

MINUTES
FINANCE COMMITTEE
JANUARY 7, 2020

The Penn Township Finance Committee convened on Tuesday, January 7, 2020 at 7:00 p.m. Present were Chairman Brown, Commissioners Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced an executive session was held following the January 6, 2020, Public Works Meeting to discuss personnel matters, and that they would meet in an executive session following the Health & Sanitation meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the December 3, 2019 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: Mr. Jack Courier, stated that he understands that the budget is on public display at the township office ten days prior to approval, but asked why the budget can't be posted on the website prior to the approval in December. Commissioner Brown stated that the budget was not final until approved by the board. Mr. Courier also asked why the minutes of the meetings could not be posted prior to being approved. Manager Rodgers stated that she believes they are not public documents until they are approved by the committee. She will check with the solicitor on both issues.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through December 31, 2019.

OTHER MATTERS: None.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 4, 2020

The Penn Township Finance Committee convened on Tuesday, February 4, 2020 at 7:00 p.m. Present were Chairman Brown, Commissioners Elksnis, Felix, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced that an executive session was held following the February 3, 2020, Public Works Meeting to discuss personnel and legal matters.

APPROVAL OF THE MINUTES: The minutes of the January 7, 2020 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: Chairman Brown announced that copies of the Revenue and Expense Report were available at the table, and would be available at future Finance Meetings. Jack Corriere, 114 Oakhill Drive, thanked the committee for doing so, and had a question on the sewer rents amount on the revenue and expense report. He asked if that was part of the enterprise fund, who handles it, and how it is spent. Manger Rodgers stated that the enterprise fund is different from the general fund. It is what gets reported to the state and how the state handles utilities. Manager Rodgers stated that the amount listed is what has been collected so far from the January sewer billing and the amount will change significantly in February, May, August and November following the quarterly billing.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through January 31, 2020.

ST. JOSEPH PARISH: The Committee received a request dated January 13, 2020 from Saint Joseph Parish for a waiver of the yard sales fees for their yard sale on March 7, 2020. The Committee recommended approving the request.

SOUTH WESTERN HIGH SCHOOL MUSIC DEPARTMENT: The Committee received a request dated January 15, 2020 from South Western High School Music Department and Music Boosters for a waiver of fees to hold their Spring Marketplace Community Yard Sale on April 18, 2020. The Committee recommended approving the request.

EXCHANGE CLUB OF HANOVER: The Committee received requests dated January 13, 2020 and January 28, 2020 from the Exchange Club of Hanover for waivers to sign permit fees to advertise the Annual Builder's Home and Garden Show and Evening of Comedy and Magic. The Committee recommended approving the requests.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated January 31, 2020 for a waiver of the sign permit fees to identify shuttle service locations for the Annual Dutch Festival on July 25, 2020. The Committee recommended approving the request.

OTHER MATTERS: None.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 3, 2020

The Penn Township Finance Committee convened on Tuesday, March 3, 2020 at 7:00 p.m. Present were Chairman Brown, Commissioners Elksnis, Felix, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the February 4, 2020 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 29, 2020.

RELAY FOR LIFE: The Committee received a request dated February 17, 2020 from Denise Myatt for a waiver of the sign permit and yard sale fees for a multi-vendor yard sale for her Relay for Life Team. The Committee recommended approving the request.

JEFFERSON CARNIVAL: The Committee received a request dated February 18, 2020 from Jefferson Carnival for a waiver of the sign permit fees to advertise their carnival being held July 13, through July 18, 2020. The Committee recommended approving the request.

OTHER MATTERS: None.

The meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 5, 2020

The Penn Township Finance Committee convened on Tuesday, May 5, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Brown, Commissioners Elksnis, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown read the summary of the public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the March 3, 2020 Finance Committee were approved as submitted. There was no meeting held in April, 2020.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2020.

AUDIT REVIEW: Craig E. Witmer, CPA, CFGM, member of the firm and Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors were in attendance to provide a review of the 2019 Audit. Their conclusion was an unmodified audit opinion, which is the highest to be received.

AUDIT PROPOSAL FROM SEK CPA'S & ADVISORS: Manager Rodgers presented the committee a proposal dated April 15, 2020, from SEK CPAs & Advisors with a quote for providing the township with audit and accounting services for the years 2020, 2021 and 2022. The committee made a favorable recommendation.

RESOLUTION FOR TAX PAYMENTS FOR 2020: Manager Rodgers presented the committee with a resolution adopted by the York County Board of Commissioners waiving the penalty on county real estate taxes if paid in full by December 31, 2020. She asked the committee if Penn Township would consider doing the same. The committee made a favorable recommendation to adopting a similar resolution.

OTHER MATTERS: Manager Rodgers reported she forwarded copies of three documents required to be submitted for the PEMA Public Assistance Grant due to The COVID-19 pandemic. She is seeking authorization from the board to sign the documents for submission. The committee made a favorable recommendation.

The meeting was adjourned at 7:31 p.m.
Respectfully submitted,
Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 2, 2020

The Penn Township Finance Committee convened on Tuesday, June 2, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Manager Rodgers announced that there was an executive session held on June 1, 2020, following the Public Works Meeting regarding personnel.

Chairman Cromer read the summary of the public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the May 5, 2020 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through May 31, 2020.

2021 BUDGET: Chairman Cromer stated that he and Manger Rodgers discussed preparing the 2021 budget earlier due to the Covid-19 pandemic. The committee agreed to begin review of the budget earlier. The first draft of the 2021 budget will be ready for the August Finance Committee meeting.

OTHER MATTERS: Commissioner Brown asked Manager Rodgers if she has noticed a change in the amount of paid property taxes due to the penalties being waived until December 31, 2020. Manager Rodgers stated that we are about three percent lower in payments than we were last year at the same time. Manager Rodgers expects to see additional income through June and expects the same rate of payment after June 15 that we normally see. The decrease in revenue will be in the earned income and the local services tax. We will not see those declines until July or August.

The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 7, 2020

The Penn Township Finance Committee convened on Tuesday, July 7, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced that an executive session was held following the Public Works meeting on July 6, 2020, to discuss personnel matters. Commissioner Heiland also announced that there would be an executive session held after the Health & Sanitation meeting held this evening.

Chairman Cromer read the summary of the public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the June 2, 2020 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through June 30, 2020. The year to date revenue is 69.52% of what is budgeted and expenses are 35.38%.

BUDGET MEMO: Manager Rodgers presented a memo outlining the schedule for the 2021 budget, with the first reading scheduled for November 16, 2020, proposed date made available to the public on November 17, 2020. Adoption of the final budget is scheduled for December 21, 2020.

OTHER MATTERS: There was none.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 3, 2020

The Penn Township Finance Committee convened on Monday, August 3, 2020 at 7:44 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland, and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Clousher, Township Engineer Bortner, WWTP Superintendent Mahone, Public Works Supervisor Ortman, Zoning Officer Smith, MS4 Stormwater Coordinator Hirt, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland summarized the public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the July 7, 2020 Finance Committee were approved as submitted.

CITIZEN'S COMMENTS: Julie Moul, Interim Library Director for Guthrie Memorial Library read a statement for support of the fair share contribution from Penn Township. She stated that with the current situation of COVID19, funding and fundraising is down, and support of the township is needed more than ever. She thanked the Committee for their continual support.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through July 31, 2020. The year to date revenue is 75% of what is budgeted and expenses are 42.6%.

LIBRARY CONTRIBUTION: The committee discussed the library contribution that is normally dispersed in July, but held due to COVID19. After some discussion, the committee recommended to prorate the amount according to the time the library was open.

OTHER MATTERS: There were none.

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 1, 2020

The Penn Township Finance Committee convened on Tuesday, September 1, 2020 at 8:05 p.m. following the Public Works Committee Meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Clouser, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 4, 2020 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through August 31, 2020. The year to date revenue is at 81.62% of what is budgeted and expenses are at 48.31%.

2021 MMO'S: Manager Rodgers reported on the minimum municipal obligations (MMO's) for the three pension plans. The 2021 MMO for the Police plan is \$714,787.11, the MMO for the Fire plan is \$204,285.67, and the MMO for the Non-Uniform plan is \$210,486.32. Manager Rodgers explained these have to be adopted by the end of September but can be revised and readopted no later than December 31, 2021. The Committee Recommended approving the three MMO's.

2021 BUDGET FOR THE TOWNSHIP AND HANOVER AREA FIRE AND RESCUE COMMISSION: Chairman Cromer reported Fire Chief Clouser has presented his 2021 budget to the fire commission for review. Chairman Cromer stated he needs to make the committee aware of a situation that concerns the Hanover Area Fire and Rescue Commission that will affect the 2021 budget, and possibility this year as well. Chairman Cromer shared that there is a projected deficit for the EMS totaling \$391,667. He is concerned the current fire commission budget cannot accommodate this deficit. Commissioner Brown asked if the volunteers would pay this down. Chairman Cromer stated that this deficit has been ongoing, they have used up their savings to continue operating for the last 3-4 years, and the funds are not coming in to support the service. A large part of this is due to Medicare/Medicaid, what they pay has dropped drastically. Chief Clouser stated that this amount is not included with the current budget proposal, he included what he is going to invoice PTVES, but does not include what they can pay the commission. Chief Clouser reported the goal is as of January 1, 2021, all invoicing and funds for PTVES will go through the commission. After some discussion, the committee took the information under advisement.

OTHER MATTERS: Commissioner Van de Castle reported that Manger Rodgers informed the committee that under the CARES Act, employers are able to defer the payment of Social Security taxes. The committee agreed not to participate due to when the taxes come due, the employees' wages will have increased after the first of the year, and they may pay more out in the long run. Manager Rodgers will get a letter out to the employees informing them of this decision.

Manager Rodgers reported that she will need the Board to authorize paperwork for the submission of the Cares Act Grant through York County.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 6, 2020

The Penn Township Finance Committee convened on Tuesday, October 6, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland read a summary of the Online Public Meeting Guidelines.

APPROVAL OF THE MINUTES: The minutes of the September 1, 2020 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through September 30, 2020. The year to date revenue is at 90.84% of what is budgeted and expenses are at 53.76%.

2021 BUDGET: Manager Rodgers stated the first reading of the budget will be November 16, 2020, and adoption should take place December 21, 2020. The Finance Committee will meet on Wednesday, October 21, 2020 at 6:30 p.m. to discuss the budget in detail. Manager Rodgers will advertise the meeting.

OTHER MATTERS: None.

The meeting was adjourned at 7:07 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 3, 2020

The Penn Township Finance Committee convened on Tuesday, November 3, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland read a summary of the Online Public Meeting Guidelines.

APPROVAL OF THE MINUTES: The minutes of the October 6, 2020 Finance Committee meeting and the October 21, 2020 Finance Budget meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through October 31, 2020. The year to date revenue is at 95.16% of what is budgeted and expenses are at 66.65%.

HANOVER WEST MANHEIM LIONS CLUB: The Committee received a request dated October 5, 2020, from the Hanover West Manheim Township Lions Club for the waiver of sign permit fees for their Christmas tree fundraiser. Manager Rodgers reported she received notice that the event has been cancelled, and the check will be returned.

RESOLUTION APPOINTING AUDITOR AND SETTING RATE OF COMPENSATION FOR 2020: Manager Rodgers submitted a resolution appointing Smith Elliott Kearns & Company, LLC as Township Auditor and setting the compensation for services rendered. The committee recommended approving the resolution.

2021 BUDGET: Chairman Cromer asked Manager Rodgers the status of the phone system. Manager Rodgers stated the phone system was taken out of the budget for this year. After some discussion the committee agreed to keep the phone system out of the budget for 2021.

Manager Rodgers reported that the Highmark Insurance has increased 32%. She is going to research quotes from other insurance companies.

OTHER MATTERS: None.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
DECEMBER 1, 2020

The Penn Township Finance Committee convened on Tuesday, December 1, 2020 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, Assistant WWTP Superintendent Wantz and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Cromer read a summary of the Online Public Meeting Guidelines.

Chairman Cromer read the announcement of the executive session that was held following the November 16, 2020, Penn Township Board of Commissioners Meeting, he also announced there will be an executive session after the Health and Sanitation Committee Meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the November 3, 2020 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through November 30, 2020. The year to date revenue is at 100.11% of what is budgeted and expenses are at 71.20%.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2021: The committee reviewed the resolutions for the fees and wages for next year. The committee recommended approving the resolutions and placing on the Board of Commissioners agenda.

CONSIDER ORDINANCES FOR 2021 BUDGET, MEETING TIMES AND TAX RATE: Manager Rodgers presented the ordinances for the budget, meeting times and tax rate for next year. The committee agreed the current meeting schedule is suitable for next year. Chairman Cromer stated that the ordinance for the tax rate remains the same, with no tax increase for 2021. The committee recommended adopting the ordinances and placing on the Board of Commissioners agenda.

OTHER MATTERS: Manager Rodgers reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through December 7, 2020.

The meeting was adjourned at 7:08 p.m.
Respectfully submitted,
Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 21, 2020

The Penn Township Finance Committee convened on Wednesday, October 21, 2020 at 7:00 p.m. Present were Chairman Cromer, Commissioners Brown, Heiland, Elksnis and Van de Castle along with Township Manager Rodgers, Police Chief Hettinger and Township Engineer Bortner. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2021 BUDGET REVIEW: Commissioner Cromer began with the review of the 2021 revenue. Manager Rodgers noted that the final assessed value would not be available until after the first York County Board of Commissioners meeting in November. The projected revenue shows a slight increase over last year with no proposed tax increase. There was some question on why we were not receiving revenue for fire inspection fees. The Fire Chief has not resumed fire inspections since the onset of Covid. The Committee next reviewed the expenses. Within the administration expenses, there was concern about the upgrade to the phone system. After some discussion the Manager will look into other alternatives and remove that item from the budget. The current system is working with a few small problems. The current system is eighteen years old. The Committee next reviewed the police department budget. Manager Rodgers noted that there is one officer that has insurance in both the regular health insurance and the retired health insurance. She will remove him from the retire insurance. The Committee then reviewed the Fire protection budget. The general expense to the Fire Commission is \$648,196. This is slightly increased from 2020. There was some question regarding the capital outlay which shows \$25,000. The Township Manager will look into what that is for. The Committee next reviewed the protective inspection and zoning budget. There were no changes requested in the budget. The Committee next reviewed the Solid Waste budget. There was a question regarding the reduction in general expense. Last year we budgeted funds in case we would need to start paying to have our recyclable material picked up. That so far has not happened and we are once again receiving payment for recycled products. The Committee then reviewed the Public Works department budget. The Committee removed the supervisor vehicle and the titling coupler. The Committee also removed the street sweeper from the budget. Under the storm sewer budget, the MS4 Coordinator is budgeted for nine months. The North Tributary Watershed Study should be completed. The Borough of Hanover has requested to do other projects together but we are going to wait until we hire a MS4 Coordinator before committing to anymore projects. We next reviewed the projects under the stormwater for the public works department. For Industrial Drive we added an extra \$5,000 to make it \$25,000. The Committee then reviewed the recreation budget. The replacement of the creative playground is not included in the budget. The Committee reduced the Library contribution to \$85,000, which is the same number that

was budgeted for 2020. There was a note that there is a rounding error on the Clover Lane Station payment.

The Committee next reviewed the Highway Aid budget. The revenue is down slightly due to Covid-19. With the prior discussion, there was some new equipment removed and some not budget for. Engineer Bortner suggested that we place a line under cleaning of streets and gutters for renting of a street sweeper. It was also suggested that the Township look into sharing equipment for pavers and street sweepers. Engineer Bortner suggested changing the rental of equipment under rebuilding to \$40,000.

The Committee next reviewed the sewer budget. The Committee suggested moving forward with obtaining the right of way and working on getting the Oak Hill/Hershey Heights sewer project bid next year. The Committee also recommended removing the new position in the sewer budget. The Township is on a hiring freeze and will not create any new positions.

The Committee also reviewed the fee resolution but made no changes. The Manager will add in the Chicken permit fee and the fireworks fee. The Manager will also review salaries and benefits with other municipalities for the management employees.

OTHER MATTERS: None.

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

Respectfully submitted,

Kristina J. Rodgers
Township Manager