

MINUTES
FINANCE COMMITTEE
JANUARY 7, 2019

The Penn Township Finance Committee convened on January 7, 2019 at 7:57 p.m. following the Public Works Committee meeting. Present were Commissioners Klunk, Brown, Heiland, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clousher, Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary McMaster. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the December 4, 2018 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2018 REVENUE AND EXPENSE REPORT: Manager Rodgers reviewed the final revenue and expense report for 2018.

SOUTH WESTERN SCHOOL DISTRICT WAIVER: The Committee received a request dated November 15, 2018 from South Western School District Maintenance and Operations for a waiver of land development plan fees for the middle school land development plan. After some discussion, the Committee recommended denying the request.

FEE RESOLUTION: The Committee reviewed the fee resolution and will update it based upon the change to a third party inspector starting January 7, 2019.

OTHER MATTERS: None.

The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 5, 2019

The Penn Township Finance Committee convened on February 5, 2019 at 7:00 p.m. Present were Commissioners Klunk, Brown, Heiland, and Van de Castle. Also present were Township Manager Rodgers and WWTP Superintendent Mahone. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: An executive session was held following the Public Works Committee meeting on February 4, 2019.

APPROVAL OF THE MINUTES: The minutes of the January 7, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers reviewed the revenue and expense report for 2019.

ST. JOSEPH PARISH: The Committee received a request dated January 7, 2019 from Saint Joseph Parish for a waiver of the permits associated with their yard sale. This request is for both the yard sale fees and the sign permit fee. The Committee recommended approving the request.

EXCHANGE CLUB OF HANOVER: The Committee received a request dated January 22, 2019 from the Exchange Club of Hanover for a waiver of the sign permit fees to advertise the annual Builder's Home and Garden Show on March 7 through March 9, 2019. The Committee recommended approving the request.

SOUTH WESTERN SCHOOL DISTRICT: The Committee received a request dated January 28, 2019 from South Western School Bands for a waiver of the fees associated with their Spring Market Place and Community Yard Sale on April 20, 2019. The Committee recommended approving the request.

RESOLUTION 926: Manager Rodgers presented Resolution No. 926 setting the wage and benefits for the MS4 coordinator for 2019. The Committee recommended adopting the resolution.

OTHER MATTERS: None.

The meeting was adjourned at 7:06 p.m.
Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
MARCH 4, 2019

The Penn Township Finance Committee convened on March 4, 2019 at 7:00 p.m. Present were Commissioners Klunk, Brown, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: An executive session was held following the Public Works Committee meeting on February 4, 2019.

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

CITIZEN'S COMMENTS: None.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 28, 2019.

EXCHANGE CLUB OF HANOVER: The Committee received a request dated February 12, 2019 for a waiver of the sign permit fees to advertise the comedy and magic show on April 12, 2019. The Committee recommended approving the request.

RELAY FOR LIFE: The Committee received a request dated February 18, 2019, from Denise Myatt for a waiver of the sign permit and yard sale fees for a Multi-Vendor Sale as a fundraiser for the American Cancer Society to be held on June 1, 2019, at 500 Boundary Avenue. The Committee recommended approving the request.

BUILD AMERICA BONDS: Manger Rodgers presented options from RBC Capital Markets and Concord Public Finance for refinancing of the Build America Bonds. Both Institutions offered similar savings with refinancing in February 2020. Commissioners agreed to remain with RBC Capital and to readdress closer to the call date.

OTHER MATTERS: None.

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

Respectfully submitted,

Donna M. Sweeney
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 2, 2019

The Penn Township Finance Committee convened on April 2, 2019 at 7:00 p.m. Present were Commissioners Klunk, Brown, Heiland, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: An executive session was held following the Board of Commissioners' Meeting on March 18, 2019, to discuss legal advice related to rezoning, parking restrictions and enforcement, public finance, and the formation of Municipal Authority. An executive session was held following the Public Works Committee Meeting on April 1, 2019.

APPROVAL OF THE MINUTES: The minutes of the March 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

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

REVIEW OF THE 2018 AUDIT: Auditors would like to attend the Board of Commissioners' Meeting on May 20, 2019 to provide a brief review.

OTHER MATTERS: None.

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Donna M. Sweeney
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 7, 2019

The Penn Township Finance Committee convened on May 7, 2019 at 7:00 p.m. Present were Commissioners Klunk, Brown, and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Secretary Sweeney. Commissioners Heiland and Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners Meeting on April 15, 2019, to discuss legal advice related to personnel. An executive session was also held on May 6, 2019 following the Public Works Committee Meeting to discuss police personnel. Commissioner Klunk requested an executive session following the Health and Sanitation Committee Meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the April 2, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2019.

JEFFERSON CARNIVAL: The Committee received a requested dated March 25, 2019 from the Jefferson Carnival Committee for a waiver of the sign permit fees to advertise a carnival being held July 15 through July 20, 2019. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated April 8, 2019 from the Hanover Lions Club for a waiver of the sign permit fees to advertise a chicken barbeque fundraiser to be held on May 18, 2019. The Committee recommended approving the request.

NEW HOPE MINISTRIES: The Committee received a request dated April 15, 2019 from New Hope Ministries for a waiver of the pavilion fee at the Penn Township Community Park. The Committee has never approved a waiver for the use of the pavilions. The Committee recommended declining the request.

CODORUS BLAST: The Committee received a request dated April 29, 2019 from the Codorus Blast Committee for a waiver of the sign permit fees to advertise an event on June 14, 15, and 16, 2019. The Committee recommended approving the request.

MINUTES
FINANCE COMMITTEE
June 4, 2019

The Penn Township Finance Committee convened on June 4, 2019 at 7:00 p.m. Present were Commissioners Klunk, Brown, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Klunk requested an executive session following the Health and Sanitation Committee Meeting to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the May 7, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

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

ORDINANCE FOR FINANCING: Stock and Leader has prepared an ordinance to refinance our Build America Bond which will reduce expenses by approximately 2%. RBC will be present at the June 17, 2019 Board of Commissioners meeting for presentation. As part of the process, Solicitor will advertise the ordinance for adoption.

OTHER MATTERS: None.

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

Respectfully submitted,
Donna M. Sweeney
Township Secretary

SAINT JOSEPH PARISH: The Committee received a request dated April 29, 2019 from Saint Joseph Parish for a waiver of the yard sale permit fees for an indoor Yard Sale on August 10, 2019. The Committee recommended approving the request.

COMCAST FRANCHISE AGREEMENT: Manager Rodgers received a request for renewal of the Comcast Franchise Agreement which currently expires in year 2022. Township will need to schedule a public hearing and create an ordinance closer to the date. The agreement is for any supplier to come into the township will be subject to the same conditions as Comcast. We have not yet seen competition in this area. Manager Rodgers is in contact with the solicitor and following the steps that are advised to be taken.

REFINANCING OF DEBT: Manager Rodgers stated that the Board of Commissioners recently approved the refinancing of the Build America Bonds with RBC. RBC is requesting permission to contact the local banks to see the local financing rates to research whether a bank loan would be more beneficial than issuing a bond. RBC requested to come to a meeting. Manager Rodgers suggested attending the Board of Commissioners Meeting on May 20, 2019.

CONSIDERATION OF A PURCHASE CARD: PNC contacted Manager Rodgers offering the use of a purchasing card for department heads of the Township. Commission Brown stated that he likes the added security/control of having the one credit card. A purchasing card is not needed, therefore, committee decided to decline the offer.

OTHER MATTERS: None.

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

Respectfully submitted,
Donna M. Sweeney
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 2, 2019

The Penn Township Finance Committee convened on July 2, 2019 at 7:00 p.m. Present were Commissioners Brown, Heiland and Klunk. Commissioner Van de Castle was present via cell phone. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the June 4, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

REGIONAL ECONOMIC DEVELOPMENT: Gary Laird, President, Hanover Chamber of Commerce, presented information in regards to forming a multi municipality organization to stimulate economic development in Hanover Borough and Penn Township. The chamber has developed the brand Discover Hanover with publishing a magazine and website to promote tourism and industry in the area. The Chamber is working with Destination Gettysburg, York County Convention and Visitors Bureau, currently in six states and recently started advertising with the National Park Service, hoping to draw visitors to the area. Another recommendation was made for development of old real estate properties and undeveloped property within the industrial park area. This project is in the early planning stages. The Committee recommended moving forward in discussions.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through June 30, 2019.

COOPERATIVE PURCHASING PROGRAM: Manager Rodgers presented information on Keystone Purchasing Network. This is a cooperative purchasing program that will bid out items from office supplies to building improvements. There is no cost to join. After some discussion the Committee recommended moving forward.

2020 BUDGET MEMO: Manager Rodgers presented the committee with a tentative budget schedule. She would be able to present a first draft in September with a first reading in November. The Committee had no issues with the timeline.

OTHER MATTERS: None.

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Donna M. Sweeney
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 5, 2019

The Penn Township Finance Committee convened on Monday, August 5, 2019 at 7:45 p.m. following the Public Safety and Public Works Committee Meetings. Present were Chairman Felix, Commissioners Brown, Heiland, Klunk and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 2, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through July 31, 2019. The year to date revenue is 81% of what is budgeted and expenses are at 45%. The bulk of invoices will come due in October.

SOUTH HILLS GOLF COURSE WAIVER REQUEST: The Committee received a letter dated July 30, 2019 from Hanover Land Services for a modification to the subdivision and land development fee for South Hills Golf Club. The fee is charged per acre, being the property is a golf course with appx. 218 acres, the fee would be excessive. The committee moved to approve a recommendation to the Penn Township Board of Commissioners on an assessment of a minimum of 20 acres.

OTHER MATTERS: None.

Resident Mr. William Bowman, 123 Oak Hill Drive, requested clarification on the 2019 Revenue and Expense Report. Chairman Felix stated that we are on schedule in comparison to previous years. Taxes have been coming in, and the bulk of our expenses will come due in the next few months.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 3, 2019

The Penn Township Finance Committee convened on Tuesday, September 3, 2019 at 7:49 p.m. following the Public Works Committee Meeting. Present were Chairman Felix, Commissioners Brown, Heiland and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the August 5, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

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

2020 MMO'S: Manager Rodgers reported on the minimum municipal obligations (MMO's) for the three pension plans. The 2020 MMO for the Police plan is \$682,262.78, the MMO for the fire plan is \$189,754.70, and the MMO for the Non-Uniform plan is \$197,198.48. Manager Rodgers explained these have to be adopted by the end of September but can be revised and readopted no later than December 31, 2019. There is no contract for the firefighters and the police right now so any agreement or arbitration award would change the MMO. The Committee Recommended approving the three MMO's.

GRACE CHURCH: The Committee received a request dated August 21, 2019 from Grace Church for a waiver of the sign permit fees to advertise their Christmas Bazaar on November 23, 2019. The Committee recommended approving the request.

2020 BUDGET: Manager Rodgers reported that the first draft of the 2020 budget will be presented to the Board by the Friday prior to the September Board of Commissioner's Meeting. Department Heads will present their budgets at their next committee meetings. First reading of the budget will occur in November, with the budget being available for public review ten days prior to adoption in December.

OTHER MATTERS: Manager Rodgers reported that the pension board recently held a meeting and RJ Hall has proposed a reduction in the Police Pension fees by \$17,000.00. The committee recommended approving the fees.

William Bowman, 123 Oak Hill Drive, questioned how long the Police and Firefighters have been without a contract, and how that effects the budget. Manager Rodgers stated that the Police have been without a contract since December of 2018, and Firefighters since 2017, and the budget is based on the estimated increases.

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 1, 2019

The Penn Township Finance Committee convened on Tuesday, September 3, 2019 at 7:00 p.m. Present were Chairman Felix, Commissioners Brown, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of executive session that was held following the September 16, 2019, Board of Commissioners' meeting with the solicitor to discuss personnel and collective bargaining matters.

Commissioner Felix announced that after the Health and Sanitation meeting this evening the committee would convene in an executive session.

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

CITIZEN'S COMMENTS: Mr. Jack Corriere, 114 Oakhill Drive, asked if the Fire and Police are consolidated in the budget. Manager Rodgers explained that they are in the General fund budget, however they have their own line item; Police is 410 and Fire is 411. Mr. Corriere asked if the Sewer was also in the General budget. Manger Rodgers stated that the Sewer has its own budget.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through September 30, 2019.

JUVENILE PROBATION DEPARTMENT: The Committee received a request dated September 23, 2019 from the Juvenile Probation Department for a waiver of the Community Room fee for the Youth Aid Panel meetings. The Committee recommended approving the request.

2020 BUDGET: Manager Rodgers reported that the department heads will be reviewing their part of the budget at their respective meetings this month.

OTHER MATTERS: None.

The meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 5, 2019

The Penn Township Finance Committee convened on Tuesday, November 5, 2019 at 7:00 p.m. Present were Chairman Felix, Commissioners Brown, Cromer, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the October 1, 2019 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Commissioner Felix addressed Mr. Bowman, 123 Oak Hill Drive, who was in attendance, with an answer to a question from a previous meeting that the police department's contract is now a matter of public record and if he wanted further information, he may submit a right-to-know request for a copy. Mr. Bowman asked if there is also a contract for the fire department. Commissioner Felix confirmed that both police and fire have contracts.

GUTHRIE MEMORIAL LIBRARY PRESENTATION: Mr. John Coulson, 240 Blooming Grove Road, Hanover Public Library Association Board of Directors addressed the committee. He stated that the Guthrie Hanover Library is one of the best libraries in the county and we are very fortunate with literacy programs offering to early childhood through senior living programs, as well as high-speed internet. Community events take place at the library, historical research, among many other resources available. Activities on the calendar for the first week in November alone include, programs such as Babies and Books, Toddler Story Time, Preschool Story Time, Family Story Time, and Reading with Therapy Dogs. For Teens they have LEGO Club, Pokemon, Chess Club, and Virtual Reality. Adult activities offered this week are Edgar Allen Poe, Mystery Book Club, Senior Center, and Red Cross Blood Drive. He thanked the township for their past support, and asked for continued support for the library. Celia Shaw, volunteer, also spoke of the valuable programs the library has to offer. She spoke of the education mission through the summer reading programs for school aged children and art and stem classes throughout the year. Programs for preschoolers that cannot be found elsewhere in the community, such as 1,000 books before preschool, as well as valuable social aspects the library has to offer and thanked the township, and asked for continued support. Ms. Lisa Kane concluded the presentation by thanking the township for their support, as well as Manager Rodgers for attending the monthly Library meetings. She stated that the funds requested have decreased due to much fundraising and the library has provided the township with \$838,512.50 worth of materials and services, and is asking the township to continue to support the library with their fair share request of \$95,000. Commissioner Felix thanked Ms. Kane for the presentation, and asked if there were any further questions, Mr. Bowman, 123 Oak Hill

Circle, asked what type of outreach programs the library has to offer, and Ms. Shaw stated they attend day cares, the Township Community Park throughout the summer with a reading program, attend True North with reading programs, as well as offering a senior center on Wednesdays. They try to accommodate any requests that come in from the community.

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

CONSIDER RESOLUTION APPOINTING THE AUDITOR FOR 2019: Manager Rodgers stated that this is the final year of the RFP that was sent out in 2017, Smith Elliott Kearns & Company, LLC (SEK & Co.) completed the 2017, 2018 , and final year audit of 2019, with a cost of \$16,200. After this year the township will need to send out another RFP or engage another letter from the current auditor. The committee recommended approval of the resolution appointing Smith Elliott Kearns & Company as the Auditor for Penn Township.

OTHER MATTERS: None.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
DECEMBER 3, 2019

The Penn Township Finance Committee convened on Tuesday, December 3, 2019 at 7:00 p.m. Present were Chairman Felix, Commissioners Brown, Cromer, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Assistant Superintendent Wantz and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Felix announced an executive session was held following the December 2, 2019, Public Works Meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the November 5, 2019 Finance Committee meeting along with the minutes of the October 23, 2019, October 30, 2019 and November 6, 2019 meetings regarding the budget were approved as submitted.

CITIZEN'S COMMENTS: None.

2019 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through November 30, 2019.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2020: The committee reviewed the resolutions for the fees and wages for next year. The committee recommended approving the resolutions.

CONSIDER REVISED MMO'S FOR 2020: Manager Rodgers presented the revised MMOs for the Firefighters and the Police. There were arbitration awards in both departments therefore the MMO's needed to be recalculated to reflect the wage increases. The committee recommended approving the revised MMO's.

CONSIDER ORDINANCES FOR 2020 BUDGET, MEETING TIMES AND TAX RATE: Manager Rodgers presented the ordinances for the budget, meeting times and tax rate for next year. The committee recommended adopting the ordinances.

OTHER MATTERS: None.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 23, 2019

The Penn Township Finance Committee convened on Wednesday, October 23, 2019 at 6:30 p.m. Present were Chairman Felix, Commissioners Brown, Heiland and Van de Castle along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of executive session that was held following the October 21, 2019, Board of Commissioners' meeting.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Manager Rodgers reviewed the 2020 draft budget. The revenues for the general fund were reviewed. The current budget does not show a tax increase but it does show an assessment increase. The York County Commissioners will vote on the assessment that is used for taxing at their meeting in November. That number will be placed in the budget. The current tax rate is 4.40 mills and the current assessment is \$1,252,658,668. The Township has received just over ninety seven percent of taxes for 2019. Realty transfer is up because of several large commercial property sales in 2019. We are showing a slight increase in the budgeted amount for 2020. Plumbing permits have been reduced to zero in the 2020 budget because they are now included in the building permits. The Committee reviewed the building permit fees and they will match the general expense on the third party inspections which will include its own separate expense line item. The Manger confirmed that the Township is still billing and receiving the rental (fire) inspection fees. The projected carryover on October 23 is \$3,100,000 with total revenues for 2020 at \$13,995,852.

The Committee then reviewed expenses. The Committee recommended increasing travel and training under the administration budget to continue training for supervisors into 2020. Auditing services increased slightly and the tax collection expenses remained the same. Legal services fees increased due to an increase in general counsel's fees. Engineering showed increases in insurances. Municipal expenses increased due to a complete replacement of phones in the municipal building, the public works building, and the waste water treatment plant. The municipal system was installed in 2002 with additional phones installed in 2005 with the police department upgrade. The phone system in the public works building and waste water treatment plant was installed in 2007. Moorefield Communications stated that the phones are fine but it is the technology in the voice mail system that cannot be fixed.

The Committee then moved to reviewing the public safety expenses. The Committee recommended leaving the police administrative assistant in the budget for a hire date of January 2. They removed six months of wages and benefits for a probationary patrol officer and will review again after the start of the twelve hour shift. They removed four thousand dollars out of the capital outlay for six new personal computers. The

Committee felt that office computers could be purchased for \$6,000. The new roof can be removed from the 2020 budget if it is completed and paid for in 2019. The Committee questioned how the proposed truck was going to be used by the police department. Manager Rodgers will check with Police Chief Hettinger. The Committee then reviewed the Township fire budget and the budget proposed by the Hanover Area Fire and Rescue Commission. The Committee would like to invite the Fire Chief to the next Finance Committee meeting to discuss the proposed Fire Commission Budget.

The Committee then moved to the Zoning Budget. It was questioned why the general expense was so high. The Township switched to a third party inspector in 2020 instead of using an in house inspector and that was where the bills were paid. It was suggested that a separate line item be shown for review. The income from the building permits will be made to match the expenses for those permits. There is a proposed car in the budget. It was suggested that the zoning officer have the current car looked at to find what the actual problem is and then it will be decided if a new car is needed. The ordinance update costs is to have the zoning ordinance completed.

The Solid Waste budget was reviewed next. The Committee questioned why the refuse collection was so high. The Manager suggested that some of it had to do with the new homes within the Township. The Committee suggested that Manager Rodgers get with WWTP Superintendent Mahone to review the expenses. The Committee also asked the Manager to find out the total revenue and expenses for this department. The last time trash bag prices were raised was in 2018. They are currently \$4.00 a bag.

The Committee then reviewed public works expenses. The dump truck has been removed and will be purchased with Capital Reserve Equipment funds. There will be additional funds deposited into the account when the grant reimbursement is submitted for the leaf vac truck. The track loader was removed from the budget and will be bought from the Capital Reserve Equipment fund.

The Committee reviewed the Storm sewer account. The Manager noted some snags with the North Tributary Watershed Study. The Committee discussed the Oak Hill Circle and Oak Hill Drive storm water projects and will leave them in for now. The remaining part of the budget was reviewed and no changes were made at this time. The Finance Committee will review the Highway Aid and Sewer budgets at the next meeting.

2020 COMMITTEE MEETINGS: The Committee recommended that the committee meetings be held on the same nights in 2020 that they were in 2019.

RECREATION BOARD: Commissioner Felix asked if there was anyone that wanted to serve on the Recreation Board until the first of year due to the death of Commissioner Klunk. Commissioner Heiland will attend the meetings as the Township liaison.

OTHER MATTERS: None.

The meeting was adjourned at 8:39 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 30, 2019

The Penn Township Finance Committee convened on Wednesday, October 30, 2019 at 7:15 p.m. following the Board of Commissioners meeting. Present were Chairman Felix, Commissioners Brown, Heiland, Cromer and Van de Castle along with Township Manager Rodgers and Fire Chief Clouser. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Commissioner Felix began with the review of the fire budget since the Fire Chief was present to review the Township budget and Hanover Area Fire Commission budget. The Chief reviewed the different categories regarding fire and which items represent commission items. The Township reimburses the Borough of Hanover for the Fire Chief and admin assistant salaries and benefits. The Fire Commission budget is requesting the hiring of a deputy fire chief. The Hanover Area Fire Commission is requesting \$643,809 from the Township. This expense is shown \$638,809 under the general expense and \$5,000 under the EMA coordinator. The joint agreement for the EMA coordinator requires \$5000 from each municipality. Fire Chief Clouser noted that the Deputy EMS Chief has been relieved of his duties. The Fire Captains at the stations are going to start assuming the day to day supervision of the EMS employees. This will reduce about \$77,000 out of the Commission budget. There were some questions regarding the hydrant repair and the budgeted cost for next year. The Chief also mentioned a change in the Commission budget under equipment capital outlay due to an item being line item budgeted twice. The Fire Chief answered several questions regarding his budget and the Fire Commission.

The Committee then reviewed the police budget. The Committee had some questions about expense projections for the 2019 budget. The Manager will review. The capital outlay for the roof will be adjusted from where it is paid out of. The Committee reviewed the vehicle purchases and will request a specification for the truck from the Chief of Police.

The Committee then reviewed the admin budget. The Committee will review the paving and painting project. The Committee reviewed the financial administration, the tax collection, the legal services, the engineering budget and the municipal building budget. The Committee then moved to reviewing the zoning budget. It was noted that the code inspector was still included in the salaries and wages and that will be removed. There was some discussion about maintenance and repair and the Manager will look into it. The zoning officer is taking the current vehicle in to the garage. The Committee reviewed the solid waste expenses and the corrections that had been made from the last review. The only concerns under the public works was the street sweeper, the

health insurance, and the oak hill projects as they relate to the sewer project. Manager Rodgers will review the ADA transition project costs for 2019.

The Finance Committee then reviewed the Library donation. Commissioner Heiland requested that Manager Rodgers ask for an update from the library. The Committee recommended reducing the contribution to last year's amount which was \$85,000.

The Committee concluded reviewing the expense portion of the budget.

The Committee reviewed the revenue portion of the general fund budget. It was noted that the increase in the current year taxes is for the change in assessment not a tax increase. The York County Commissioners will approve the assessment for the taxes in the next two weeks. There was a brief discussion on increasing the cost of the trash bags as Waste Water Treatment Superintendent Mahone noted that we will be about \$48,000 short in 2020 including a bid for two years' worth of trash bags.

The Committee decided to schedule another meeting for November 11, 2019 at 6:30 p.m.

OTHER MATTERS: None.

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
November 6, 2019

The Penn Township Finance Committee convened on Wednesday, November 6, 2019 at 6:30 p.m. Present were Chairman Felix, Commissioners Brown, Heiland, Cromer and Van de Castle along with Township Manager Rodgers and Commissioner elect Elksins. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2020 BUDGET REVIEW: Commissioner Felix began with reviewing the revenues for the general fund. The only change from last time was the correction to the building permits to reflect the cost in and cost out with the inspection fees. The health insurance reimbursement account contains the contribution made by the employees. The cash on hand has increased. The administration budget was reviewed and it contains fifty percent of the wages for a clerk that maybe shared between the admin department and the police department. The health insurance was corrected to reflect the seven percent increase in premium and travel and training was increased to reflect additional training. We removed about twenty five thousand out of the admin budget capital outlay. The committee reviewed the financial administration and the tax collector expenses. The only changes under engineering expenses was for health insurance. There were no changes under the municipal building expenses.

The Committee reviewed the police budget expenses. The administrative assistant was removed from the budget but a clerk was added in for half of the wages to be paid by police department and half to be paid by the administration department. After much discussion a twenty third officer for the entire year was added back into the budget. Previously only half a year salary was in the budget. The health insurance was updated to include the seven percent increase the Township is going to receive in 2020. The Committee reduced the general expense to \$10,000 from \$20,000. The Committee discussed training and felt that in house training through a web based training would be good option. They reduced the travel and training budget to \$13,000. They reduced 410.374 to \$12,250. They reduced information and technology services to \$10,000. They reduced the maintenance and repairs to \$2,000 and the range maintenance to \$3,000. The gasoline, oil and grease has been reduced by \$5,000 to \$55,000. The electronic speed equipment calibration was reduced to \$1,500. The Committee recommended keeping the truck in the budget.

The Committee reviewed the fire commission budget for 2020. There were concerns about the budget and the requested items. There will be a motion on the November Board of Commissioners meeting as to if they are going to approve the Commission budget for 2020. The health insurance numbers included the increase

received by the Township. The Commission general expense was decreased based on the discussion at the October 30 Finance Committee meeting.

The zoning budget reflected updates to the wages based upon removing the code inspector, the health insurance rates reflected the increase received by the Township, the general expense for inspections matches the building permit fees, and the car was removed. The Committee reviewed the solid waste collection budget which was changed based on suggestions from the last meeting and updated with insurance costs. The public works budget was reviewed. The Oak Hill stormwater was removed since the project has not been bid yet but will be placed in the 2021 budget. The contribution to the library will remain at \$85,000.

The highway aid and sewer fund budgets are in balance.

The first reading of the budget will be at the November Board of Commissioners meeting and the budget will be on display on November 22, 2019.

OTHER MATTERS: None.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Kristina J. Rodgers
Township Manager