

MINUTES  
FINANCE COMMITTEE  
MAY 7, 2024

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

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on May 6, 2024, following the Public Works Committee Meeting to discuss personnel matters. Additionally, there will be an executive session held this evening following the Health and Sanitation Committee Meeting.

APPROVAL OF THE MINUTES: The minutes of the April 2, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: Tara Kauffman from Guthrie Memorial Library was present to update the Committee on the library's activities. She presented the Committee with a copy of the Annual Report and reported that a grant has been received to create a mural within the welcome center of the library, incorporating the surrounding municipalities. She requested that submissions be made by May 31, 2024.

2023 ANNUAL AUDIT REVIEW: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2023 audit. The conclusion was an unmodified audit opinion, which is the highest to be received. There were no significant changes in format or presentation of financial reports (DCED-CLGS-30). She reported there was a surplus in the General Fund, Special Revenue Fund, Capital Projects Fund and Trust and Agency Funds. There were deficits in the Enterprise Funds. There were two audit letters issued; Management Letter regarding audit findings, and Communications with those charged with governance. The Committee thanked Ms. Ruhlman for her review.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through April 30, 2024. The year-to-date revenue is 24.05% of the budgeted amount, while expenses are at 22.77%.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported that the report has been submitted and all the funds have been allocated through the end of 2024.

PROJECTS: Commissioner Heiland reported that we have a few general funds available to follow up on some of the projects previously discussed under the American Rescue Funds. These projects will be listed under the appropriate departments in the future.

STANDARDIZED ADMINISTRATIVE FEES: Chairman Brown reported that the administrative fees charged by the Township are not consistent. He recommended establishing a standardized fee

and asked the Committee for recommendations. The Committee requested more time to research the issue.

SNYDER’S-LANCE WAIVER REQUEST: The Committee received a request dated March 25, 2024, from Hanover Land Services, Inc., on behalf of Snyder’s-Lance Inc. requesting a reduction in the Subdivision and Land Development Plan fee submission requirements. Chairman Brown referred to the discussion at the Public Works Committee meeting on May 6, 2024. He stated that Kris Raubenstine, from Hanover Land Services, Inc., had been asked to have a representative from Snyder’s-Lance to come to a meeting to address the concerns of the Committee.

FRIENDS OF CODORUS STATE PARK WAIVER REQUEST: The Committee received a request dated April 11, 2024, from the Friends of Codorus State Park requesting a waiver of sign permit fees for the Experience Codorus Outdoors event to be held June 8 & 9, 2024. The Committee recommended approving the waiver.

OTHER MATTERS: Mr. William Bowman, 123 Oak Hill Drive, had a comment regarding Standardized fees and that typically they are itemized.

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

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary