

MINUTES
FINANCE COMMITTEE
NOVEMBER 7, 2023

The Penn Township Finance Committee convened on Tuesday, November 7, 2023, at 7:00 p.m. Present were Chairman Black, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Manager Ledley, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Black announced that an executive session was held following the Public Works Committee Meeting on Monday, November 6, 2023. He also announced upcoming Finance Meetings on Wednesday, November 15, 2023, and Tuesday, November 21, 2023, at 6 p.m. to discuss the budget.

APPROVAL OF THE MINUTES: The minutes of the October 3, 17, and 25, 2023, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

GUTHERIE MEMORIAL LIBRARY PRESENTATION: Ms. Lizzy Baldwin, Director, and Ms. Tara Kauffman, Fundraising Development Manager, were in attendance to address the Committee. Ms. Baldwin provided a presentation on Library programs and expressed gratitude to the Committee for their annual fair share contribution. Following this, Ms. Kauffman indicated her interest in sharing more detailed data and requested permission to reach out to Manager Ledley in the near future.

2023 REVENUE AND EXPENSE REPORT: Chairman Black presented the revenue and expense report through September 30, 2023. The year-to-date revenue is 95.53% of what is budgeted, and expenses are at 52.17%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated October 3, 2023, from Saint Joseph Parish for a waiver of permit fees for their annual Holiday Bazaar to be held on Saturday, November 11, 2023. The request is like years past. The Committee recommended approving the request and will be placed on the Board of Commissioners agenda.

KNIGHTS OF COLUMBUS WAIVER REQUEST: The Committee received a request dated October 11, 2023, from the Knights of Columbus for a waiver of permit fees for an annual Holiday Banner to be hung at 1454 Baltimore Street. The request is like years past. The Committee recommended approving the request and will be placed on the Board of Commissioners agenda.

AMERICAN RESCUE FUNDS: Chairman Black mentioned that several items have been removed from the budget and will be financed through the ARPA funds. Commissioner Heiland reported

that, considering the scheduled year-end purchases, an estimated \$655,000 is expected to remain. This remaining amount must be allocated by the end of 2024 and expended by the close of 2026.

OTHER MATTERS: Manager Ledley reported that a resident has filed for bankruptcy, and we have received a check from the court. She is recommending that we write off the remaining amount of \$1,070.42. The Committee recommended approving the request and will be placed on the Board of Commissioners agenda.

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

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary