

MINUTES  
FINANCE COMMITTEE  
JANUARY 2, 2024

The Penn Township Finance Committee convened on Tuesday, January 2, 2024, at 6:40 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

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

CITIZEN'S COMMENTS: There were none.

2023 REVENUE AND EXPENSE REPORT: Manager Ledley reported that due to the office being closed over the holidays the report will be presented at the February meeting.

SOUTH WESTERN SCHOOL DISTRICT SUMMER RECREATION PROGRAM: The Committee received a request dated December 7, 2023 from South Western School District regarding the summer recreation program. Commissioner Heiland reported that this is a standard budgeted item. The school district reduced the annual donation request during COVID. The request is to return to the full amount that was being issued prior to COVID. Commissioner Heiland requested Manager Ledley to check the budgeted amount. The Committee had no issues with the request.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 6, 2024

The Penn Township Finance Committee convened on Tuesday, February 6, 2024, at 7 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, WWTP Superintendent Lank, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on February 5, 2024, following the Public Works Committee meeting to discuss personnel matters. Commissioner Heiland announced that there will be an executive session held this evening following the Health & Sanitation Committee meeting to discuss personnel matters.

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

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown reported that the Committee received the December 2023 Revenue and Expense report. He stated that January's report could not be comprised due to technical difficulties and will be forwarded as soon as completed.

AMERICAN RESCUE FUNDS: An updated expenditure report was submitted to the Committee members. Chairman Brown reported that \$1,045,915.91 has been spent to date. Commissioner Heiland stated that we have \$694,000 that must be allocated by the end of the year, by purchase order or via contract. Items purchased to date include Township sign, Sewer Transit Van, Asphalt Paver, Playground Equipment, Restoration work on the Young's Woods Playground, Police Radios, Omni Site equipment, Forklift, Police Chief vehicle, Security video system for the Municipal/Police/Public Works and WWTP buildings, Municipal Office painting, flooring, and Police Department Women's locker room upgrade. Items still for consideration include. Municipal financial software upgrade, website, safety glass for municipal office, summing hood filter, sewer truck & bins, sidewalks along Community Park, walking path at Community Park, and Brush Chipper.

EXCHANGE CLUB BUILDERS HOME & GARDEN SHOW WAIVER REQUEST: The Committee received a request dated January 23, 2024, from the Exchange Club of Hanover for a waiver of permit fees for their annual Builders Home and Garden Show to be held March 8<sup>th</sup> & 9<sup>th</sup>, 2024. The Committee had no objections as the request is the same as in years past and requested to be added to the Board of Commissioners' agenda.

EXCHANGE CLUB EVENING OF COMEDY & MAGIC WAIVER REQUEST: The Committee received a request dated January 23, 2024, from the Exchange Club of Hanover for a waiver of permit fees for their evening of Comedy and Magic to be held April 26, 2024. Commissioners had no

objections as the request is the same as years past and requested to be added to the Board of Commissioners' agenda.

OTHER MATTERS: Manager Ledley stated that work is currently being done for a resolution outlining a policy for the destruction of audio and/or video recording of public meetings used in the aid of meeting minutes.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Bill Bowman, residing at 123 Oak Hill Drive, conveyed a message on behalf of Jack Corriere. He urged the committee to contemplate utilizing American Rescue Funds to alleviate the financial strain on residents concerning the installation of public sewer in the Oak Hill/Hershey Heights area.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
MARCH 5, 2024

The Penn Township Finance Committee convened on Tuesday, March 5, 2024, at 7 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, and WWTP Superintendent Lank. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on March 4, 2024, following the Public Works Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the February 6, 2024, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through January 31, 2024. The year-to-date revenue is 2.99% of the budgeted amount, while expenses stand at 7.22%. Additionally, he provided the revenue and expense report through February 29, 2024. Year-to-date revenue is now at 8.07% of the budget, with expenses at 11.32%. Commissioner Heiland inquired about the status of recyclable materials, noting that they are currently at 84%. He asked if this level is typical for this time of year. WWTP Superintendent Lank responded, stating that the high percentage is due to ongoing cleanup activities around the plant, demolition of pump stations, and an early surge in spring cleaning efforts.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported that there has not been much change, except for the payment of the tile and flooring. Still up for discussion are the outstanding \$61,000 for playground equipment, \$4,000 to reline the basketball court, and options for utilizing funds for large capital items. Manager Ledley inquired about the Public Works truck, to which Commissioner Heiland responded that he would like to discuss it at the next Public Works Committee meeting. Commissioner Elksnis mentioned that Emergency Management Coordinator Jeff Waltman has submitted a proposal for installing IT equipment in the Emergency Management Center. Commissioner Heiland reminded the Commission that funds need to be spent or at least allocated by the end of this year. Commissioner Elksnis added that funds may also need to be allocated for an analysis report on merging the firefighter pension plans due to the transition of employees to the Hanover Area Fire and Rescue Commission. Commissioner Berlingo noted that WWTP Superintendent Lank may request funds for the Plant, and he will address this matter later in the evening. Manager Ledley informed the Committee that there will be a reporting period at the end of April and asked if the funds could be allocated by then. She expressed uncertainty about a report at the end of the year and mentioned that the security glass installation will take approximately 10 to 12 weeks.

HANOVER AREA JAYCEES WAIVER REQUEST: The Committee received a request dated February 14, 2024, from the Hanover Area Jaycees for waivers of sign permit fees for their annual Rock the Hill event to be held May 11, 2024. Commissioner Brown stated we have received a similar request in the past. The Committee recommended approving the request.

OTHER MATTERS: Tara Kauffman from Guthrie Memorial Library attended the meeting. She informed the attendees that she would be attending local municipal meetings to provide updates on library events. She also provided her contact information to Commissioner Heiland and Manager Ledley for any inquiries. Ms. Kauffman reported that the library is in the process of separating from the Borough of Hanover. They will either operate as a 501(c)(3) organization or become a branch of the York County Libraries. Commissioner Elksnis inquired about the Borough's ability to rent out a part of the Historical Society. Ms. Kauffman explained that the Borough owns the building, which was deeded to them specifically for use as a library. However, she was unable to provide further details regarding Commissioner Elksnis's question. The Committee had further questions regarding fair share contribution and the future of the building. Ms. Kauffman addressed those questions. Commissioner Baile asked about the timeline for the separation of operations. Ms. Kauffman stated that the Board of Governors was given a deadline of June 1 to provide a plan for separation.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corrier, residing at 114 Oak Hill Drive, addressed the Committee inquiring about the remaining ARPA funds. Commissioner Heiland responded that approximately \$700,000 remains but noted that some funds are already allocated. Mr. Corrier then proposed the consideration of reimbursing residents who have previously paid for the Oak Hill Hershey Heights Sewer Installation. He emphasized his desire for the Commissioners to officially go on record their stance on the matter. Furthermore, he raised concerns regarding the absence of details in past Committee minutes regarding residents' questions, suggesting a need for more comprehensive documentation when addressing resident inquiries.

The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
APRIL 2, 2024

The Penn Township Finance Committee convened on Tuesday, April 2, 2024, at 7 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on April 1, 2024, following the Public Works Committee meeting to discuss personnel matters. Additionally, he stated that notice is hereby given that the Board of Commissioners of Penn Township, York County, Pennsylvania, will hold a special meeting on April 8, 2024, at 6:00 p.m. at 20 Wayne Avenue, Hanover, Pennsylvania, 17331, to consider an appeal of the Homewood at Hanover, PA Inc Zoning Hearing Board decision as well as any and all other business that comes before the Board.

APPROVAL OF THE MINUTES: The minutes of the March 5, 2024, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through March 31, 2024. The year-to-date revenue is 15.61% of the budgeted amount, while expenses are at 16.69%.

AMERICAN RESCUE FUNDS: Commissioner Heiland reported that, per previous discussion, the Committee will proceed to address the list of items to be considered. Considering the timeline, all expenditures are to be allocated by the end of this year. He highly recommended allocating two to three months to police payroll and to the police cruisers. This allocation would free up funds in the general fund to continue addressing the proposed list. The committee had no issues with this approach.

HANOVER LIONS CLUB WAIVER REQUEST: The Committee received a request dated March 12, 2024, from the Hanover Lions Club seeking waivers of permit fees for their annual Chicken Barbeque scheduled for May 11, 2024. Commissioner Brown noted that similar requests have been made in the past. Commissioner Elksnis highlighted concerns regarding the aftermath of last year's event, noting significant damage to the pavilion's concrete due to grease accumulation. Public Works made three attempts to address the issue through power washing, yet signs of wear persist. Commissioner Elksnis spoke with Engineer Bortner, and he suggested that he has old signs in his possession that could serve as a barrier to protect the concrete from the grease. Commissioner Elksnis stated that he will reach out to the Lions Club regarding the matter. The Committee recommended approving the request.

PROJECTOR AND SCREEN FOR THE BOARDROOM: Commissioners Elksnis and Heiland met with a company for a new projector and retractable screen for the Boardroom. The clarity is numerous times better than what is currently in use. There were no objections to the proposal.

WEBSITE DOMAIN: Commissioner Baile reported that the township presently possesses the domain of penntwp.com. He and Commissioner Heiland believe that acquiring penntownship.com would be beneficial for the township's future endeavors. This domain is considered premium, with an initial purchase cost of \$1000. The Committee agreed to proceed with the purchase of the additional domain.

Additionally, Commissioner Baile reported ongoing research into a new website host. He has obtained quotes ranging from \$5,000 to \$19,000 for the initial setup, with annual fees varying from \$1,497 to \$16,000. Research on this project is ongoing.

FINANCIAL SOFTWARE: Chairman Brown announced that the Manager, accompanied by the office staff, participated in presentations for two financial software proposals. The staff unanimously endorsed a preferred software option. The preferred software provider will conduct in-house implementation and training. Commissioner Elksnis emphasized the necessity of upgrading the outdated software to streamline duties and enhance time efficiency. Manager Ledley, along with Commissioners Baile and Heiland will be virtually meeting with the software representative in the morning. The Committee agreed to move forward.

OTHER MATTERS: Tara Kauffman from Guthrie Memorial Library was in attendance to inform the Committee of upcoming library events.

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

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

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

MINUTES  
FINANCE COMMITTEE  
JUNE 4, 2024

The Penn Township Finance Committee convened on Tuesday, June 4, 2024, at 7:01 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Township Manager Ledley, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the May 7, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through May 31, 2024. The year-to-date revenue is 47.73% of the budgeted amount, while expenses are at 28.33%.

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. Attorney Ambrose Heinz, of Stevens & Lee, represented the request, which involves a three-lot subdivision plan for Snyder's-Lance. He reported the current fee is calculated based on the entire parcel's acreage at \$250 per acre, totaling around \$23,000, which is deemed excessive for the review work required. The plan involves redrawing lot lines to segregate a solar field onto a single lot, the Research and Development building on another, and the remaining tract as a third lot. The actual area being subdivided is approximately seven acres, suggesting the fee should be based on this smaller area, reducing the fee significantly. The Committee had questions about the future plans for the lots, which Attorney Heinz could not provide. The Committee recommended Attorney Heinz submit a request with an exact fee amount be submitted before the Board of Commissioners meeting.

TOWNSHIP WEBSITE: Commission Baile provided an update on the Township website project. Multiple estimates were received from both local and nationwide companies specializing in municipal and government websites, with prices ranging from \$16,000 to \$19,000. After discussions with Manager Ledley and Commissioner Heiland, "Why Not Advertising" was selected for the project with an initial setup cost of \$16,697. This company also provided a quote for yearly hosting, at around \$2,000, but it was agreed they could use hosting purchased by the Township, reducing the cost to approximately \$108 annually. Other quotes for hosting and maintenance were significantly higher, ranging from \$5,000 to \$16,000 per year. The website will be built on WordPress, with essential plugins for calendar functionality and

ordinance search, costing between \$300 to \$500 annually. The chosen company is local, responsive, and offers modern designs that meet the Township's needs. They require a 50% upfront payment and the remaining 50% upon completion, with a projected timeline of 35 to 120 days. The website will be secure with an SSL certificate at no additional cost, and the Township will retain ownership of the domains and hosting. The expected completion is by September or October.

2025 BUDGET MEMO: Commissioner Heiland reported the memo provides the timeline for the budget, with the first reading on November 18, 2024. The requests for departmental budgets will go out in July. The budget planning will involve key personnel including the Township Manager, Secretary, and Bookkeeper. Meetings will be set up as the planning progresses.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Lenny Rice, 125 Hirtland Avenue, expressed concerns regarding Snyder's-Lance's lot division and the future development plans for the property, particularly the field.

Mr. William Bowman, 123 Oak Hill Drive, had a question regarding paving in the Oak Hill, Hershey Heights area, the Committee addressed his question.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
JULY 2, 2024

The Penn Township Finance Committee convened on Tuesday, July 2, 2024, at 7:00 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced that there was an executive session held on July 1, 2024, following the Public Works committee Meeting to discuss personnel matters. Additionally, he announced that next month's Public Safety, Public Works, Finance and Health & Sanitation Committee meetings will be held on Monday, August 5, 2024, beginning at 6:00 p.m.

APPROVAL OF THE MINUTES: The minutes of the June 4, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: Tara Kauffman, Guthrie Memorial Library, 2 Library Place, shared a testimonial from an anonymous Penn Township resident highlighting the library's significant impact on her life and the community. The resident described the library as a safe, healthy place offering free Wi-Fi and activities, noting her son's participation from toddler programs to teen activities. Ms. Kauffman emphasized the heartfelt nature of such stories and thanked the Committee for their attention.

GUTHRIE MEMORIAL LIBRARY: Lizzie Baldwin, Director, Guthrie Memorial Library, 2 Library Place, presented Penn Township-specific statistics such as the number of residents with library cards and local programming. The Committee inquired about the library's future direction and the potential transition to becoming a branch of York County Libraries. Ms. Baldwin explained that while the library already receives IT support, delivery services, and some collection materials from York County Libraries, becoming a branch would streamline administrative functions. Financial support from the county and state comprised 25% of the library's budget and would remain unchanged. She emphasized the need for increased donations and municipal support. The Committee asked Ms. Baldwin to provide how many households utilize the library rather than individual card numbers. Ms. Baldwin stated that she will gather the information and present it during their annual presentation at the October Committee meeting.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through June 30, 2024. The year-to-date revenue is 51.61% of the budgeted amount, while expenses are at 35.08%.

HANOVER AREA CHAMBER OF COMMERCE WAIVER REQUEST: The Committee received a request dated June 14, 2024, from The Hanover Area Chamber of Commerce for a waiver of

sign permit fees for the Snack Town Street Fair to be held Saturday, July 13, 2024. Chairman Brown reported this is an annual request. The Committee recommended approving the waiver.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
AUGUST 5, 2024

The Penn Township Finance Committee convened on Monday, August 5, 2024, at 6:37 p.m. following the Public Works Committee Meeting. Present were Chairman Brown, Commissioners Baile, Berlingo, 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 July 2, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense reports through July 31, 2024. The year-to-date revenue is 55.15% of the budgeted amount, while expenses are at 39.72%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated July 11, 2024, from Saint Joseph Parish seeking a waiver of permit fees for their Annual Summer Yard Sale, which took place on July 20, 2024. The Committee recommended approving the request but emphasized that, as this is an annual event, such requests should be submitted at least 45 days in advance to ensure approval prior to the event.

EXCHANGE CLUB OF HANOVER WAIVER REQUEST: The Committee received a request dated July 26, 2024, from the Exchange Club of Hanover for a waiver of permit fees for their Annual Chili Cook Off to be held on Sunday, September 1, 2024. The Committee recommended approving the request.

OTHER MATTERS: Commissioner Brown reported Commissioner Heiland is currently working on transferring the budget numbers and setting things up. We will soon need to schedule dates to discuss and finalize the budget. The process is approaching faster than anticipated, and the department should be prepared. The primary deadline for presenting the budgets is in September, so please be ready to make your presentations.

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

The meeting was adjourned at 6:41 p.m.  
Respectfully submitted,  
Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
SEPTEMBER 3, 2024

The Penn Township Finance Committee convened on Tuesday, September 3, 2024, at 6:31 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were Police Chief Hettinger, Fire Captain Adams, Township Engineer Bortner, WWTP Superintendent Lank, Zoning Officer LeFevre and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 5, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense report through August 31, 2024. The year-to-date revenue is 59.88% of what is budgeted, and expenses are at 45.86%.

2025 PENSION MINIMUM MUNICIPAL OBLIGATIONS: Chairman Brown presented the Minimum Municipal Obligations for the Township's three pension plans. The Non-Uniform Pension Plan, the total is \$224,999.70. For the Firefighter's Pension Plan, the total is \$195,345.78. And for the Police Pension Plan, the amount is \$258,785.14.

2025 BUDGET: Commissioner Heiland reported budgets were received from Public Works and Health and Sanitation, and the Chief is almost finished with his as well. Once all the budgets are ready and the presentations are complete, the Finance Chair and Co-Chair will review them together to ensure we're satisfied before discussing them publicly.

OTHER MATTERS: Budget meetings were set for Tuesday, October 29<sup>th</sup>, and November 13<sup>th</sup>, both beginning at 6 p.m. Commissioner Heiland requested Secretary Sweeney to obtain the projected tax income for 2025.

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

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
OCTOBER 1, 2024

The Penn Township Finance Committee convened on Tuesday, October 1, 2024, at 6:51 p.m. Present were Chairman Brown, Commissioners Baile, Berlingo, Elksnis and Heiland. Also present were WWTP Superintendent Lank, and Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2024, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

GUTHRIE MEMORIAL LIBRARY PRESENTATION: Ms. Elizabeth Baldwin, Library Director, attended the meeting to address the committee. She gave a presentation on the library's programs and emphasized the importance of support from the surrounding municipalities. Ms. Baldwin also expressed her gratitude to the committee for their annual fair share contribution.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense report through September 30, 2024. The year-to-date revenue is 66.71% of what is budgeted, and expenses are at 50.49%.

2025 BUDGET: Commissioner Heiland reported the only area that might need a bit more attention is the administrative budget, as we've had some changes. He will sit down with staff here, especially Manager Sweeney, to review it and ensure we have accurate figures, since it's a significant portion of the budget.

NON-UNIFORM PENSION PLAN: Manager Sweeney reported that it was brought to her attention that there's an issue with the vesting terms in our current non-uniform plan. The contract states that employees are fully vested after five years of service. However, the actual plan requires 2,000 hours of work within a calendar year for vesting to occur. There would be no cost to us to revise the plan to align with the contract language. She stated she is working with the pension consultant and the solicitor to update the plan and ordinance.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:15 p.m.  
Respectfully submitted,  
Donna M. Sweeney, Township Manager



MINUTES  
FINANCE COMMITTEE  
November 5, 2024

The Penn Township Finance Committee convened on Tuesday, November 5, 2024, at 7:00 p.m. Present were Chairman Brown, Commissioners Baile, Fanelli, Elksnis and Heiland. Also present were WWTP Superintendent Lank, Assistant WWTP Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced there was an executive session held on Monday, November 4, 2024, following the Public Works Committee meeting to discuss personnel matters. There will be a finance meeting held on Wednesday, November 13, 2024, beginning at 6:00pm to discuss the 2025 Budget. There will be an executive session this evening following the Health & Sanitation Committee Meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the October 1, 2024, Finance Committee Meeting and the October 29, 2024, Finance Budget Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

SAINT JOSEPH PARISH WAIVER REQUEST: The committee received a request on September 30, 2024 from Saint Joseph Parish seeking a waiver of permit fees for their annual holiday bazaar that will be held Saturday, November 9, 2024. The Committee recommended approving the request.

ANTHONY'S WAY FOUNDATION WAIVER REQUEST: The committee received a request on October 3, 2024, from Anthony's Way Foundation for a waiver of 2023 and 2024 Penn Township Taxes. Gina DeMaria representing the Foundation discussed the tax exemption they received from the County, but Penn Township did not receive the exemption. Commissioner Brown said they will take it under advisement and will vote on it at the Commissioners meeting on Monday, November 18<sup>th</sup>, 2024.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense report through October 31, 2024. The year-to-date revenue is 69.49% of what is budgeted, and expenses are at 60.09%.

2025 BUDGET: Commissioner Heiland discussed the 2025 budget and said they are still working on final numbers for items like insurance, phones, etc. There are no large capital expenses in the budget.

OTHER MATTERS: Tara Kauffman from Guthrie Memorial Library said the library received the Townships donation. Tara explained the Turning Pages recognition program. Each major gifts donor will be prominently recognized in Guthrie Memorial Library with a book cover that

includes the donor's name and/or logo. The book will be on display in the library for the year. During the meeting Tara Kauffman took a picture of Chairman Brown and Commissioner Elksnis with the book to display. Tara announced Elizabeth Baldwin has taken a position with the York County Library System. Matt Perkins has joined the Guthrie Memorial Library to replace Elizabeth and has 29 years of library experience.

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

The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
December 3, 2024

The Penn Township Finance Committee convened on Tuesday, December 3, 2024, at 7:00 p.m. Present were Chairman Brown, Commissioners Baile, Fanelli, Elksnis and Heiland. Also present were WWTP Superintendent Lank, Assistant WWTP Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced there was an executive session held on Monday, December 2, 2024, following the Public Works Committee meeting to discuss personnel matters. There will be an executive session this evening following the Health & Sanitation Committee Meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the November 5, 2024, Finance Committee Meeting and the October 29, 2024, Finance Budget Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Chairman Brown presented the revenue and expense report through November 30, 2024. The year-to-date revenue is 74.39% of what is budgeted, and expenses are at 66.95%.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2025: The Committee reviewed the resolutions for the fees and wages for next year. There is no increase in the fee schedule for 2025. The Committee recommended to add to the Board agenda.

CONSIDER ORDINANCES FOR 2025 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 6:00pm for the months of August, September, and November when all four Committee meetings are held on the same evening. It was announced that there will be no increase in the tax rate for the 7<sup>th</sup> 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 2025: Chairman Brown presented a resolution reducing the Fireman's Pension contribution for the year 2025. 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 contribution. The Committee recommended adopting the resolution.

CONSIDER A REQUEST FOR A WAIVER OF PERMIT FEES: The Committee received a request on October 16, 2024, from the Knights of Columbus for a waiver of permit fees for an annual

holiday banner to be hung at 1454 Baltimore St. The Committee recommended adding it to the Board agenda.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Laura Klinefelter  
Township Secretary

MINUTES  
FINANCE COMMITTEE  
BUDGET MEETING  
OCTOBER 29, 2024

The Penn Township Finance Committee convened on Tuesday, October 29, 2024, at 6 p.m. Present were Chairman Brown, Commissioners Elksnis, and Heiland along with Township Manager Sweeney. Commissioners Baile and Berlingo were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced an executive session held Monday, October 21, 2024, following the Board of Commissioners meeting to consult with counsel regarding legal and personnel matters. Additionally, there will be a special meeting of the Board of Commissioners held on Monday, November 4, 2024, followed by the Public Safety and Public Works Committee meetings.

CITIZEN'S COMMENTS: None.

2025 BUDGET REVIEW: The Committee began by reviewing the revenue section of the general fund budget. The manager will adjust property tax projections, which are expected to increase slightly due to new construction in the township, with more details anticipated in early November. Revenue from Realty Transfer Tax and interest-bearing accounts has risen, while the cable franchise fee has decreased. Additionally, the fire truck lease has concluded and is therefore removed from the budget.

ADMINISTRATION EXPENSE: Wages were discussed, with Commissioner salaries remaining unchanged, while other wages are yet to be finalized. The township is awaiting additional healthcare information, which will be updated once received. Telephone expenses are expected to decrease due to a carrier switch. IT networking services costs have increased, and an adjustment to \$16,000 was proposed. Radio equipment maintenance expenses were removed. The tax collector's wage will increase slightly, while costs for auditing, legal advertising, and printing have been reduced marginally.PUBLIC SAFETY EXPENSE: The Committee reviewed Public Safety expenses and decided to remove the proposed additions of three officers, the ceiling furnace, and the e-bikes. Wages and insurance costs are expected to increase. The Committee suggested seeking grant funding for in-car camera systems for police vehicles. Additionally, the Committee requested further information from the Police Chief on the cost comparison between purchasing a truck and an SUV.

ZONING EXPENSE: The Committee reviewed the Zoning Expenses, wages and insurances will increase as well as a notable increase in inspection expenses.

SOLID WASTE EXPENSE: Wages and Insurance will increase.

PUBLIC WORKS EXPENSE: The Public Works expenses were reviewed in detail, with increases noted in wages and insurance. Proposed purchases include a truck and plow for the Public Works/Sewer Crew Supervisor, as his previous vehicle was sold, and a boom box. Both items will be shared with the Wastewater Treatment Plant (WWTP), and the budget reflects this allocation. Additional planned purchases include an

equipment trailer, a tri-axle dump truck, and a brush chipper, with the majority of the chipper's cost expected to be covered by a 902 grant. The Engineering Department has also proposed purchasing a large-format printer and a copier.

HIGHWAY AID: Highway Aid expenses are currently proposed at \$1,2677,500.

SEWER FUND: Sewer revenue may see a slight increase due to ongoing development within the township, with no major adjustments proposed from 2024 levels. Expenses will cover 50% of the cost for a vehicle and boom box, as outlined under Public Works expenses. Additional information was requested regarding the replacement of a chain-link fence.

FEE RESOLUTION: The Committee held a brief discussion on the fee resolution, with no changes proposed at this time.

OTHER MATTERS: None

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

Respectfully submitted,

Donna M. Sweeney  
Township Manager

MINUTES  
FINANCE COMMITTEE  
Budget Meeting  
November 13, 2024

The Penn Township Finance Committee convened on Wednesday, November 13, 202, at 6 p.m. Present were Chairman Brown, Commissioners Baile, Elksnis, Fanelli and Heiland, along with Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced an executive session was held following the November 5, 2024, Health and Sanitation Committee meeting, additionally there will be one held after the meeting this evening.

CITIZEN'S COMMENTS: None.

2025 BUDGET REVIEW: The Committee reviewed the budget and noted that it is balanced without a tax increase. The Committee discussed a decrease in telephone expenses resulting from the transition to fiber optics with Comcast, as well as increases in property and health insurance costs. Administrative maintenance and repairs have also risen due to the implementation of new office software. It was noted that the new software may result in slight changes to account numbers. A question arose regarding the \$16,000 public utilities expense under the Police budget, which was clarified that this covers all the traffic signals within the Township. Additionally, the ceiling furnace was removed from police expenses. The estimated overtime expense for the Township's firefighters was reduced to fifteen percent but should be much less due to the hiring of a sixteenth firefighter that starts in February. The fire truck has been fully paid off and is no longer an expense. A discussion ensued regarding the \$115,000 expense to Hanover Borough for fire hydrant rentals. The 902 grant awards, published earlier in the day, revealed that Penn Township is receiving \$116,911. Of this amount, \$88,000 will be allocated toward the purchase of a chipper, with the remaining balance used for printing newsletters and purchasing recycling bins.

The budget is complete except for management raises which will be discussed during the executive session after this meeting is adjourned.

The budget will be posted at 20 Wayne Avenue on Monday, December 2<sup>nd</sup>, as well as on the Townships website.

FEE RESOLUTION: It was decided to keep the fee resolution unchanged, noting the cost of trash bags will not increase and will remain at \$6 for 2025. The resolution will be adopted at the December Board of Commissioners meeting.

OTHER MATTERS: None

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

Respectfully submitted,  
Donna M. Sweeney, Township Manager