

MINUTES  
FINANCE COMMITTEE  
JANUARY 5, 2015

The Penn Township Finance Committee convened on Monday, January 5, 2015, at 7:44 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the December 1, 2014 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2014 budget and operating expenses through the end of December. The year to date revenue is 101.88% of what is budgeted and expenses are 92.92%. Assistant Manager Rodgers noted we did end 2014 with a 416K deficit of revenue to expenses in comparison with 2013 when we ended the year with a 221K surplus.

YORK COUNTY ECONOMIC ALLIANCE: The Committee discussed the 2015-2016 agreement previously presented by Darrell Aulterson, President YCEA and Blanda Nace, Sr. Manager YCEA. The Committee requested a counter proposal of a one year agreement with written monthly reports instead of a two year agreement.

FEE RESOLUTION CHANGE: The Committee reviewed the proposed changes to the schedule of fees for permits and services. The Committee recommended approving the changes.

HEIGHTS AVENUE PROPERTY: The Committee reviewed the proposed resolution to authorize the sale of the Heights Avenue property. The Township has received a preliminary decline for the property from the South Western School District with their official notification expected after their next board meeting. The Committee recommended approving the resolution.

SOUTH WESTERN COMMUNITY YARD SALE: The Committee received a request on December 22, 2014 from the South Western Band & Band Boosters for a waiver of the permit fees associated with their annual yard sale being held on April 18, 2015. The Committee recommended approving the request.

DEPUTY TAX COLLECTOR: Assistant Manager Rodgers reported South West has still not approved a Deputy Tax Collector. The Committee also declined the request to approve a Deputy Tax Collector.

YATB REPRESENTATION: Assistant Manager Rodgers discussed the appointment of the Township's representation with the York Area Tax Bureau. The Committee endorsed re-appointing Assistant Manager Rodgers as the Township's representative with Commissioner Heilman as the alternate.

COMPUTERS, BUILDING SECURITY AND PAINTING: Assistant Manager Rodgers updated the Committee on the status of municipal computers. The majority of the new desktops have been installed and email is currently being worked on. The contractors have begun running cable for the building security with a tentative completion date of January 15<sup>th</sup>. Painting will be completed in-house if possible after the union contracts have been established.

OTHER: Assistant Manager Rodgers reminded the Committee of the annual audit scheduled for the week of January 12, 2015.

The meeting adjourned at 8:08 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 2, 2015

The Penn Township Finance Committee convened on Monday, February 2, 2015, at 7:26 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Police Chief Laughlin, Fire Chief Cromer, Assistant Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the January 5, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Assistant Manager Rodgers reported on the 2015 budget and operating expenses through the end of January. The year to date revenue is 4.16% of what is budgeted and expenses are 6.49%. Assistant Manager Rodgers noted the real estate tax for prior year was over budget due to the Tax Collector writing a check on December 31, 2014 and holding it until January 6, 2015. She also reported the current budget is running below the 2014 budget by approximately \$60,000.

AQUAPHOENIX: Assistant Manager Rodgers received a request from GHI in reference to the Aquaphoenix Scientific Land Development Plan. The application fee had been previously paid and the plan approved. The plan was unable to obtain the necessary sign-off signatures from Met-Ed and was not recorded in a timely manner. The plan has to be resubmitted. GHI submitted a minimum of the application fee and requested a waiver of the remaining balance. The Committee declined to waive the remainder of the application fee.

GHD FEE REVIEW: Assistant Manager Rodgers received the 2015 Fee Schedule from GHD. A discussion was held regarding the increase in costs associated with the Township projects over the years. The Committee requested a listing of GHD charges to review.

HANOVER EXCHANGE CLUB: The Committee received a request dated January 30, 2015 from the Hanover Exchange Club requesting a waiver of the sign permit fees to advertise the Builders Home and Garden Show being held on March 12<sup>th</sup> through March 14, 2015 and their Comedy and Magic Show to be held April 10, 2015. The Committee recommended approving the request.

ST. JOSEPH'S PARISH: The Committee received a request dated January 9, 2015 from St. Joseph's Parish for waivers of the fees associated with their yard sale to be held on March 7, 2015. The funds will be used for a scholarship fund. The Committee recommended approving the request.

5 YEAR CAPITAL IMPROVEMENT PLANS: Assistant Manager Rodgers submitted updated Public Works, Police, Sewer and Administrative 5 year capital improvement plans to the Committee for review.

SECRETARY/TREASURER: Assistant Manager Rodgers reminded the Committee the need to appoint a Township Secretary and Treasurer upon the retirement of the current Township Manager. There was a discussion pertaining to the auditor's recommendation of balancing the bank accounts. The Committee suggested checking with the auditors and other municipalities before submitting proposed appointments.

The meeting adjourned at 7:52 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
MARCH 2, 2015

The Penn Township Finance Committee convened on Monday, March 2, 2015, at 7:22 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Police Chief Laughlin, Fire Chief Cromer, Township Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the February 2, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of February. The year to date revenue is 9.18% of what is budgeted and expenses are 13.67%. Manager Rodgers noted the general fund was down to only \$400k with the February 19<sup>th</sup> payroll. It has since been rectified with the February earned income tax deposit. She also mentioned the South Hanover Shopping Center has been sold and the realty transfer tax for that property should be deposited next month. The Committee discussed the possibility of obtaining a line of credit.

HANOVER LIONS CLUB: The Committee received a request dated February 26, 2015 from the Hanover Lions Club for a waiver of the sign permit fee associated with their annual Chicken Barbeque being held on May 16, 2015. The Committee recommended approving their request.

ACCESS SYSTEM: Manager Rodgers updated the Committee on the status of the door access and computer upgrade. All doors with the exception of one entrance are currently active. There is a list of minor installation and programming items that still need to be addressed. The computer upgrades are completed, seven additional hours have been purchased and reserved for the next 365 days in case any issues arise.

CABLE FRANCHISE AUDIT: Manager Rodgers reminded the Committee about the Cable Franchise Fee Audit Service available by the Cohen Law Group through the York County Municipal Administrators Association. We are currently in our 3<sup>rd</sup> year of our 10 year agreement with Comcast. The fee for the audit is \$3,900. The Committee recommended approving the audit.

LIGHTING UPGRADE: The Commissioners proposed looking into lighting upgrades at the municipal building and other areas. A request was made to contact Met-Ed for an energy study and possible energy upgrade grants.

The meeting adjourned at 7:35 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
APRIL 6, 2015

The Penn Township Finance Committee convened on Monday, April 6, 2015, at 7:58 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Police Chief Laughlin, Fire Chief Cromer, Township Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the March 2, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

YORK COUNTY ECONOMIC ALLIANCE: Blanda Nace, Sr. Manager YCEA presented a quarterly update to the Committee. He reviewed the YCEA Business Expansion and Retention Program and provided insights and updates on the Regional Economic Plan.

APIO LERTA REQUEST: Jason Frost, Plant Manager APIO, Kenetha Hansen and Blanda Nace of the YCEA were present to request approval for a public hearing to begin the process of being considered for the Local Economic Revitalization Tax Assistance (LERTA). APIO is considering a large plant expansion which would also increase employment. The Committee recommended conducting a public hearing at the May 18<sup>th</sup> meeting and advertising the ordinance in anticipation of adoption.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of March. The year to date revenue is 19.61% of what is budgeted and expenses are 19.84%. Manager Rodgers noted the tax revenue was low because the tax collector was off for two weeks and the March revenue checks were not received until April to be deposited.

JEFFERSON CARNIVAL: The Committee received a request dated March 10, 2015 from the Jefferson Carnival Committee requesting a waiver of the sign permit fee to advertise the annual carnival being held July 13<sup>th</sup> through July 18, 2015. The Committee recommended approving their request.

FRATERNAL ORDER OF EAGLES #1406: The Committee received a request dated March 16, 2015 from the Fraternal Order of Eagles for a waiver of sign permit fees for their Family Fun Day being held May 2, 2015. The proceeds will be given to charity. The Committee recommended approving their request.

CHARLES AVENUE WAIVER: Ashley Moore was present to request a waiver for the zoning hearing board fees for her property on 120 Charles Avenue. The Committee explained the fees cover the Township's legal and advertising costs associated with

each case and was unable to approve her request.

HANOVER DUTCH FESTIVAL: The Committee received a request dated March 26, 2015 from the Hanover Area Chamber of Commerce for a waiver of sign permit fees to advertise the Hanover Dutch Festival being held July 25, 2015. The Committee recommended approving their request.

MASON-DIXON CREDO: The Committee received a request dated March 29, 2015 from the Mason-Dixon Credo for a waiver of sign permit fee to advertise their Penn Grove Retreat Center. The Committee recommended approving their request.

CODE BOOKS: Manager Rodgers informed the Committee she has received the revised Township Code Books. The ordinance to adopt will need to be reviewed and sent to our solicitor.

PENSION ORDINANCE: Manager Rodgers informed the Committee the Police Pension Ordinance has been revised to include the drop and is currently being reviewed.

LIGHTING UPGRADE: Manager Rodgers has asked Paragon to assist in the review of the lighting in the municipal building including applying for available rebate programs. They are currently comparing T8/T12 lights to LED lighting hoping to save on additional costs.

TOWNSHIP AUDIT REPORT: Manager Rodgers had copies of the Township's annual audit conducted by Rager, Lehman and Houck available for the Committee to review.

The meeting adjourned at 8:39 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant



MINUTES  
FINANCE COMMITTEE  
MAY 4, 2015

The Penn Township Finance Committee convened on Monday, May 4, 2015, at 7:41 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Police Chief Laughlin, Fire Chief Cromer, Township Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the April 6, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of April. The year to date revenue is 61.00% of what is budgeted and expenses are 26.50%. Manager Rodgers noted the real estate tax revenue may be low due to the tax collector's office hours. PNC Bank has changed our account fee charges from monthly to yearly. They would also be able to give the Township a Line of Credit with proper DCED approval. Manager Rodgers also made the Committee aware the Comcast audit by the Cohen Law Group has started.

CODORUS BLAST: The Committee received a request dated April 24, 2015 from the Friends of Codorus State Park requesting a waiver of the permit fees to advertise their annual blast being held June 19<sup>th</sup> through June 21, 2015. The Committee recommended approving their request.

SOUTHWESTERN HIGH SCHOOL CHEERLEADERS: The Committee received a request dated April 15, 2015 from the Southwestern High School Cheerleaders for a waiver of the permit fees for their Community Shopping Day being held May 30, 2015. The Committee recommended approving their request.

POLICE PENSION ORDINANCE: Manager Rodgers reviewed the changes to the police pension ordinance which include qualifying participant contributions, eliminating a monthly service increment for each complete year of service, adding a drop program and eliminating a killed in service benefit. The Committee recommended approving the ordinance.

DISPOSITION OF PROPERTY: Manager Rodgers reviewed the resolutions to advertise the public sale of the 1995 International Dump Truck and declaring the bidder of the Heights Avenue property in default, cashing the bid bond and re-advertising the property for sale. The Committee recommended approving the resolutions.

MUMMERT TAX LIEN: Manager Rodgers updated the Committee about the Mummert property sale notice. After confirming with the Solicitor, the Township has no basis to challenge the sale but may appear at the sale if we are interested in buying the property. The Committee would like to know if there is a reserve on the property.

OTHER MATTERS: Manager Rodgers reminded the Committee about the public LERTA hearing and subsequent ordinance adoption during the Board of Commissioners meeting on May 18, 2015.

The meeting adjourned at 7:55 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
JUNE 1, 2015

The Penn Township Finance Committee convened on Monday, June 1, 2015, at 8:11 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Fire Chief Cromer, Township Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the May 4, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of May. The year to date revenue is 69.71% of what is budgeted and expenses are 32.41%. Manager Rodgers noted earned income peaks at the end of each quarter and she anticipates sewer revenue to increase slightly after the delinquent payments are deposited.

ST. JOSEPH'S PARISH: The Committee received a request dated April 26, 2015 from St. Joseph's Parish for a waiver of the permit fees associated with their annual yard sale being held August 22, 2015. The Committee recommended approving their request.

GRACE UNITED METHODIST CHURCH: The Committee received a request dated May 26, 2015 from Grace United Methodist Church for a waiver of the permit fees for their annual retreat. The Committee recommended approving their request.

FIREFIGHTER PENSION ORDINANCE: Manager Rodgers reviewed the changes to the firefighter pension ordinance which include modifying participant contributions and amending the retirement benefit calculations. The Committee recommended approving the ordinance.

RECREATION BANK ACCOUNTS: Manager Rodgers reviewed the resolution to eliminate the three recreation bank accounts and consolidate them into one new account at PNC Bank. The Committee recommended approving the resolution.

The meeting adjourned at 8:19 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
JULY 6, 2015

The Penn Township Finance Committee convened on Monday, July 6, 2015, at 7:28 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Police Lieutenant Hettinger, Fire Chief Cromer, Township Manager Rodgers and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the June 1, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of June. The year to date revenue is 77.27% of what is budgeted and expenses are 39.28%. Manager Rodgers noted the realty transfer income has increased due to several commercial properties being sold within the Township. Expenses for 2015 are in-line with the last three years.

HEIGHTS AVENUE PROPERTY: Manager Rodgers reviewed the procedure after receiving no bids on the Heights Avenue property. The Township must advertise for bids a second time. If no bids are received after the second request, then the Township may negotiate privately with a real estate agent to list the property. The Committee recommended rebidding the Heights Avenue.

LIGHTING UPGRADE: Manager Rodgers reported Paragon Engineering Services has begun creating a lighting design for the municipal and police department facilities. During a recent walk-through, the engineers noted the ceilings will not hold the upgraded fixtures. Manager Rodgers requested the possible ceiling repair be included as a line item in the proposal.

The meeting adjourned at 7:38 p.m.

Respectfully Submitted,  
Melissa A. Miller  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
AUGUST 3, 2015

The Penn Township Finance Committee convened on Monday, August 3, 2015, at 7:06 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, and Felix. Commissioner Goldsmith was absent with notice. Also present were Police Chief Laughlin, Township Manager Rodgers, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan, Zoning Officer Swanner and Administrative Assistant Miller. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the July 6, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of July. The year to date revenue is 82.10% of what is budgeted and expenses are 46.83%. Manager Rodgers noted the fire inspection revenue is low due to the fire billing system being down. This will be resolved once the system is corrected. Manager Rodgers attended the recent quarterly tax collection committee meeting and noted they are trying to educate new residents about PA taxes. They have provided the Township flyers to hand out which we will be giving to all new residents that sign up for sewer and/or get a recycling bin. In addition we are forwarding the York Adams Tax Bureau all of our realty transfers and sewer applications. It was noted that several properties were transferred at Hillside Medical Center.

2016 BUDGET PREPARATION: Manager Rodgers reported she has begun preparing the 2016 baseline budget. The Committee requested creating a budget based on each department's need to operate. A separate listing of what the department would like to have will be available for review but not included in the budget. The Committee will then decide what to add to the budget.

PTVES WAIVER REQUEST: The Committee received a request dated July 30, 2015 from the Penn Township Volunteer Emergency Services for a waiver of the permit fees associated with a yard sale for August 29, 2015 and a yard sale and chicken barbeque on September 26, 2015. The Committee recommended approving their request.

CREDIT CARD INQUIRY: Manager Rodgers reported the office is experiencing an increase in the number of requests to pay by credit card. The Committee recommended looking into costs associated with establishing a system to pay by credit card and asked the office to keep a list to monitor the requests.

Manager Rodgers has also received requests from the department heads for a Township credit card. Our current card is in the Township Manager's name and at times causes purchasing difficulties when another department uses the card. The Committee asked Manager Rodgers to review each department's needs for a credit card and the procedure for obtaining additional cards.

The meeting adjourned at 7:18 p.m.

Respectfully Submitted,

Kristina Rodgers  
Township Manager

MINUTES  
FINANCE COMMITTEE  
SEPTEMBER 1, 2015

The Penn Township Finance Committee convened on Tuesday, September 1, 2015 at 7:12 p.m. following the Public Safety Committee meeting. Present were Chairman Heilman, Commissioners Klunk, Felix, Goldsmith and Prieber. Also present were Police Chief Laughlin, Fire Chief Cromer, Township Manager Rodgers, WWTP Superintendent Mahone, Township Engineer Bortner, Highway Foreman Mahan, Zoning Officer Swanner and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the August 3, 2015 Finance Committee meeting were approved as submitted.

CITIZENS COMMENTS: None.

YORK COUNTY ECONOMIC ALLIANCE UPDATE: Blanda Nace, YCEA, gave an update on activities and shared the Township and Hanover Borough Community Profile. Mr. Nace suggested that a copy of this be placed on the Township website as this information is often requested by real estate agents and citizens interested in relocating to the area. Mr. Nace reviewed the Apio Economic Impact Analysis and thanked the Township for their participation. Mr. Nace shared a confidential list of YCEA Business Retention and Expansion contacts and prospect activity for the 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2015.

2015 BUDGET & OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through the end of August. The year to date revenue is 88.33% of what is budgeted and expenses are 53.17%. Manager Rodgers noted that the budget is in excellent condition but raised concerns about the receipt of state funds. Pension aid and liquid fuels could be affected if the State Budget is not approved before 2016. Commissioner Heilman raised questions concerning cash flow being affected and recommended seeking a Letter of Credit from the bank. Manager Rodgers stated that she will not make the Pension payment until December if the state funds are not received.

2016 MMO: Manger Rodgers reported that the MMOs for 2016 have been prepared and need to be adopted by the end of September. Manager Rodgers reported the Non-Uniform MMO requirement to be \$178, 229.92. The Police MMO is \$630,674.22 based on the fact that the amortization is \$416,000 for 20 police officers. The Fire MMO is \$184,641.62. Manger Rodgers noted that the police officers are contributing the maximum 5% and the fire fighters will be at 1.5% next year. Commissioner Heilman

recommended contacting Katie Klunk to discuss investigation of the methodology used to obtain the pension numbers. He noted that the amount currently required will be unsustainable by the tax payers in the future.

REQUEST FROM GRACE UNITED METHODIST CHURCH: The Committee received a request dated August 18, 2015 from the Grace United Methodist Church for a waiver of signage fees associated with a Christmas Bazaar on November 21, 2015. The Committee recommended approval of the request.

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Kristina Rodgers  
Township Manager



MINUTES  
FINANCE COMMITTEE  
OCTOBER 5, 2015

The Penn Township Finance Committee convened on Monday, October 5, 2015 at 7:14 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Felix, Goldsmith and Prieber. Also present were Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the September 1, 2015 Finance Committee meeting were approved as submitted.

CITIZENS COMMENTS: None.

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expense through October 1, 2015. It was necessary to report through October 1<sup>st</sup> to include the pension payments which were made on that date. The year to date revenue is 97% of what is budgeted and expenses are 70%. These expenses include the MMO so most of the remaining expense for 2015 will consist of payroll, which will be larger in December due to longevity payments. Manager Rodgers reported that the delinquent tax will be higher than the \$106,000 budgeted. The Township has made two payments on the Cable Franchise Audit and will not make the third until the audit is complete. Manager Rodgers is expecting additional revenue from this audit which will not be seen until 2016. Commissioner Heilman asked for clarification on this audit. Manager Rodgers explained that Penn Township is reviewing a list of all addresses that the cable company shows in Penn Township and adding any that are missing, particularly addresses in new developments.

ST. JOSEPH PARISH: Manager Rodgers read a request dated September 11, 2015 from St. Joseph Parish to waive permit fees, totaling \$97, associated with a Christmas Bazaar to be held on Saturday, November 14, 2015. Commissioner Prieber asked if they would be the same signs as are placed every year. Manager Rodgers confirmed that one would be placed on Baltimore St. at the corner and the remaining three would be on Parish property. The Committee recommended approving the request

2016 BUDGET REVIEW: Chairman Heilman reported that in May of this year he asked Manger Rodgers to change the way the budget was being prepared. Rather than including all items and coming in a million dollars over, he instructed Manager Rodgers to prepare a budget reflecting the essential expenses and additional items will be reviewed separately. Chairman Heilman stated that the budget may be balanced; however, this does not mean it is healthy. Any desired items will be reviewed and added back in to the budget by Board action. Reserve funds and additional equipment or staffing funds will either require a tax increase or a like amount reduction in the draft budget. The initial budget includes amounts negotiated with the Union, including the AFSCME contract's 3.5% increase for 2016, the fire department's 3% increase and the Police Department's 3.25% increase. Reality transfers are up by \$207,000 due to major moves. Other revenue sources are up such as delinquent taxes. The cable

franchise fees are up by \$50,000. These are one time increases that cannot be assumed for next year. Without a tax increase the budget could potentially be out of balance by \$750,000.

Manager Rodgers reviewed the following items in the 2016 draft budget:

Under Administration there are no wage increases shown for the Manger or Administrative Assistant. The amount is reduced from last year due to Mr. Garvick's retirement and the expense associated with that. A 10% increase was assumed for health insurance; however, this is not guaranteed. The increase in general expense is offset in wages due to the hiring of a temporary employee. Total Admin budget only went up slightly, which was due to the increases in the Engineering Department, which will be reviewed at a later date.

Under Police a 2% increase for the Chief and the Lieutenant are budgeted. The crossing guard budget is half of previous years as the Township has informed South Western School District we will no longer share the costs. The budget shows four ballistic duty vests and \$6,000 for active shooter training. The budget shows six Taser holsters, portable radio repair, portable radio batteries/chargers, and a Glock 23 pistol to replace one in the armory. Over all there is a \$24,000 increase over 2015.

Manger Rodgers reported that the Fire Department shows no increase for the Fire Chief. The Fire numbers are within reason compared to 2015.

Manger Rodgers reported that Emergency Management requested \$5,000 for an Emergency Management Center.

Manger Rodgers reported that Protective Inspection and Zoning reflects an increase for Mr. Brady to perform inspections if needed in the summer. A new vehicle is requested for Zoning Officer Swanner. There is \$25,000 in the budget for the Zoning Ordinance update, which will be discussed further during the Public Works meeting. Commissioner Klunk asked for more details on the Emergency Management Operations Center. Manger Rodgers stated that the Volunteer Fire Department did not want the Risk Management Officer in their station. Chief Cromer added that the former Emergency Management Coordinator did not want to share an office which could not be accommodated, but the Volunteers never denied access to the building. Discussion ensued concerning the best place to house an Emergency Management Station. It was decided to have further conversation at a later date.

Library contribution is half of what the library requested and is line with what the Township has been giving.

Manager Rodgers reported that the Township owes about \$88,000 in debt service payments for 2015.

Manger Rodgers reported that the contingency is \$538,000 which will make it difficult to meet eight payrolls in 2017 before tax money comes in.

Chairman Heilman stated that all combined, Penn Township operates at a \$10.5 million budget.

Pension Board: Commissioner Klunk reported that he and Commissioner Heilman attended the Pension Board Meeting. Commissioner Klunk shared his concern with the amortization of the pension funds. Chairman Heilman wants to understand who is deciding what the amortization schedule should be as the formula calculation doesn't make sense to him.

OTHER MATTERS: Commissioner Klunk asked about an email concerning \$269 in Chamber of Commerce fees that are due and wanted to know what the Township is getting out of the Chamber of

Commerce Membership. Manger Rodgers reported that the Township has historically not participated in Chamber activities that would give a reduced fee.

Commissioner Klunk raised concerns about the Dempsey bill. Manger Rodgers will research the contract and determine whether or not money could be saved by purchasing and cleaning our own rugs.

Chief Laughlin reported that the Marathon race on October 4, 2015 went very well and numerous runners complimented Penn Township's section of the Rail Trail. Traffic was not affected in any way.

JOINT FIRE MEETING: Commissioner Heilman asked to schedule a public meeting with Fire Chief Cromer and the Board of Commissioners concerning the merger of Hanover Borough and Penn Township fire departments. The meeting was set for Tuesday, October 20, 2015 at 7:00 p.m.

An Executive Session will follow the Finance Committee Meeting to discuss a personnel issue.

The meeting was adjourned at 8:02 p.m.

Respectfully Submitted,

Angela Hallett  
Administrative Assistant

MINUTES  
FINANCE COMMITTEE  
NOVEMBER 2, 2015

The Penn Township Finance Committee convened on Monday, October 3, 2015 at 7:22 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Felix, Goldsmith, Klunk and Prieber. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes from the October 5, 2015 Finance Committee meeting were approved as submitted.

CITIZENS COMMENTS: None

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expenses through October 31, 2015. The year to date revenue is 100.94% of what is budgeted and the expenses are 75.47%. All of the big line items with the exception of longevity and holiday pay have been paid, which leaves no large expenses through the end of the year. Realty Transfer continues to see an increase and Manager Rodgers expects to see another large transfer in November for the LT Timber property. Earned income should come in at 100% if not higher for 2015. Cable Franchise is over the budgeted amount and this does not take into account the audit. Recyclable materials revenue is still low and this is expected to get worse with the no revenue for electronics. Everybody is in line on expenses for this time of year. Manger Rodgers stated that \$75,000.00 more in realty transfer is budgeted in 2016 and Commissioner Heilman felt that was reasonable.

RESOLUTION APPOINTING AUDITOR: Manager Rodgers reported on the resolution to appoint the auditor, which is based on the agreement signed last year for three years. There may be additional expenses depending on when Center Street is completed and if an audit needs to be done for the grant money. The cost of the auditor was \$25,200 for the 2014 audit and will be \$25,900 for the 2015 audit. This amount was budgeted in the 2016 draft budget.

MASON DIXON CREDO WAIVER REQUEST: Manger Rodgers read a request dated October 15, 2015 from Mason Dixon Credo to waive permit fees, totaling \$42, associated with temporary signs being placed between November 4, 2015 and November 8, 2015. The committee recommended approving the request.

HANOVER WEST MANHEIM LIONS CLUB WAIVER REQUEST: Manager Rodgers read a request dated October 7, 2015 from Hanover West Manheim Township Lions Club requesting a waiver of fees associated with their annual Christmas Tree sale to begin on November 21, 2015. The Board recommended approval.

YORK COUNTY ECONOMIC ALLIANCE PROPOSAL: Manager Rodgers read a proposal dated October 21, 2015 requesting a two year contract for 2016 and 2017 at \$25,000 per year from the York

County Economic Alliance. This is a \$3000 decrease from what was paid in 2015. Manager Rodgers shared that YCEA is required to represent us due to their funding from York County and there has been no additional representation to show for the \$28,000 that was paid. Commissioners Klunk and Prieber shared the concern that the Township is not seeing a benefit from the money spent. Commissioners Heilman and Felix noted that YCEA has done a lot of work in downtown Hanover but nothing notable in Penn Township. Commissioner Heilman asked Manager Rodgers if she has seen a value in the contract with YCEA and she responded that she has not.

2016 BUDGET REVIEW: Commissioner Heilman asked what dates are available for a budget discussion. He stated that the discussion may not need to be as long as in previous years due to the draft budget being balanced. Commissioner Klunk asked about the carryover funds. Manager Rodgers responded that we will carry \$1.5 million from 2015; however, the carryover for 2016 is very low. Manger Rodgers reported that the bank is working on approving the Line of Credit that was requested. The best option available is a taxable fixed rate line. Commissioner Heilman requested that Manager Rodgers seek daily interest if possible. Commissioner Klunk expressed concern with the cost of insurance for 2016. Manager Rodgers said the rates have not come in yet, but they are expected any day. Commissioner Heilman asked if the budget discussion meeting could be set for Tuesday, December 1, 2015 at 6:30. This meeting time was agreed upon by the Board. Commissioner Heilman stated that he will not be present for the December 21, 2015 Board of Commissioners meeting.

LIGHTING DESIGN: Manager Rodgers reported on the LED Lighting Design. She asked if the Board would like to proceed with putting the project out to bid. She will need to speak with Mr. Baumgardner about getting a bid package ready if we are going to proceed. Commissioner Heilman asked that Manager Rodgers prepare for tomorrow evening an estimated cost for having Mr. Baumgardner prepare a bid package. Manager Rodgers is concerned that the MetEd rebates are expiring. Commissioner Heilman asked that how long it will take to recuperate the money for installing the lighting, especially if all of the rebates have expired. Commissioner Klunk suggested that waiting until 2016 may allow for new rebates to become available.

CITIZENS COMMENTS: Ray Van de Castle asked if the lack of a state budget has affected the Township. Manager Rodgers responded that it has not. State Aid Pension and PURTA have been received. There is some concern about funds from the 902 Grant. Notification was received two weeks ago and it normally takes six to eight weeks from the notification date until the money is received. Manger Rodgers explained what the 902 Grant is for. Commissioner Klunk stated that the Highway Aid funds are about \$400,000 and will be the next major payment from the State. If this is delayed there will be problems completing any road work.

The meeting was adjourned at 7:58 P.M.

Respectfully Submitted,

Angela M. Hallett  
Administrative Assistant

PENN TOWNSHIP  
FINANCE COMMITTEE  
DECEMBER 1, 2015

The Penn Township Finance Committee convened on Tuesday, December 1, 2015 at 6:30 P.M. Present were Chairman Heilman and Commissioners Felix, Goldsmith, Klunk and Prieber. Also present were Township Manager Rodgers, Engineer Bortner, Highway Foreman Mahan, Commissioner Elect Ray Van de Castle, Assistant to the Engineer Garrett and Administrative Assistant Hallett. The committee convened for the sole purpose of discussing and reviewing the 2016 budget.

Manager Rodgers began by reviewing changes made to the 2016 proposed budget since the last finance committee meeting. The carryover amount was updated to \$1,580,000 and the contingency to \$902,954. There have been no changes to the expenses as previously shown. The revenues have been adjusted, some slightly up and others slightly down. The real estate rate is 98% of what was certified by York County at their November Board of Commissioners meeting. The budget does not show a tax increase at this time. The cable franchise audit has been forwarded to Comcast and we are waiting on a response from them. It will most be in the spring of 2016 that we receive the results. At this time there is nothing showing for Fire Chief reimbursement, but we may see some additional money for this in 2016. Pavilion and field rentals show revenue of \$9,000 in 2016, which is about \$300 less than the current year and \$3,000 less than what was budgeted. The loss in revenue was offset by a decrease in expense of upkeep on the ballfields. The budget shows an increase in wages for AFSCME, firefighters, and patrolmen as well as the Police Chief and Lieutenant. No other management employees reflect a wage increase.

Commissioner Heilman asked if any changes had been made to expenditures. Manager Rodgers responded that there were no changes. She shared that the workman's compensation cost has not been updated in the proposed budget because the contract has not been signed yet. The increase will be around \$25,000. The increase in health insurance is reflected in the budget. The estimated cost increase of 10% was higher than the actual increase of 7%. The savings is reflected in the contingency. Commissioner Heilman commented that if and when management raises are considered these funds can be applied towards that expense.

Commissioner Heilman raised concern that the realty transfer tax was double the normal amount in 2015 and may not be as high in 2016. He recommended a tenth of a mill increase in taxes.

Commissioner Klunk asked to review the list of additional requested items from each department. Commissioner Heilman asked how much money the Township spent renting a roller. Engineer Bortner stated that the roller was added to the additional items list in case grant money became available to make the purchase. He would not recommend making the purchase through general funds.

Manager Rodgers recommended putting \$65,000 in to the fire rescue reserve fund. She raised concern about the Volunteers not being able to make a mortgage

payment in 2016 and wanted the extra money in the event that the Township needs to make a payment on their behalf. She also shared that the budget only shows one additional police officer for 2016. If two are hired in July, the budgeted amount will be sufficient, if one is hired in January and a second in July, there will not be enough money. Commissioner Heilman would like to discuss the hiring of a police officer during an executive session.

Commissioner Heilman discussed additional chairs and blinds for the police department. The amount requested is small and could be taken from miscellaneous equipment and supplies if it's a priority.

The committee discussed the recreation budget. Manager Rodgers reported that two proposals were previously received for the recreation plan and both were over \$30,000. The creative playground is twenty years old and is becoming difficult to maintain. Highway Foreman Mahan commented that the wood is rotting, chains are breaking, and there is a big dip indicating that the braces are damaged. The playground is being used year round also due to the housing development's close proximity more people are using the equipment over all. Highway Foreman Mahan recommended not purchasing wood equipment in the future.

Commissioner Heilman asked Engineer Bortner to elaborate on his request for a John Deere tractor. Engineer Bortner shared that currently a 6320 John Deere mower is being used. It has agricultural tires that are cleated and they causes damage to the grass when it's wet. The areas affected include all township property being mowed with the flex wing mower and several right of ways. The 6320 is a 2005 model and is getting older, but still works. No other tires are available for this mower. Engineer Bortner stated that the tractor does the work, but creates a level of service issue. Commissioner Klunk asked whether the tractor or the roller is a higher priority. Engineer Bortner responded that the tractor is higher on the list. Commissioners Klunk and Prieber are in favor of purchasing the tractor as long as the purchase doesn't lead to a tax increase. Commissioner Heilman asked if the tractor is a purchase that is absolutely necessary. Engineer Bortner said that they can continue to use the 6320 as long as no one is bothered by the cleats being left in the grass. Commissioner Prieber suggested the committee wait and make a decision later in 2016 after seeing if there are any unexpected revenue or expense changes in the budget.

Commissioner Heilman would like to see money going into the fire reserve but will wait until next year to make a decision.

Commissioner Felix discussed his thoughts on a tax increase. After borrowing \$2,000,000.00 in 2015 he feels that it would be wise to increase the contingency for 2016 through a tax increase. At this time there are not enough votes to pass a tax increase. There is no need for an additional meeting at this time and the budget will be voted on at the December Board of Commissioners meeting. Commissioner Heilman shared that he will not be present at the December 21, 2015 Board of Commissioners meeting.

The meeting was adjourned at 7:05 P.M.

Respectfully submitted,

Angela Hallett  
Administrative Assistant



MINUTES  
FINANCE COMMITTEE  
DECEMBER 7, 2015

The Penn Township Finance Committee convened on Monday, December 7, 2015 at 7:22 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Goldsmith and Felix. Commissioner Prieber was absent with notice. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Commissioner Elect Brown, Commissioner Elect Van de Castle, and Administrative Assistant Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the November 2, 2015 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

2015 BUDGET AND OPERATING EXPENSE REPORT: Manager Rodgers reported on the 2015 budget and operating expense report through the end of November. The year to date revenue is 106.70% of what is budgeted and expenses are 81.69%. Realty transfers, earned income, and LST all look good. Commissioner Heilman commented that the fire department will probably end the year over budget. Manager Rodgers stated that the department is over budget because the contract wage increase was not included in the budget due to the contract being signed after the budget was enacted. Solid waste is a little higher than what was expected due to an employee being on workers comp which is causing overtime.

CONSIDER AMENDING PERMIT FEE RESOLUTION: Manager Rodgers recommended changing the fees for sewer enforcement officer. They increased quite a bit over last year. The permit fee total was changed from \$790 to \$900 along with other prices that go along with that. Manager Rodgers reported that Tax Collector Little requested that the Tax Certification fee be increased. Commissioner Heilman suggested that the Township get quotes prior to the 2017 budget year to see if lower prices are available on sewer fees. Manager Rodgers pointed out that the Township does not have a lot of on-site septic systems and we only see an average of two permits per year.

CONSIDER INSURANCE RENEWALS: Manger Rodgers reported that the health insurance renewal shows a 7% increase over the current year. Workman's Comp increased by \$25,000 due to three claims this year that averaged six month each. Workman's Comp paid out about \$58,000 in wages and medical expenses were in addition to that. Commissioner Heilman asked if any major health insurance claims were made this year. Manager Rodgers responded that as an organization under one hundred employees we are unable to request claim information due to HIPPA.

CONSIDER DISPOSAL OF PUBLIC WORKS EQUIPMENT: Manager Rodgers reported that there are about ten pieces of equipment that Engineer Bortner would like to sell. The equipment is sitting on a trailer and will need to be moved inside for storage if it will not be sold soon. Commissioner Klunk commented that it may be a good time of year to sell the snow plows. The Committee recommended selling the equipment.

CONSIDER APPOINTING VOTING AND ALTERNATE REPRESENTATIVE TO TAX COLLECTION COMMITTEE: Manager Rodgers reported that at this time former Manager Garvick and she are listed as the voting representatives. The tax collection committee is having a hard time reaching the necessary quorum of twenty-eight and has requested that a voting and alternate member be appointed. Commissioner Heilman asked if the Township Secretary would be willing to serve as alternate. Administrative Assistant Hallett agreed to serve.

2016 BUDGET: Manager Rodgers reported that she will review the budget numbers one final time after deposits are made on December 8, 2015. Commissioner Heilman commented that he still sees a need for a tenth of a mill increase in taxes; however, he is in the minority. Commissioner Klunk asked if money will be given to The Hanover Borough in 2016 for the baseball/softball program. Commissioner Heilman suggested that the money not be given unless the Borough asks for it at which time the Board of Commissioners can review the request.

CAP COG: Manager Rodgers reported that the COG is made up of municipalities from three counties. Engineer Bortner is running into problems when he needs items that Penn Township is not currently bidding and we are getting close to the bidding threshold. Hanover Borough was not interested in bidding some of these items with Penn. The COG will cost \$375 per quarter or \$1500 per year and can be joined at any time. Commissioner Klunk recommended that we wait and see whether or not Hanover Borough wants to joint bid before joining the COG.

OTHER MATTERS: Commissioner Klunk asked whether or not we are moving forward with the lighting project at this time. Manager Rodgers reported that rebates are still available but they are dwindling the longer we wait. Commissioner Heilman believes we should move forward and Commissioner Felix agreed.

The meeting was adjourned at 7:43 P.M.

Respectfully submitted,

Angela M. Hallett  
Administrative Assistant.