

MINUTES
FINANCE COMMITTEE
APRIL 2, 2024

The Penn Township Finance Committee convened on Tuesday, April 2, 2024, at 7 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on April 1, 2024, following the Public Works Committee meeting to discuss personnel matters. Additionally, he stated that notice is hereby given that the Board of Commissioners of Penn Township, York County, Pennsylvania, will hold a special meeting on April 8, 2024, at 6:00 p.m. at 20 Wayne Avenue, Hanover, Pennsylvania, 17331, to consider an appeal of the Homewood at Hanover, PA Inc Zoning Hearing Board decision as well as any and all other business that comes before the Board.

APPROVAL OF THE MINUTES: The minutes of the March 5, 2024, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through March 31, 2024. The year-to-date revenue is 15.61% of the budgeted amount, while expenses are at 16.69%.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported that, per previous discussion, the Committee will proceed to address the list of items to be considered. Considering the timeline, all expenditures are to be allocated by the end of this year. He highly recommended allocating two to three months to police payroll and to the police cruisers. This allocation would free up funds in the general fund to continue addressing the proposed list. The committee had no issues with this approach.

HANOVER LIONS CLUB WAIVER REQUEST: The Committee received a request dated March 12, 2024, from the Hanover Lions Club seeking waivers of permit fees for their annual Chicken Barbeque scheduled for May 11, 2024. Commissioner Brown noted that similar requests have been made in the past. Commissioner Elksnis highlighted concerns regarding the aftermath of last year's event, noting significant damage to the pavilion's concrete due to grease accumulation. Public Works made three attempts to address the issue through power washing, yet signs of wear persist. Commissioner Elksnis spoke with Engineer Bortner, and he suggested that he has old signs in his possession that could serve as a barrier to protect the concrete from the grease. Commissioner Elksnis stated that he will reach out to the Lions Club regarding the matter. The Committee recommended approving the request.

PROJECTOR AND SCREEN FOR THE BOARDROOM: Commissioners Elksnis and Heiland met with a company for a new projector and retractable screen for the Boardroom. The clarity is numerous times better than what is currently in use. There were no objections to the proposal.

WEBSITE DOMAIN: Commissioner Baile reported that the township presently possesses the domain of penntwp.com. He and Commissioner Heiland believe that acquiring penntownship.com would be beneficial for the township's future endeavors. This domain is considered premium, with an initial purchase cost of \$1000. The Committee agreed to proceed with the purchase of the additional domain.

Additionally, Commissioner Baile reported ongoing research into a new website host. He has obtained quotes ranging from \$5,000 to \$19,000 for the initial setup, with annual fees varying from \$1,497 to \$16,000. Research on this project is ongoing.

FINANCIAL SOFTWARE: Chairman Brown announced that the Manager, accompanied by the office staff, participated in presentations for two financial software proposals. The staff unanimously endorsed a preferred software option. The preferred software provider will conduct in-house implementation and training. Commissioner Elksnis emphasized the necessity of upgrading the outdated software to streamline duties and enhance time efficiency. Manager Ledley, along with Commissioners Baile and Heiland will be virtually meeting with the software representative in the morning. The Committee agreed to move forward.

OTHER MATTERS: Tara Kauffman from Guthrie Memorial Library was in attendance to inform the Committee of upcoming library events.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary