of Township owned stormwater management ponds (\$50,000).

Engineer Bortner reviewed the proposed highway aid budget which is currently balanced. He said the state's contribution to highway aid has been increasing over the past several years and we haven't used all of the funds, so there is a large cash carryover. Money was added to the budget for installing additional street lights (\$65,401). We will need to get Penn DOT approval to pay for the street lights out of highway aid. If all of the proposed projects are paid from highway aid the cash carryover next year will be around \$100,000. The proposed projects are Little Bridge storm sewer replacement (\$50,000) and Flickinger Road culvert replacement (\$175,000). There is \$495,000 budgeted for rebuilding projects, including Center Street, Little Knoll development and South Hills development. Commissioner Klunk suggested the Center Street project be paid out of the Public Works Improvement fund and the Committee agreed. The Committee recommended Engineer Bortner move forward with getting his proposed projects approved through Penn DOT so they can be paid from Highway Aid.

WWTP Superintendent Mahone reviewed the proposed solid waste collection and disposal budget. The budget reflects a fulltime recycling center employee instead of the current part-time employee. The majority of the increase in expense for this position will be in insurance. There is a decrease in refuse collection expense based on the projected sale of two hundred thirty thousand bags. There is an increase in refuse disposal based on a projected three thousand four hundred fifty tons of trash being collected. This also includes a \$3 per ton increase from the York County Solid Waste Authority. We have a two year supply of bags on hand so there will be no expense for purchasing bags in 2017.

WWTP Superintendent Mahone reviewed the proposed sewer budget, which is currently balanced. There is a \$1,055,000 transfer from the sewer capital reserve fund budgeted for projects. The proposed project is the installation of the Barnhart Drive sewer line to the waste water treatment plant that will eliminate the Industrial Park pumping station. This is currently in design and may not get to the installation stage in 2017. The sewer budget also shows \$95,000 for the design of a UV disinfection system, \$23,000 for a new lawn mower with snow blower attachment and \$8,600 for a lateral push camera.

Manager Rodgers reviewed the proposed general fund budget. The budget shows no tax increase at this time. Manager Rodgers began by going over the revenue. She pointed out that we continue to receive reassessments and revenue may decrease. The sewer transfer was eliminated this year because it's not justified in the budget. The total projected receipts are \$10,378,806 which is slightly down from 2016. Projected cash on hand is \$1,350,000.

Manager Rodgers reviewed the proposed general fund expenditures. There was discussion about travel and training. There was discussion about the tax collector's wages. The maximum amount we can pay her is \$10,000 and we've added \$3,000 for her to collect the Local Service Tax. Manager Rodgers offered an alternative option of paying the York Adams Tax Bureau to collect the Local Service Tax for us. The Committee asked Manager Rodgers to get a quote from York Adams Tax Bureau.

There is one proposed zoning project; the ordinance update (\$30,000). Manager Rodgers said this could be paid out of the 2014 Construction Fund and the Committee instructed her to do so and remove it from the budget.

There are two proposed recreation projects; master plan for the parks (\$30,000) and nature trail (\$50,000). The nature trail was discussed. Manager Rodgers said someone could quiet title the property at this point because it was never maintained by the Township.

The Committee discussed the Hanover Library contribution. The amount budgeted is the requested \$119,116 and the Committee instructed Manager Rodgers to lower it to \$70,000. This is a \$5,000 increase over the 2016 contribution.

There will be another Finance Committee meeting to discuss the budget on November 17, 2016 at 7:00 P.M.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 7, 2016

The Penn Township Finance Committee convened on Monday, November 7, 2016 at 7:02 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Cromer, Police Lieutenant Hettinger, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the October 3, 2016 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2016 BUDGET & OPERATING EXPENSE REPORT: The year to date revenue is 102.1% of what is budgeted and the expenses are 76.29%. We should be at 83.33% at this point in the year.

HANOVER WEST MANHEIM LIONS CLUB CHRISTMAS TREE SALE: The Committee received a letter dated October 5, 2016 from the Hanover West Manheim Lions Club for a waiver of the sign permit fee to advertise their Christmas tree sale. Commissioner Van de Castle asked if it will be in the same location as last year and it will. The Committee recommended approving the request.

KNIGHTS OF COLUMBUS CHRISTMAS SIGN: The Committee received a letter dated October 28, 2016 from the Knights of Columbus for a waiver of the sign permit fee for a temporary Christmas message. Manager Rodgers said this is the first time we've received this request. The Committee recommended approving the request.

2017 BUDGET: Manager Rodgers reported there is a meeting scheduled for November 17, 2016 at 7:00 P.M. She said we are currently showing a deficit of \$705,000.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:05 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 17, 2016

The Penn Township Finance Committee met on Thursday, November 18, 2016 at 7:00 P.M. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers and Township Engineer Bortner. The committee convened for the sole purpose of discussing and reviewing the 2017 operating budget.

Lisa Kane, Director of Guthrie Memorial Library along with Jane Miller, Library Board Member, Pete Schott, Volunteer, and Dee Stauffer, Volunteer were present. Ms. Kane handed out packets of information to the Commissioners. She reviewed the Penn Township 2017 Fair-Share Contribution that the library requested. She shared statistics on the number of books borrowed and the approximate cost if the residents had purchased these books. She thanked Penn Township for the \$65,000 donated to the library in 2016 and said it's greatly appreciated. In 2017 the library is requesting \$119,115.30 and Ms. Kane asked how this sum could be met either this year or slowly over time.

Ms. Kane reviewed programs offered at the library, specifically the activities at the Penn Township Community Park during the summer. Commissioner Klunk asked if South West School District donated funds. He said in the past two thirds of what South West donated was counted against Penn Township's Fair-Share. He said in 1992 Penn Township was giving \$10,000 towards a Fair-Share amount of \$20,000 or \$30,000. They worked and over time got the donation up to the full Fair-Share including what South West gave. Over time the Fair-Share amount has increased, especially after the new building was built, and Penn Township has also increased the donation. Ms. Kane said South West School District does contribute but it's not a lot.

Commissioner Brown said the Board has decided to increase the amount donated this year, but the Township is already facing a substantial deficit. Commissioner Klunk said he is not opposed to working towards a yearly increase of some sort. Commissioner Heilman asked who makes the library budget. Ms. Kane said she creates it and the Hanover Borough approves it. Commissioner Heilman asked if the Hanover Borough is the governing body and Ms. Kane said they technically are, but they are managed by the York County Library System. Commissioner Heilman said Penn Township has no vote in what happens at the library and that's one of the reasons he's opposed to giving more tax dollars. Ms. Kane is not opposed to having someone from Penn Township on the library board and she thinks Penn Township representation would be good. She will need to discuss it with the Board of Governors. She said someone from the community who could assist with fundraising would be very beneficial. Commissioner Heilman asked why Adams County doesn't contribute. Ms. Kane said she's not legally allowed to ask Adams County for money because they have a dedicated tax that goes towards their libraries. Conewago Township does make a contribution. Commissioner Klunk asked if the library employees work for Hanover

Borough or York County. Ms. Kane said they are Hanover Borough employees but they work with the York County Library System as if they are County employees. She said they gain a lot of benefits by working with the York County libraries. Ms. Kane thanked the Board for their time. After discussion the Board decided to keep \$70,000 in the budget for the library but it can be discussed again prior to sending the check.

The Board discussed Emergency Management Coordinator Waltman's requests. The requested amount will remain in the budget at this time.

Commissioner Brown said there was a \$705,000 deficit after the last Finance Committee meeting. Manager Rodgers sent an email today showing a lower deficit of \$600,000.00. Manager Rodgers said this equates to a .65 mill tax increase which is up 17% from 2016. She said the budgeted funds for the nature trail (\$50,000) and the master plan (\$30,000) could be possible areas of savings. She believes the expense for the master plan could be paid out of the 2014 Construction Fund. The Board discussed the nature trail and the master plan and instructed Manager Rodgers to remove both from the budget. With these items removed the tax increase would need to be .45 mill.

The Board discussed transferring money from the sewer revenue reserve account and decided against it. After discussion the Board decided to move forward with a tax increase of .45 mills in 2017.

The meeting was adjourned at approximately 8:05 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 5, 2016

The Penn Township Finance Committee convened on Monday, December 5, 2016 at 7:15 P.M. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Cromer, Police Chief Laughlin, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced an executive session to discuss personnel will be held following this meeting.

APPROVAL OF THE MINUTES: The minutes of the October 31, 2016, November 7, 2016 and November 17, 2016 Finance Committee meetings were approved as submitted.

CITIZEN'S COMMENTS: None.

2016 BUDGET & OPERATING EXPENSE REPORT: The year to date revenue is 106.86% of what is budgeted and the expenses are 84.53%. We should be at 91.67% at this point in the year. Commissioner Heilman asked if the large payroll has already run for the year and it has not. Manager Rodgers said it will be reflected on December 1, 2016.

TAX COLLECTOR COMPENSATION 2018-2021: Manager Rodgers reported that we are currently paying the tax collector the maximum allowed (\$10,000). In addition to this we pay \$3,000 to have the Local Service Taxes (LST) collected. The tax collector fees for 2018-2021 need to be adopted by ordinance by the end of January 2017. Manager Rodgers said the York Adams Tax Bureau (YATB) can collect the LST for a 2% fee. Given our taxes this would be around \$8,500. Our tax collector is only paid to collect the taxes, she does not perform any audits, reconciliations, or processing of refunds. YATB has better information because they already collect the earned income tax so it will be easier for them to perform audits and determine if taxes are not being paid. After discussion the Committee recommended paying the Tax Collector \$10,000 beginning in 2018 and having YATB collect the LST.

2017 BUDGET: Manager Rodgers said there have not been any significant changes to the general fund budget. The cash carryover is currently projected at \$1.4 Million. There have been changes to the sewer budget because we completed more projects than were anticipated. The carryover will only be \$1.5 million so the transfer from Sewer Capital Reserve was adjusted to \$200,000 to offset some of the 2017 projects. The budget reflects the tax increase to 4.30 mills. She pointed out that we collected more than 98% of the taxes due in 2016 so the delinquent payments may be lower next year.

The Committee reviewed and discussed a written announcement concerning the tax increase.

FEE RESOLUTION: The Committee reviewed the proposed 2017 Fee Resolution. Manager Rodgers pointed out increase to the SEO fees and explained they will affect a very small number of residents. There are approximately four hundred twenty-five on-site septic systems in the Township and that will decrease by approximately one hundred twenty-five due to the Oak Hills project. The Fee Resolution also shows an increase in trash bags to \$4.00.

HIGHWAY AID AUDIT: Manager Rodgers reported the highway aid audit findings were received. There was a finding stating that the excessive funds must be in an interest-bearing account. The account will be changed to a money market effective January 1, 2017. The fees will be consolidated on the account analysis with the rest of our bank fees.

OTHER MATTERS: Commissioner Klunk asked to revisit the donation to the Guthrie Memorial Library. He no longer thinks it's necessary to review the donation in July. He suggested increasing the donation to \$75,000. After discussion the Committee decided to commit to a \$70,000 donation.

The meeting was adjourned at 7:34 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary