

MINUTES
FINANCE COMMITTEE
JANUARY 3, 2023

The Penn Township Finance Committee convened on Tuesday, January 3, 2023, at 6:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Elksnis and Heiland. Also present were Township Manager Rodgers, Township Engineer Bortner, WWTP Superintendent Lank and Township Secretary Sweeney. Commissioner Brown was absent. The following items were discussed:

ANNOUNCEMENTS: Commissioner Elksnis announced there was an executive session held following the December 6, 2022, Public Works Committee meeting to discuss personnel and legal issues. Commissioner Heiland announced that an executive session will be held this evening following the Committee Meetings to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the December 6, 2022, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through December 31, 2022. The year-to-date revenue is 121.35% of what is budgeted, and expenses are at 82.44%. The general fund includes \$875,459 in ARP funds.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:03 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 7, 2023

The Penn Township Finance Committee convened on Tuesday, February 7, 2023, at 7:00 p.m. Present were Chairman Allison, Commissioners Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. Commissioner Berlingo was present via cellphone. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced there was an executive session held following the February 6, 2023, Public Works Committee meeting to discuss personnel issues. Commissioner Heiland announced that an executive session will be held this evening following the Health and Sanitation Committee Meeting to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through January 31, 2023. The year-to-date revenue is 4.28% of what is budgeted, and expenses are at 5.91%. Manager Rodgers expressed concern that revenue is down. She reported that there is a decrease in the Local Service Tax, Reality Tax, Wage Tax, and the Comcast Franchise Fee.

CONSIDER RESOLUTION TO REDUCE THE FIREMAN'S PENSION CONTRIBUTION FOR 2023: Manager Rodgers presented a resolution reducing the Fireman's Pension contribution for the year 2023. She reported that this is a result of the Firefighter's contract. The auditors will need a resolution each year when there is a change in the pension contributions. The committee recommended adopting the resolution.

HANOVER LAND SERVICES WAIVER REQUEST: The Committee received a request dated January 31, 2023, from Hanover Land Services for a waiver of the Subdivision and Land Development fees for South Western School District. Manager Rodgers reported they are requesting the fees be applied to the acreage involved with the project rather than the entire property. She stated the letter was submitted incorrectly using the residential fee instead of the commercial fee. The Committee had no issues with the request if the commercial fee is assessed and requested Manager Rodgers contact Hanover Land Services to have the request resubmitted with the commercial fee.

OTHER MATTERS: Manager Rodgers reported that she has started the resolution for the disposition of municipal records.

Commissioner Brown requested a meeting be scheduled to discuss the American Rescue Funds. The Committee agreed to schedule the meeting for March 7, 2023, at 6:00 p.m. Manager Rodgers will advertise the meeting.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 7, 2023

The Penn Township Finance Committee convened on Tuesday, March 7, 2023, at 6:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison announced there was an executive session held following the March 6, 2023, Public Works Committee meeting to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the February 7, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

COVID ARP FUNDS: The Committee reviewed the proposed expenditures for the American Rescue Funds. The Township received \$1,745,417.48. In 2022, approximately \$640,000.00 was expended for partial payment for an electronic sign to be placed at the Public Works building on Wilson Avenue, a paver, a transit van for the sewer department, and partial payment for playground equipment for various parks within the Township. Possible projects going forward include camera equipment for the sewer department transit van, Omni Site Equipment for the various pump stations, bathroom renovations at Young's Woods, sidewalks along the Community Park on Tyler Drive, walking path at the Community Park, Marketing/Website, and a brush chipper. Manager Rodgers reported the funds have to be appropriated by the end of 2024, and spent by the end of 2026. There was discussion for bathrooms at the Community Park, but the price range would be too extreme. The Committee agreed to move forward with the purchase of the Omni Sites at this time, and will revisit the discussion for the other projects.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 28, 2023. The year-to-date revenue is 10.50% of what is budgeted, and expenses are at 12.18%. Manager Rodgers expressed concern that revenue remains to be down. She reported that there is a decrease in the Local Service Tax, Reality Tax, and Wage Tax.

SOUTH WESTERN HIGH SCHOOL MUSIC DEPARTMENT WAIVER REQUEST: The Committee received a request on February 13, 2023, from South Western High School Music Department for a waiver to sign and permit fees for their Spring Market Place Community Yard Sale to be held on Saturday, April 15, 2023. The Committee recommended approval of the waiver for South Western.

THE EXCHANGE CLUB OF HANOVER MAGIC SHOW WAIVER REQUEST: The Committee received a request dated February 13, 2023, from The Exchange Club of

Hanover for waivers to sign permit fees for their Annual Evening of Comedy & Magic Show to be held on Saturday, April 28, 2023. The Committee recommended approval of the waiver for the Exchange Club of Hanover.

THE EXCHANGE CLUB OF HANOVER HOME AND GARDEN SHOW WAIVER

REQUEST: The Committee received a request dated February 13, 2023, from The Exchange Club of Hanover for waivers to sign permit fees for their Annual Builder's Home and Garden show to be held March 24 & 25, 2023. The Committee had issues with the date of the request being so close to the event. Manager Rodgers reported that waiver requests are to be submitted forty-five days in advance of the event. The Committee recommended approval of the waiver for the Exchange Club.

HANOVER AREA CHAMBER OF COMMERCE WAIVER REQUEST: The Committee received a request dated February 15, 2023, from the Hanover Area Chamber of Commerce for waivers to permit fees for the Annual Snack Town Street Fair to be held on Saturday, July 15, 2023. The Committee recommended approval of the waiver for the Hanover Area Chamber of Commerce.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.:

Manager Rodgers presented a draft franchise agreement with Shenandoah Cable Television, LLC. She stated that this is a ten-year agreement and it will be a minimum of three years before the Township sees service offered in this area. She reported that the solicitor has reviewed the agreement and will need to be adopted by ordinance. Commissioner Brown requested this be put on the Board of Commissioners meeting agenda for discussion only.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

There were none.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 4, 2023

The Penn Township Finance Committee convened on Tuesday, April 4, 2023, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison announced there was an executive session held following the April 3, 2023, Public Works Committee meeting to discuss personnel issues. He also announced that on Monday, May 1, 2023, Penn Township will host a MS4 Community Forum at 6 p.m. Public Safety and Public Works Committee Meetings will immediately follow.

APPROVAL OF THE MINUTES: The minutes of the March 7, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 AUDIT REPORT: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2022 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, and Capital Projects Fund. There were deficits in the Special Revenue Fund, Enterprise Funds, and the Trust and Agency Fund. There were two audit letters issued; Management Letter regarding graphical analysis, and Communications with those charged with governance. The Committee thanked Ms. Ruhlman for her review.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through March 31, 2023. The year-to-date revenue is 19.01% of what is budgeted, and expenses are at 17.68%.

SAINT JOSEPH CATHOLIC SCHOOL WAIVER REQUEST: The Committee received a request dated March 24, 2023, from Saint Joseph Catholic School for a waiver to permit fees for their end of school year yard sale to be held on Saturday, May 20, 2023. The Committee recommended approval of the waiver.

CONSIDER ORDINANCE FOR LICENSURE AND REGISTRATION FOR ENGAGEMENT OF BUSINESS OR WORK OF PLUMBING: Chairman Allison reviewed the ordinance that was adopted in 1964. Commissioner Heiland asked if there should be ramifications for not following the ordinance. Chairman Allison stated that the permit would be revoked, and the job would be shut down. The Committee decided to revisit the discussion of adding penalties.

CONSIDER AMENDING ORDINANCE 691 FOR THE FIREFIGHTER'S PENSION

FUND: Manager Rodgers reported the ordinance needs to be amended because the Firefighters are not making contributions for the next three years to their pension funds per their contract. Contributions will be reinstated in 2027, and the ordinance will need to be amended at that time as well. The Committee recommended adopting the ordinance.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.:

Manager Rodgers stated that she spoke with another municipality, and they reported that they had many issues with the contractor. The Contractor did not communicate with the residents and blew out the electric. The project ran one year behind. Chairman Allison said most of the issues will affect the private sector, and suggested discussing with council on how to address difficulties that would arise for the Township as well as the private sector. The Committee agreed to revisit the subject.

OTHER MATTERS: Chairman Allison opened discussion regarding the yard sale permit issue. He stated the fee was increased to \$10 but would like to increase to cover three days. Commissioner Heiland stated that he would like the ordinance to address safety and parking, with the addition of the statement that the police would have the authority to enforce the traffic rules on any yard sale as deemed necessary. The Committee asked Manager Rodgers to work on a draft to amend the ordinance.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Jack Corriere, 114 Oak Hill Drive, and Mr. William Bowman, 123 Oak Hill Drive had questions about the plumbing ordinance.

The meeting was adjourned at 7:49 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 2, 2023

The Penn Township Finance Committee convened on Tuesday, May 2, 2023, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison announced there was an executive session held following the May 1, 2023, Public Works Committee meeting to discuss personnel issues. He also announced that there will be an executive session this evening following the Health and Sanitation Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the April 4, 2023, Finance Committee Meeting were approved as submitted.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2023. The year-to-date revenue is 32.48% of what is budgeted, and expenses are at 23.56%.

HANOVER LIONS CLUB WAIVER REQUEST: The Committee received a request dated April 3, 2023, from the Hanover Lions Club for a waiver to permit fees for their annual Chicken Barbeque that is to be held on Saturday, May 13, 2023. The Committee recommended approving the waiver.

FRIENDS OF CODORUS STATE PARK WAIVER REQUEST: The Committee received a request for a waiver to sign permit fees for their Experience Codorus Outdoors event to be held on June 9, and June 10, 2023. The Committee recommended approval of the waiver.

CONSIDER ORDINANCE FOR LICENSURE AND REGISTRATION FOR ENGAGEMENT OF BUSINESS OR WORK OF PLUMBING: Manager Rodgers presented the ordinance for plumbing with the addition of a penalty for violation. The Committee recommended adopting the ordinance.

CONSIDER AMENDING ORDINANCE 257, REGULATING YARD SALES: Manager Rodgers presented the revised ordinance for yard sales. The revision included the addition of a day, making the permit for three consecutive days as well as the inclusion of Sundays. Commissioners Elksnis and Heiland expressed concern of including Sundays. The Committee agreed to revisit the ordinance next month.

CONSIDER RESOLUTION TO DISPOSE OF MUNICIPAL RECORDS: Manager Rodgers reported she is working on a resolution for the disposal of municipal records. The Committee recommended adopting the resolution.

CONSIDER A COMMUNITY MAP: Commissioner Brown asked the Committee to consider a community map. This would be at no cost to the Township. The company would provide 5,000 glossy paper maps and would solicit advertisers. The Township would need to provide area business contacts. Manager Rodgers reported this was last done in 2009. The Committee recommended approving the request.

CONSIDER REQUEST FOR PROPOSAL FOR AUDITING SERVICES: Manager Rodgers presented the request for proposal for auditing services for the years 2023, 2024 and 2025. The Committee recommended approving the request.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.: Manager Rodgers reported she had been informed that a neighboring municipality is having issues with no restoration after installation for three years. The Committee recommended conferring with the solicitor on how to avoid/address any such issues.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corriere, 114 Oak Hill Drive, and Mr. William Bowman, 123 Oak Hill Drive had questions about the plumbing ordinance. The Committee addressed their concerns.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 6, 2023

The Penn Township Finance Committee convened on Tuesday, June 6, 2023, at 7:00 p.m. Present were Commissioner Heiland, Brown, and Elksnis. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. Chairman Allison and Vice-Chairman Berlingo were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced there was an executive session held following the June 5, 2023, Public Works Committee meeting to discuss personnel issues. He also announced that the July committee meetings for Public Safety, Public Works, Finance and Health and Sanitation will be held on Monday, July 3, 2023, at 6 p.m.

APPROVAL OF THE MINUTES: The minutes of the May 2, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through May 31, 2023. The year-to-date revenue is 65.50% of what is budgeted, and expenses are at 28.04%. She reported that real estate tax revenue is down compared to last year. The budget is on track with income a little low.

YORK ROAD INVESTMENTS, LLC. WAIVER REQUEST: The Committee received a request dated May 17, 2023, from Barley Snyder on behalf of York Road Investments, LLC, requesting a waiver/refund of the Subdivision and Land Development fee increase of 2023. Manager Rodgers reported the plan was delayed due to the denial of a waiver request for a preliminary/final plan submission. The preliminary was submitted in 2022 and held up because of the NPDES permit. The final plan was not submitted until this year after the fee was increased. The other option is to charge the site acreage that was disturbed rather than the entire parcel. The Committee requested the waiver request be placed on the agenda for the Board of Commissioners meeting in June.

CONSIDER AMENDING ORDINANCE 257, REGULATING YARD SALES: Manager Rodgers presented the revised ordinance for yard sales. The revision included making the permit for three consecutive days and keeping the rule of no yard sales are to be held on a Sunday. The Committee agreed to revisit the ordinance next month.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.: The Committee agreed to revisit the ordinance next month.

2024 BUDGET MEMO: Manager Rodgers presented a memo outlining the schedule for the 2024 budget, with the first reading schedule for November 20, 2023, proposed date available to the public on November 21, 2023. Adoption of the final budget is scheduled

for December 18, 2023. She reminded the Committee that if taxes are raised the dates may change due to the requirements to advertise.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Ms. Cindy Staley, 865 Hershey Heights Road, had questions regarding the July Committee meeting date and time. Mr. Wayne Singer, 896 Hershey Heights Road, had questions regarding yard sales. The Committee addressed their concerns.

The meeting was adjourned at 7:16 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 3, 2023

The Penn Township Finance Committee convened on Monday, July 3, 2023, at 6:38 p.m., following the Public Works Committee Meeting. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and WWTP Superintendent Lank. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 6, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2023 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through June 30, 2023. The year-to-date revenue is 71.86% of what is budgeted, and expenses are at 33.15%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated June 4, 2023, from Saint Joseph Parish for waivers to the permit fees for their annual yard sale fundraiser to be held on Saturday, July 29, 2023. The Committee recommended approving the request.

CONSIDER PROPOSALS FOR AUDITING SERVICES FOR 2023, 2024 AND 2025: Chairman Allison reported that we have two proposals. Commissioner Brown commented that there is considerable difference in costs. Manager Rodgers reported both agencies use the same software. The Committee requested Manager Rodgers to check references.

CONSIDER AMENDING ORDINANCE 257, REGULATING YARD SALES: Manager Rodgers presented the revised ordinance for yard sales. The revision included making the permit for three consecutive days and keeping the rule of no yard sales are to be held on a Sunday. The Committee recommended adopting the ordinance.

FRANCHISE AGREEMENT WITH SHENANDOAH CABLE TELEVISION, LLC.: Manager Rodgers presented the ordinance and the franchise agreement with Shenandoah Cable Television LLC. The Committee recommended adopting the ordinance.

OTHER MATTERS: Commissioner Heiland reported that the Township currently has \$924,706.92 American Rescue Funds remaining. All the funds must be allocated by the end of 2024. He requested the incidentals for the park improvements to be added to the

listing. Manager Rodgers stated once the invoices arrive, they will be added. Chairman Allison requested that the discussion be added to the agenda for next month's meeting.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

None.

The meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 07, 2023

The Penn Township Finance Committee convened on Monday, August 7, 2023, at 6:57 p.m., following the Public Works Committee Meeting. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 3, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: Township Engineer Bortner reported that as the result of the storm this evening, there is a substantial amount of brush on the road. The Committee recommended that if a resident should call, the crew should pick up the brush.

2023 REVENUE AND EXPENSE REPORT: Commissioner Allison presented the revenue and expense report through July 31, 2023. The year-to-date revenue is 76.06% of what is budgeted, and expenses are at 39.63%.

EXCHANGE CLUB OF HANOVER WAIVER REQUEST: The Committee received a request dated July 28, 2023, from the Exchange Club of Hanover requesting a waiver of permit fees to place temporary signs advertising the 2023 Chili Cookoff to be held September 3, 2023. The Committee recommended approving the request.

WAIVER REQUEST FOR YORK ROAD INVESTMENTS LLC: The Committee received a request dated July 13, 2023, from Barley Snyder Attorneys at Law requesting a refund of the Subdivision and Land Development fees for York Road Investments, LLC. Zoning Officer Smith reported the applicant submitted a plan to subdivide a 121-acre site into two lots, only one of which the applicant intended to acquire and then develop. They had paid the preliminary plan and final plan cost based on the total acreage. The applicant is requesting a refund of the difference, so they are responsible for the 66.954 acres that have been developed.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported current unexpended funds are \$894,000 available. Funds have been expended for a Township sign, Sewer Transit Van, Asphalt Paver, Playground equipment and upgrades, Police radios, and Omni Site Equipment for the pump stations. He requested that funds be used to replace the number signs at the pavilions for Young's Woods, and for funds to cover the labor for the recreational park upgrades.

WWTP Superintendent Lank reported last month about the disposal of a 1993 Recycle Box Truck that is not safe to drive. It had a twelve-foot box, and the other box truck has a twenty-

six-foot box which is a bit too big to use at most locations. It is a 2005, and they would like to sell it. It's in good condition but a bit too cumbersome to maneuver around. He reported that they would like to replace both units with a new truck with a sixteen-foot box and a lift gate, which currently none of the recycle trucks have. He had a quote of \$77,110 for the new vehicle and is working on getting the value of the 2005 unit. He asked the Committee if this could be considered for use of the American Rescue Funds or should the item be placed in the 2024 budget. The Committee recommended placing the item in the budget and if the budget is tight, then it would be considered.

OTHER MATTERS: Commissioner Allison reported that a decision needs to be made for the auditor for 2023, 2024 and 2025. The Committee recommended remaining with the current auditor SEK & Co.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Leonard Rice, 125 Hirtland Avenue had questions regarding the Lion's Club and Young's Woods. The Committee addressed his questions.

The meeting was adjourned at 7:09 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 5, 2023

The Penn Township Finance Committee convened on Tuesday, September 5, 2023, at 6:56 p.m., following the Public Works Committee Meeting. Present were Vice Chairman Berlingo, Commissioners Brown, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the August 7, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 REVENUE AND EXPENSE REPORT: Vice Chairman Berlingo presented the revenue and expense report through August 31, 2023. The year-to-date revenue is 84.93% of what is budgeted, and expenses are at 45.70%.

2024 PENSION MINIMUM MUNICIPAL OBLIGATIONS: Vice Chairman Berlingo presented the Minimum Municipal Obligations (MMOs) for the Township's three pension plans. The 2024 MMO for the Police plan is \$254,122.56, the MMO for the Fire plan is \$182,262.00, and the MMO for the Non-Uniform plan is \$214,577.13. The Committee recommended adopting the three MMOs.

2024 BUDGET: Vice Chairman Berlingo reported they are beginning to work on the budget. Commissioner Heiland has been working on synchronizing the budget.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 3, 2023

The Penn Township Finance Committee convened on Tuesday, October 3, 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, October 2, 2023. He also announced upcoming Finance Meetings on Thursday, October 19, 2023, and Wednesday, October 25, 2023, at 6 p.m. to discuss the budget. Commissioner Heiland announced that an executive session will be held this evening after the Health & Sanitation Committee meeting to discuss personnel.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2023, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

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%.

2024 PENSION MINIMUM MUNICIPAL OBLIGATIONS: Chairman Black presented an amended Minimum Municipal Obligations (MMO) for the Township's Fire pension plan in the amount of \$181,100. The Committee recommended amending the MMO.

2024 BUDGET: Commissioner Heiland reported that work on the budget has been progressing.

OTHER MATTERS: There were none.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

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 October 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

MINUTES
FINANCE COMMITTEE
DECEMBER 5, 2023

The Penn Township Finance Committee convened on Tuesday, December 5, 2023, at 7:00 p.m. Present were Chairman Black, Commissioners Brown, Elksnis and Heiland. Also present were WWTP Superintendent Lank and Township Secretary Sweeney. Commissioner Berlingo was present via cell phone and Manager Ledley was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Black announced that an executive session was held following the Public Works Committee Meeting on Monday, December 4, 2023. He also announced that the Board of Commissioners Reorganizational Meeting followed by the Public Safety, Public Works, Finance and Health & Sanitation Committee meetings will be held on Tuesday, January 2, 2024 beginning at 6 p.m. Commissioner Heiland announced that an executive session will be held following the Health and Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the November 7, and November 15, 2023, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 REVENUE AND EXPENSE REPORT: Chairman Black presented the revenue and expense report through November 30, 2023. The year-to-date revenue is 104.73% of what is budgeted, and expenses are at 72.10%.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2024: The Committee reviewed the resolutions for the fees and wages for next year. There is no increase in the fee schedule for 2024. The Committee continues to work on the wage resolution. The Committee recommended to add to the Board agenda.

CONSIDER ORDINANCES FOR THE 2024 BUDGET, MEETING TIME AND TAX RATE: The Committee reviewed the draft ordinances for the budget, meeting times and tax rate for next year. The Committee recommended starting at 6:00 p.m. for the months of January, August, and September when all four Committee meetings are held on the same evening. Commissioner Heiland announced that there will be no increase in the tax rate for the 6th year in a row. The Committee recommended approving the ordinances and the Township Secretary will prepare for advertisement.

CONSIDER A RESOLUTION TO REDUCE THE FIREMAN'S PENSION CONTRIBUTION FOR 2024: Chairman Black presented a resolution reducing the Fireman's Pension contribution for the year 2024. He reported that this is a result of the Firefighter's contract. The auditors will need a resolution each year when there is a change in the pension contributions. The committee recommended adopting the resolution.

CONSIDER A REQUEST FOR A WAIVER OF THE ZONING HEARING BOARD FEES: The Committee received a request dated November 29, 2023, from Daneil and Tanya Goldsmith for a waiver of the Zoning Hearing Board fees related to their application of a variance to relocate a shed. Mr. and Mrs. Goldsmith were not in attendance to discuss this request. The Committee stated that the fee is there to offset the cost of the employees' time, costs of the attorney and of advertisement. No such request has been granted in the past. The Committee recommended adding it to the Board agenda.

OTHER MATTERS: Commissioner Brown presented quotes for flooring proposals for several offices in the municipal and police department. Commissioner Heiland stated that this was previously discussed and has no issues. No decision was made.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corriere, 114 Oak Hill Circle, and Mr. William Bowman, 123 Oak Hill Drive had several questions regarding the proposed 2024 budget. The Committee addressed their inquiries.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
Budget Meeting
OCTOBER 17, 2023

The Penn Township Finance Committee convened on Tuesday, October 17, 2023 at 6 p.m. Present were Chairman Black, Commissioners Berlingo, Brown, Elksnis, and Heiland along with Township Manager Ledley. The following items were discussed:

ANNOUNCEMENTS: A Finance Budget meeting is scheduled for Wednesday, October 25, 2023.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: Commissioner Heiland gave an update on ARPA funds. The amount available for future projects is \$662,850.91. It was suggested that the Committee should consider ARPA funding for some of the projects in the proposed 2024 budget.

2024 BUDGET REVIEW: The Committee began reviewing the 2024 budget. Commissioner Heiland began by discussing the proposed General Budget and the difference between the revenue of \$27,217,618 and the expenses of \$31,688,422. Commissioner Heiland proceeded to present each departmental budget by each line item and answered questions as needed. One of the larger expense increases for 2024 is Health Benefits and Insurance which increase by almost 17%. The Committee discussed expenses that should be considered for removal. It was decided that the \$60,000 cost for a Municipal Building Security System for the Public Works, Sewer, and Administrative/Police buildings should be removed from the budget and purchased with ARPA Funding along with the Police Department request for a Fuming Hood Filter and the security glass installation for the front of the Administrative Offices. The Committee requested that these projects be completed and invoiced by the end of year. Manager Ledley was asked to obtain more quotes for security glass at the front desk of the administrative offices and determine if that project could also be completed in two months.

The Committee also requested more information about the actual cost of adding two fire fighters and one police officer.

FEE RESOLUTION: The Committee briefly considered raising dog pound fees to cover increased costs, but a decision was not made.

OTHER MATTERS: None

The meeting was adjourned at 8:18 p.m.

Respectfully submitted,
Tammi Ledley
Township Manager

MINUTES
FINANCE COMMITTEE
Budget Meeting
OCTOBER 25, 2023

The Penn Township Finance Committee convened on Wednesday, October 25, 2023, at 6 p.m. Present were Chairman Black, Commissioners Berlingo, Brown, Elksnis and Heiland, along with Township Manager Ledley. The following items were discussed:

ANNOUNCEMENTS: An executive session will be held after the meeting.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: Commissioner Heiland gave an update on ARPA funds.

2024 BUDGET REVIEW: The Committee began reviewing the 2024 budget. Commissioner Heiland presented the General Budget and subsequently, each department budget, the Sewer Budget, and the Highway Aid. In the effort to work toward a balanced budget, requests for additional personnel were removed from the Administrative, Fire, and Police Departments. Other projects and expenses were recommended for removal. It was decided that the requests for new financial software, new Township website, the women locker room renovation at the Police Department, a new box truck for Recycling Operations, and a new Forklift for Public Works will be purchased with ARPA funding. The Forklift should be purchased in 2023 but all the other projects will occur in 2024 including the installation of security glass at the Administrative Office. It was noted that the Highway Aid carryover should be more accurately calculated before the next meeting.

Two more Finance Committee meetings to discuss the budget were scheduled for 6pm on Wednesday, November 15th and Tuesday, November 21st.

FEE RESOLUTION: No changes were discussed.

OTHER MATTERS: None

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,
Tammi Ledley
Township Manager

MINUTES
FINANCE COMMITTEE
Budget Meeting
November 15, 2023

The Penn Township Finance Committee convened on Wednesday, November 15, 2023, at 6 p.m. Present were Chairman Black, Commissioners Berlingo, Brown, Elksnis and Heiland, along with Township Manager Ledley. The following items were discussed:

ANNOUNCEMENTS: An executive session will be held after the meeting.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: Commissioner Black gave an update on ARPA funds.

2024 BUDGET REVIEW: The Committee reviewed the budget. The budget is balanced without a tax increase. Commissioner Elksnis recommended that the Police's Chief's request for a new vehicle be removed from the budget and ARPA funding be used to purchase the new vehicle. Commissioner Elksnis also recommended that a schedule be created for the replacement of cars for all departments, not just the Police Department. The budget is complete except for management raises which will be discussed during executive session before the December 5th Finance Committee meeting.

The budget will be posted at 20 Wayne Avenue on Tuesday, December 5th.

The Finance Committee meeting to discuss the budget that was scheduled for Tuesday, November 21st was canceled.

FEE RESOLUTION: It was decided to keep the fee resolution unchanged. The resolution will be adopted at the December Board of Commissioners meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Tammi Ledley
Township Manager