

MINUTES
FINANCE COMMITTEE
JANUARY 3, 2017

The Penn Township Finance Committee convened on Tuesday, January 3, 2017 at 7:11 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, Police Lieutenant Hettinger, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Highway Foreman Mahan, Assistant to the Engineer Garrett and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

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

CITIZEN'S COMMENTS: Gary Laird with the Hanover Chamber of Commerce was present to update the Board on economic development initiatives in the Hanover area. He said workforce development is an area of focus for the Chamber in 2017. It has been difficult for local employers to find skilled workers for their job openings. The Chamber is working with high schools to prepare students to potentially fill these positions. During National Manufacturing week they took two hundred students from four high schools to discuss careers in manufacturing and they will continue to grow opportunities for young people to understand what's available in their communities. The Chamber has also applied for a grant from the Department of Workforce Development that will help set up a two-year pre-apprentice program in metal working, welding, and machining for local students. Utz Quality Foods, KLK Welding, Elsner Engineering, and RH Shepherd will participate in the program.

Mr. Laird said in 2017 the Chamber will focus on keeping municipal leader meetings consistent, transportation, Center Square traffic management, among other things. He is also staying updated on vacant properties in the area in an effort to get them filled. It is his goal to work closely across municipal boundaries to enhance economic development in the community. He said he is working with a consultant from West Chester to find out how to expand fiber network in our area. It's a challenge for medium sized businesses to get connected with fiber and he's working on a plan. United Fiber and Data is running fiber from New York to Ashburn, VA and the map shows it going right through Center Square. He said the Chamber will continue to work towards developing the local infrastructure here so it can be connected once the fiber is run.

2016 BUDGET & OPERATING EXPENSE REPORT: The 2016 year-end revenue was 110.5% of what was budgeted and the expenses were 93.09%. Commissioner Klunk said money will need to be set aside for the fire merger. He said there is money in the Fire Rescue Reserve account and he assumed that would be

used towards the initial expenses. Commissioner Brown said there is time to make that decision.

REFUND OF DELINQUENT PROPERTY TAX FEE: The Committee received a letter dated December 16, 2016 from Boyd and Mona Callendar requesting a refund of delinquent tax fees. The letter stated they never received the tax bill in the mail. Manager Rodgers said the penalty owed to the Township is \$78.35. After discussion the Board decided the Township cannot be held responsible for mail delivery problems. Property owners know they have taxes and should be prepared to pay them on time.

YORK ADAMS TAX BUREAU LST COLLECTION: Commissioner Brown said the committee discussed this at the December 5, 2016 meeting and agreed to have York Adams Tax Bureau (YATB) collect local service tax (LST) for Penn Township. Manager Rodgers said they charge 2% of what is collected which would be about \$8500 based on the current tax base. Manager Rodgers will have a resolution on the agenda to approve the agreement.

REPRESENTATIVE TO YATB: Manager Rodgers reported she and Secretary Hallett are currently members for the YATB. The Board advised her to keep the membership as it is.

OTHER MATTERS: None.

The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE MEETING
FEBRUARY 6, 2017

The Penn Township Finance Committee convened on Monday, February 6, 2017 at 8:12 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, Lieutenant Hettinger, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 3.34% of what is budgeted and expenses are 6.5%. Commissioner Brown said there is cash carryover from last year and we need to determine how to use those funds. Manager Rodgers said some of this came from money set aside for the fire company. She's concerned that spending the funds now could put us in distress at the end of the year. So far we are covering all the costs for the fire consolidation. Additionally the Tax Collector had a delay in printing the tax bills and this will delay tax revenue. The Committee discussed the carryover and decided to leave the funds alone for now. If need be we can budget a transfer into a reserve fund for the next budget year.

ST. JOSEPH PARRISH YARD SALE: The Committee received a letter dated January 15, 2017 from Saint Joseph Parrish requesting a waiver of sign permit fees for their annual indoor yard sale on Saturday, March 4, 2017. The Committee recommended approving the request.

HANOVER EXCHANGE CLUB REQUEST: The Committee received a letter dated January 30, 2017 from Hanover Exchange Club requesting a waiver of sign permit fees to advertise their annual Builder's Home & Garden Show on March 9, 10, and 11 and their annual Evening of Comedy & Magic Show on April 14. The Committee recommended approving the request.

HANOVER AREA CHAMBER OF COMMERCE DUTCH FESTIVAL: The Committee received a letter dated January 26, 2017 from Hanover Area Chamber of Commerce requesting a waiver of sign permit fees for their annual Hanover Dutch Festival on July 29, 2017. The Committee recommended approving the request.

ZONING HEARING BOARD ALTERNATE: Commissioner Klunk received a request from Fred Stine to be considered as an alternate on the Penn Township Zoning Hearing Board. The Committee recommended appointing Mr. Stine as an alternate.

The meeting was adjourned at 8:25 P.M.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 6, 2017

The Penn Township Finance Committee convened on Monday, March 6, 2017 at 7:16 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, Police Lieutenant Hettinger, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 8.92% of what is budgeted and expenses are 11.99%. At this point in the year we should be at 16.33%.

SOUTH WESTERN HIGH SCHOOL BANDS SPRING MARKET PLACE: The Committee received a letter on February 13, 2017 from South Western High School Bands requesting a waiver of fees to advertise their Spring Market Place Community Yard Sale. The event will be held April 15, 2017 on the South Western High School grounds. The Committee recommended approving the request.

HANOVER LIONS CLUB CHICKEN BAR B QUE: The Committee received a letter dated March 1, 2017 from the Hanover Lions Club requesting a waiver of permit fees associated with their annual chicken barb b cue. Commissioner Brown asked where the event is held and it's at Young's Woods. The Committee recommended approving the request.

AUDIT: Manager Rodgers was pleased with the 2016 audit. Commissioner Heilman agreed that it was a clean audit. Manager Rodgers said the three year audit engagement letter with RLH has been exhausted. We can request another engagement letter or put out a Request for Proposal. She pointed out that RLH also works with Hanover Borough and that has been helpful because the sewer and water are intermingled. After discussion the Committee instructed Manager Rodgers to check with Hanover Borough to find out if they are continuing with RLH.

OTHER MATTERS: None.

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 3, 2017

The Penn Township Finance Committee convened on Monday, April 3, 2017 at 7:22 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 Lieutenant Hettinger, Deputy Fire Chief Clouser, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 6, 2017 Finance Committee meeting were approved as submitted.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 16.83% of what is budgeted and expenses are 18.96%. At this point in the year we should be at 25%. Commissioner Heilman noted there should be additional realty transfer revenue from the sale of SKF.

JEFFERSON CARNIVAL WAIVER REQUEST: The Committee received a letter dated March 6, 2017 from the Jefferson Carnival for a waiver of the sign permit fee to advertise their annual carnival. The Committee recommended approving the request.

RFP FOR AUDIT SERVICES: Manager Rodgers reported she prepared a Request for Proposal (RFP) for auditing services for 2017 with the option for 2018 and 2019. We have completed the contract with our current auditor. The Committee instructed Manager Rodgers to proceed with the RFP.

OTHER MATTERS: None.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 1, 2017

The Penn Township Finance Committee convened on Monday, May 1, 2017 at 7:23 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, Acting Fire Chief Clouser, Police Lieutenant Hettinger, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that an executive session to discuss personnel would be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the April 3, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 57.95% of what is budgeted and expenses are 25.28%. At this point in the year we should be at 33.33%.

CODORUS BLAST WAIVER REQUEST: The Committee received a letter dated April 24, 2017 from Friends of Codorus requesting a waiver of the sign permit fee to advertise the Codorus Blast. The Committee recommended approving the request.

AUDITING RFP'S: Manager Rodgers reported that she received eight RFP's for auditing services. She will review them and prepare a recommendation for the June Finance Committee meeting.

OTHER MATTERS: None.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 5, 2017

The Penn Township Finance Committee convened on Monday, June 5, 2017 at 7:29 p.m. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Clousher, and Township Secretary Hallett. Commissioner Heilman was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the May 1, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 69.58% of what is budgeted and the expenses are 38.17%. At this point in the year we should be at 41.66%. Manager Rodgers reported a higher percentage of real estate taxes have been paid in comparison to the same time last year.

SOUTH WESTERN HIGH SCHOOL BANDS MATTRESS SALE: The Committee received a letter dated May 23, 2017 from South Western High School Bands requesting a waiver of all permit fees for their mattress sale to be held on June 24, 2017 from 9 a.m. to 5 p.m. After discussion the Committee recommended approving the request.

AUDIT RFP'S Manager Rodgers reported there were eight responses to our audit services Request For Proposal (RFP). The responses came from RKL, SB & Company, SEK & Co., Zelenkofske, Hamilton & Musser, Brown Shultz Sheridan & Fritz, Stambaugh Ness, and RLH. After discussion the Committee recommended appointing SEK & Co, of Hanover, PA as Township auditors for 2017.

FIVE YEAR PLAN UPDATE: Manager Rodgers gave the Committee an update on the five year plan. The original plan was drawn up in 2013. The Committee reviewed the plan and discussed some items listed in the first year.

The meeting was adjourned at 7:51 p.m.

Respectfully submitted:

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 3, 2017

The Penn Township Finance Committee convened on Monday, July 3, 2017 at 7:31 p.m. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Klunk, and Heilman. Commissioner Van de Castle was present by telephone. Also present were Township Manger Rodgers, Police Lieutenant Hettinger, Fire Chief Clousher, Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 5, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 76.41% of what is budgeted and the expenses are 36.55%. At this point in the year we should be at 50%.

GRACE UNITED METHODIST CHURCH WAIVER REQUEST: The Committee received a letter dated May 22, 2017 from Grace United Methodist Church requesting a waiver of all sign permit fees to advertise their revival. The signs will not be displayed until August 1, 2017. The Committee recommended approving the request.

OTHER MATTERS: Commissioner Klunk discussed financing options for the new fire truck and the Clover Lane fire station. He reported that the Hanover Area Fire and Rescue Commission will not have any borrowing ability. The Committee discussed borrowing capacity and Commissioner Heilman recommended we calculate our borrowing capacity as well as asking Hanover Borough to calculate theirs. After discussion the Committee advised Fire Chief Clousher to move forward with the purchase of the fire truck and to get information on putting the truck in the Fire Commission's name.

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 7, 2017

The Penn Township Finance Committee convened on Monday, August 7, 2017 at 7:52 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, Police Lieutenant Hettinger, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 80.35% of what is budgeted and the expenses are 43.37%. At this point in the year we should be at 58.33%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a letter dated July 2, 2017 from Saint Joseph Parish requesting a waiver of all fees to advertise their annual indoor yard sale. The sale will be held Saturday, August 26, 2017. The Committee recommended approving the request.

PROPOSALS FOR FINANCING THE FIRE STATION: Manager Rodgers reported that four proposals were received for financing the fire station. Bank loan proposals came from PNC, BB&T, and ACNB Bank. RBC Capital Markets submitted a proposal for a general obligation bond. The Committee discussed whether the fire station will be deeded to Penn Township or directly to the Hanover Area Fire & Rescue Commission. Commissioner Heilman thought it should be deeded to Penn Township to secure the loan. Manager Rodgers said BB&T and PNC didn't require the deed. Commissioner Heilman isn't comfortable deeding the fire station to the Fire Commission before knowing what property Hanover Borough is giving to the Commission. After discussion the Committee advised Manager Rodgers to accept the proposal from PNC to borrow \$2,000,000 over ten years at 2.62%.

2018 BUDGET MEMO: Manager Rodgers gave the Committee a memo outlining the schedule for the 2018 budget.

OTHER MATTERS: None.

The meeting was adjourned at 8:14 p.m.

Respectfully submitted:

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 5, 2017

The Penn Township Finance Committee convened on Tuesday, September 5, 2017 at 7:25 p.m. Present were Chairman Brown and Commissioners Felix, Heilman, and Van De Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clousher, Engineer Bortner, WWTP Superintendent Mahone, Interim Zoning Officer Garrett, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 7, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 85.48% of what is budgeted and the expenses are 49.22%. At this point in the year we should be at 66.66%. Commissioner Brown asked what major expenses are still outstanding for the year and Manager Rodgers said the MMO's will be paid in October along with some other large expenses.

2018 MMO'S: Manager Rodgers reported that the Minimum Municipal Obligations (MMO) for 2018 have been prepared. She said the police MMO will probably have to be adopted again because Principal has not provided the 2017 valuation. State law requires the Township to adopt the MMO's by September 30th and Principal will not have the valuation by then. She is not sure what caused the delay. Commissioner Heilman said we need to know why Principal couldn't get this taken care of because the Township is paying for their services and we may need to evaluate the situation. Manager Rodgers said her recommendation would be to take the record keeping services away from Principal and move them to Baer Barber who already handle the fire pension actuarial services. Commissioner Heilman said Principal needs to be held accountable.

Commissioner Felix said the approximate numbers going into the budget for each MMO are \$178,024.29 for non-uniform, \$200,075.72 for fire, and \$635,588.75 for police. Commissioner Heilman broke the numbers down per employee; \$5,236 for non-uniform, \$13,338 for fire, and \$28,890 for police. He noted the high dollar amount for police and said it's state law that so much be put in. The Committee recommended approving all three MMO's.

RESOLUTIONS FOR ELIMINATING BANK ACCOUNTS: Manager Rodgers presented two resolutions. One to eliminate the Pollution Control Insurance Fund and combine it with the Sewer Revenue Reserve Fund. This will allow a larger investment spread over a longer period of time and will help reduce cost. The fund was opened in 1988 with

money from the Sewer Revenue Reserve fund and the balance will go back to the Sewer Revenue Reserve. She presented a second resolution to eliminate the Public Works Improvement account. The account was opened in 1992 for five public works improvement projects and final the project was just completed. The remaining funds can be used to reimburse wages in the General Fund. Commissioner Heilman asked why the Pollution Control Insurance fund is still open. Manager Rodgers said it was opened to self-fund insurance but we now have the insurance coverage. Commissioner Heilman asked if we need to discuss this with the solicitor or a CPA. Manager Rodgers said we should be fine since the money is going back to the account it was originally taken from.

BORROWING ORDINANCE: Commissioner Brown asked about the ordinance for the fire borrowing. Manager Rodgers said it has been prepared and she was told it was advertised. The Committee recommended approving the ordinance.

GRACE UNITED METHODIST CHURCH CHRISTMAS BAZAAR: The Committee received a letter dated August 15, 2017 from Grace United Methodist Church requesting a waiver of fees to advertise their annual Christmas bazaar. Manager Rodgers said they usually put their signs up a week before the Bazaar, which is scheduled for Saturday, November 18, 2017. The Committee recommended approving the request.

OTHER MATTERS: Commissioner Felix asked the Committee to think about the meeting schedule for next year. He said the two shortest meetings are Finance and Public Safety. He said the Health & Sanitation meetings will likely be longer next year. He suggested one of the shorter meetings be moved to the first Tuesday of the month with either Public Works or Health & Sanitation. Manager Rodgers will need to advertise the meeting times before the end of the year. Commissioner Brown said the agendas are pretty short at the first of the year and he'd like to be able to have all four committee meetings in one night when possible. Commissioner Felix said this can be hard to do because we have to advertise ten days in advance and it also makes it hard for the public to know when they should plan to attend a meeting.

Manager Rodgers reported on the municipal building HVAC units. Replacements were included in the five year plan and it is now the fourth year of the five year plan and none have been replaced yet. She included the replacement of two in the 2017 budget, but since two more have failed. Allison's Plumbing looked at all nine units and said five of them passed inspection, but they are original units. Manager Rodgers would like to get a quote for replacing all nine units. Commissioner Heilman asked if the work needs to be bid. Manager Rodgers said it will depend on how much it costs but it will save money replacing all of them at once while the crane is here. The Committee instructed Manger Rodgers to get a quote.

Commissioner Felix asked if the Township is replacing the public address system in the meeting room. Manager Rodgers said it's on the five year plan. She got a quote from Digital Sunrise and it was \$26,000 to replace the existing equipment and add two

televisions and a drop down projector. The Committee instructed Manager Rodgers to proceed with getting quotes for this project. The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 2, 2017

The Penn Township Finance Committee convened on Monday, October 2, 2017 at 7:36 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, Police Lieutenant Hettinger, Fire Chief Clouser, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2017 Finance Committee meeting were approved as submitted.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 93.6% of what is budgeted and the expenses are 54.45%. At this point in the year we should be at 75%. Manager Rodgers said the report reflects revenue received for MMO payments but the money won't be expensed until October.

2018 BUDGET REVIEW: Manager Rodgers presented the first draft of the 2018 budget along with a budget narrative. Commissioner Felix asked if both police officers that were approved for hiring in 2018 were included in the budget. Manager Rodgers said only the January hire was included in the budget and Commissioner Felix asked that the second hire be added as well. Commissioner Klunk was opposed to adding the second patrolman to the budget but Commissioner Heilman said the hiring was already discussed and approved by the Committee. Manager Rodgers will add the second patrolman to the budget. She pointed out that the salary for Chief and Detectives seems high and this is because the payouts for the two employees in the drop are included. There is a ten percent increase estimated for insurance. Manager Rodgers said the new valuation for Police pension came in and it will lower the budgeted amount by about \$55,000 for the MMO.

Police Chief Laughlin reviewed the Police Department budget. He pointed out increased expenses for the purchase of three ballistic vests, ammunition, traffic signal maintenance and repairs, a new server for the in-car cameras, duty weapons, and major equipment. He said the three vests will include one for the January hire and the July hire will be covered by grant money. Ammunition increased due to Taser's new certification requirements. The traffic signals are budgeted higher just in case it's needed for the adaptive signals. At this point no one is sure what the expense of that will be. The total cost for new duty weapons includes a credit for trading in old weapons. Major equipment purchases include two marked cruisers and a replacement for the 2006 Crown Victoria. The Crown Victoria already needs a timing belt and is on the verge of costing a lot of money to keep running. Manager Rodgers pointed out that the Fire Commission is considering a vehicle for the Executive Secretary and it may be possible to lease or sell one of the trade-in cruisers to the Fire Commission.

Fire Chief Clouser reviewed the Fire budget for 2018. He said the budget is based on half of what the Fire Commission will cost and a lot of the numbers may change based on contract negotiations. He said some of the overtime expenses occurred in the past will likely not occur under the Commission. In the current contract each firefighter is allowed, three times a year, to take off when there is already another firefighter off. That equals forty-five shifts a year of guaranteed overtime.

Fire Chief Clouser got proposals for health insurance and budgeted the higher amount until it can be reviewed and negotiated. The expense for disability and life insurance are a best guess at this point. He said there is money in the budget for post-employment insurance contribution, which is available to Legacy Hanover Borough firefighters because they currently have it. The budget includes fundraising supplies for the Penn Township Volunteer Emergency Services because they will be a part of the Commission. The supplies include mailing solicitations and marketing. Manager Rodgers said she doesn't think we can pay for fundraising supplies.

Fire Chief Clouser pointed out that the office and station supplies are significantly higher than Penn Township usually pays because it includes supplies for the fire stations, such as toilet paper, paper towels, etc. Some money will be saved in gasoline, oil, and grease because public works has agreed to do some of the routine maintenance. Money is also saved under general expense because there will no longer be a stipend for an Assistant Chief. He said the amount budgeted for fire hydrant rental may increase. Penn Township rents fire hydrants from Hanover Borough and Chief Clouser isn't sure what Hanover Borough will bill the Commission for the hydrants in both Penn Township and Hanover Borough. If they bill for all of the hydrants the budgeted amount will increase. Chief Clouser reviewed various other budget items and pointed out some differences between Penn Township and Hanover Borough's fire budgets. He pointed out that the Fireman's Relief grant will probably go to Penn Township and be sent directly to the Volunteer Firefighter's Relief Association. Manager Rodgers let Chief Clouser know that the grant came in last week and it was about \$12,000 less than in 2016.

Fire Chief Clouser said he hopes to have Emergency Management Services for both Hanover Borough and Penn Township merge into one through the Fire Commission.

Manager Rodgers reviewed the general fund receipts. She budgeted with the tax rate remaining the same. She reviewed increases and decreases over the 2017 budget. There are two transfers in the budget; \$150,000 from the Fire Rescue Reserve to cover the Quint fire truck payment and \$250,000 from the 2014 Borrowing Fund to pay for a new excavator. Commissioner Felix said the Fire Rescue Reserve should be used for a one time purchases, not for on-going payments. Commissioner Heilman asked if the excavator was approved under the 2014 borrowing. Manager Rodgers said public works equipment was part of the bond. The budgeted total for general fund receipts is \$10,194,712 with estimated cash on hand at \$2,090,000.

Manager Rodgers reviewed the expenditures. She pointed out that wages increased per the AFSCME contract and she estimated a ten percent increase in health insurance. The budget does not include the previously discussed heating units. Manager Rodgers got a quote for replacing all nine units and it was high enough that

we're required to bid the project. The Committee advised Manager Rodgers to bid the replacement of all nine units.

Manager Rodgers said there is no excess in the budget. The department heads asked for what they need and she supports them in those requests. The only area with potential for savings is in Recreation where the repair of the nature trail is budgeted at \$50,000. There is also possible room for savings in Contributions. The Hanover Library asked for \$121,450 and the full amount is in the budget. In 2017 the Township contributed \$70,000 to the library. After discussion the Committee advised Manager Rodgers to lower the library contribution to \$80,000. Commissioner Heilman said one of the reasons the Township hasn't given the full amount is because we have no say in the budget or their processes. In 2016 a library representative attended a public meeting and said she'd get back to the Board on these concerns and she never did. The total general fund expenditures are \$12,284,712.

OTHER MATTERS: None

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 6, 2017

The Penn Township Finance Committee convened on Monday, November 6, 2017 at 7:24 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, Police Lieutenant Hettinger, Fire Chief Clouser and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that a budget meeting will need to be scheduled.

APPROVAL OF THE MINUTES: The minutes of the October 2, 2017 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 97.33% of what is budgeted and the expenses are 67.14%. At this point in the year we should be at 83.33%.

SAINT JOSEPH PARRISH CHRISTMAS BAZAAR: The Committee received a letter dated September 16, 2017 from Saint Joseph Parrish requesting a waiver of permit fees to advertise their Christmas Bazaar. The Bazaar will be held November 11, 2017. The Committee recommended approving the request.

HANOVER WEST MANHEIM TOWNSHIP LIONS CLUB CHRISTMAS TREE SALES: The Committee received a letter dated October 17, 2017 from Hanover West Manheim Township Lions Club requesting a waiver of permit fees to advertise their annual Christmas tree sale. The Committee recommended approving the request.

KNIGHTS OF COLUMBUS HOLIDAY BANNER: The Committee received a letter on September 28, 2017 from Knights of Columbus requesting a waiver of permit fees for a Holiday banner. After discussion the Committee recommended approving the request.

FIRST UNITED METHODIST CHURCH RELIEF DRIVE: The Committee received a letter on October 25, 2017 from the First United Methodist Church requesting a waiver of permit fees to advertise their relief drive. The Committee recommended approving the request.

REVIEW OF THE SIGN PERMIT FEE WAIVER POLICY: The Committee reviewed the current sign permit fee waiver policy. After discussion they decided to revisit this in January, 2018.

2018 BUDGET REVIEW: Commissioner Brown said the 2018 draft budget shows a 30% increase in expenditures. Commissioner Heilman said the expenditures could be lowered by paying for the fire truck and wheeled excavator out of the general obligation bond fund and the capital reserve equipment fund. He said this wouldn't eliminate anything but would lower the expenditure increase to 13.2%. Commissioner Felix asked what happens when we've emptied the reserve accounts to make these purchases and then need something in 2019. There will be a public meeting on November 15, 2017 at 6:30 p.m. to discuss the budget.

OTHER MATTERS: None.

The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 15, 2017

The Penn Township Finance Committee convened on Wednesday, November 15, 2017 at 6:30 pm. Present were Chairman Brown and Commissioners Felix, Heilman, Klunk, and Van de Castle along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced an executive session to discuss personnel will be held following the Finance Committee meeting this evening. Commissioner Brown announced an executive session to discuss personnel was held following the Health & Sanitation Committee meeting on November 7, 2017.

CITIZEN'S COMMENTS: None.

2018 BUDGET REVIEW: Manager Rodgers reviewed the 2018 draft budget including changes made since the Commissioners last reviewed it. The wheeled excavator will cost \$6,000 less than originally budgeted and the transfer and expense for this have been removed from the budget. She shared some concerns over the budgeted amount for the Hanover Area Fire & Rescue Commission and the Committee discussed it.

Manager Rodgers pointed out some difference in the Public Safety budget due to staffing changes and health insurance expense. There was discussion of employee health insurance contributions for 2018. Manager Rodgers said the Highway Aid and Sewer Fund are balanced and she has no concerns other than the sewer capital reserve transfer. If enough money comes in from connections she would like to lower the transfer so the money is available for projects.

The Committee discussed whether or not a tax increase is needed. Commissioners Brown is not in favor of a tax increase in 2018 because one will definitely be needed in 2019. He also said the general economic climate is favorable right now. Commissioner Klunk is not in favor of a tax increases because of the large increase in 2017. Manager Rodgers pointed out that there may be an increase in Local Service Tax revenue because the York Adams Tax Bureau will be collecting. She said there is also a large building permit that hasn't been issued yet and at least one housing development that will likely get approval next year. As a result there is some potential for revenue that isn't reflected in the budget. After discussion the Committee recommended a .10 mill tax increase and advised Manager Rodgers to advertise.

FEE RESOLUTION: The Committee reviewed the fee resolution. Manager Rodgers said there are increases in the Sewer Enforcement Officer fees and those will need to be passed along. She pointed out that the Homewood Interceptor fee expired in February of 2017 and the Plum Creek Interceptor fee will expire in February of 2018. She would like to review the Zoning Hearing Board fee.

Manager Rodgers recommended charging \$12 for the new recycling bins and the Committee recommended approving the fee increase. It will be added to the next fee resolution.

COMMITTEE MEETINGS 2018: The Committee discussed when to hold meetings in 2018. They recommended the Public Safety and Public Works Committee meetings be held on the first Monday of the month at 7 pm and the Finance and Health & Sanitation Committee meetings be held on the first Tuesday of the month at 7 pm. There will be a reorganization meeting at 7 pm on Tuesday, January 2, 2018 as well as all four Committee meetings.

OTHER MATTERS: The Committee discussed making payment to the PTVES line of credit and how the lease agreement for the fire station will work. Manager Rodgers will contact the Solicitor about the lease.

The meeting was adjourned at 7:46 pm.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 4, 2017

The Penn Township Finance Committee convened on Monday, December 4, 2017 at 7:08 p.m. following the Public Safety Committee meeting. Present were Chairman Brown and Commissioners Felix, Heilman, and Van de Castle. Also present were Township Manager Rodgers Police Chief Laughlin, Fire Chief Clouser, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that an executive session to discuss personnel would be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the November 6, 2017 and the November 15, 2017 Finance Committee meetings were approved as submitted.

2017 REVENUE AND EXPENSE REPORT: The year to date revenue is 103.13% of what is budgeted and the expenses are 74.88%. At this point in the year we should be at 91.67%.

2018 FINAL BUDGET DISCUSSION: Manager Rodgers reported that the budget shows a tax increase of .10 mills. She expressed concerns about making payments to the Hanover Area Fire & Rescue Commission. She has asked the Fire Commission if the Township can make installment payments in the first quarter of the year.

Fire Chief Clouser reported that the Fire Commission budget is complete with the exception of wages, which are subject to contract negotiation. The budget includes lease payments to Penn Township for the fire station and lease payments to Hanover Borough for the fire truck.

Manager Rodgers said the contingency in the sewer fund is low because the transfer from the sewer revenue reserve fund was not made. The projects were not completed in 2017 so there was no need to make the transfer. She believes sewer connection fees, if they remain steady, will make up for any short falls.

Commissioner Felix asked if everything is prepared for the fire station settlement on December 15, 2017. Manager Rodgers said the money is ready but she isn't sure if PTVES has met all the conditions set in the agreement. Commissioner Felix believes they have met the conditions and instructed her to check with the Solicitor and make sure everything is ready.

The Committee discussed Ordinance numbers 801 to adopt the 2018 budget, 802 to set the tax rate for 2018 and 803 to set the Board of Commissioners meeting time. They recommended approving all three ordinances. Manager Rodgers asked if the Board would like to attend the National Night Out event in August. They would like to attend so Manager Rodgers will advertise the meeting times accordingly.

The Committee discussed Resolution numbers 899 for transfer of liquor license, 900 to set management salary and benefits, and 901 for fees. Ordinance 899 is to readopt the transfer of liquor license for Rutters. After originally filing with the Township

they decided to put all their stores under one umbrella rather than separately. Manager Rodgers explained the differences in the fee schedule which include updated SEO fees, removal of the Homewood interceptor fee and adding the recycling bins. She explained that the fire inspection fees remained on the resolution in case the Fire Commission doesn't take over the inspections.

Commissioner Heilman asked some questions about Resolution number 900 and the wages and benefits for management.

OTHER MATTERS: Commissioner Brown said that District Magistrate Miner is able to give the Oaths of Office for Commissioner-Elect Felix and Commissioner-Elect Heiland.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Angela M. Hallett
Township Secretary