

MINUTES
FINANCE COMMITTEE
JANUARY 6, 2021

The Penn Township Finance Committee convened on Tuesday, January 5, 2021 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

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

Chairman Cromer announced there was an executive session held January 4, 2021, following the Public Works Committee Meeting.

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

CITIZEN'S COMMENTS: None.

2020 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through December 31, 2020. The year to date revenue is at 104.89% of what is budgeted and expenses are at 79.77%.

INSURANCE RENEWAL: Manager Rodgers reported the Health Insurance will renew on February 1, 2021, and Highmark Blue Shield proposed a thirty-two percent increase. Manager Rodgers researched other insurance carriers, and many declined based on the census of our employees. At the broker's recommendation an option of a Health Reimbursement Account would keep the increase at approximately twenty percent, saving money for the township. With this plan, the deductible would be raised, however the employee would be still be responsible for the current deductible rate, and the township would be responsible for the cost of the difference. Manager Rodgers will be meeting with the union representatives for discussion. The committee agreed to move forward.

OTHER MATTERS: Bill Bowman, 123 Oak Hills Drive, had several questions regarding the health insurance plan. Manager Rodgers addressed his questions.

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 2, 2021

The Penn Township Finance Committee convened on Tuesday, February 2, 2021 at 7:00 p.m. via an online meeting. Present were Vice-Chairman Brown, Commissioners Brown, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. Chairman Cromer was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Vice-Chairman Brown read a summary of the Online Public Meeting Guidelines.

APPROVAL OF THE MINUTES: The minutes of the January 5, 2021 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through January 31, 2021. The year to date revenue is at 3.89% of what is budgeted and expenses are at 6.16%.

OTHER MATTERS: None.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 2, 2021

The Penn Township Finance Committee convened on Tuesday, March 2, 2021 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Cromer announced there was an executive session held March 1, 2021, following the Public Works Committee Meeting.

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

APPROVAL OF THE MINUTES: The minutes of the February 2, 2021 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 28, 2021. The year to date revenue is at 7.72% of what is budgeted and expenses are at 11.27%.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated February 12, 2021, from the Hanover Chamber of Commerce for a waiver to the sign permit fees to identify shuttle service locations for the Snack Town Street Fair on Saturday, September 18, 2021. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated February 19, 2021, from the Hanover Lions Club for a waiver to the pavilion fees and sign permit fees for their annual Chicken Barbeque on May 15, 2021. The Committee recommended approving the request.

OTHER MATTERS: The Committee received requests dated November 6th, & 16th, 2020 from James R. Holley and Associates for waivers to the Subdivision and Land Development Ordinance for Mustang Point. Attorney Paul Minnich, representing James R. Holley and Associates, requested to present the argument for the waivers before the committee, due to conflicts with attending the Public Works Committee on Monday, March 1, 2021. The committee stated that the Finance Committee would not be appropriate due to Township Engineer and Zoning Officer Smith are not in attendance. The committee will consider the waiver request at the Public Works Committee Meeting on April 5, 2021.

The meeting was adjourned at 7:06 p.m.
Respectfully submitted, Donna M. Sweeney, Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 6, 2021

The Penn Township Finance Committee convened on Tuesday, April 6, 2021 at 7:00 p.m. via an online meeting. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Cromer announced there was an executive session held April 5, 2021, following the Public Works Committee Meeting.

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

APPROVAL OF THE MINUTES: The minutes of the March 2, 2021 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2020 AUDIT REPORT: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2020 audit. The conclusion was an unmodified audit opinion, which is the highest to be received.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through March 31, 2021. The year to date revenue is at 18.28% of what is budgeted and expenses are at 15.74%.

HANOVER WESLEYAN CHURCH: The Committee received a request dated March 2, 2021, from the Hanover Wesleyan Church requesting a settlement payment for past tax debt. The property was moved out of the clean and green status to construct the church in 2019 through 2020, the property was assessed taxes during that time frame. The remaining land was then returned to the clean and green status. After some discussion, the committee agreed they are not in favor of approving this request.

OTHER MATTERS: None

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 4, 2021

The Penn Township Finance Committee convened on Tuesday, May 4, 2021, at 7:00 p.m. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the April 6, 2021 Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2021. The year to date revenue is at 44.54% of what is budgeted and expenses are at 22.47%.

FOCUS SERVICES FOUNDATION: The Committee received a request dated April 21, 2021, from the FOCUS Services Foundation for a waiver of permit fees for their yard sale fundraiser. The Committee recommended approving the request.

OTHER MATTERS: There were none.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 1, 2021

The Penn Township Finance Committee convened on Tuesday, June 1, 2021, at 7:03 p.m. Present were Chairman Cromer, Commissioners Black, Brown, and Elksnis. Also present were Township Manager Rodgers, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Cromer announced there was an executive session held following the May 17, 2021, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the May 4, 2021 Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through May 31, 2021. The year to date revenue is at 70.23% of what is budgeted and expenses are at 27.69%.

2022 BUDGET MEMO: Manager Rodgers presented a memo outlining the schedule for the 2022 budget, with the first reading scheduled for November 15, 2021, proposed date made available to the public on November 16, 2021. Adoption of the final budget is scheduled for December 20, 2021.

OTHER MATTERS: There were none.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 6, 2021

The Penn Township Finance Committee convened on Tuesday, July 6, 2021, at 7:22 p.m. following the Public Works Committee meeting. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clousher, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the June 1, 2021 Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through June 30, 2021. The year to date revenue is at 76.51% of what is budgeted and expenses are at 32.71%.

ST JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated June 11, 2021 from St. Joseph Parish for a waiver of permit fees to hold their annual yard sale fundraiser. The Committee recommended approving the request.

OTHER MATTERS: There were none.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 2, 2021

The Penn Township Finance Committee convened on Monday, August 2, 2021, at 7:29 p.m. following the Public Works Committee meeting. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the July 6, 2021 Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through July 31, 2021. The year to date revenue is at 89.91% of what is budgeted and expenses are at 40.59%.

WELLSPRING WESLEYAN CHURCH WAIVER REQUEST: The Committee received a request dated July 22, 2021, from Wellspring Wesleyan Church requesting a reimbursement of yard sale permit fees for a fundraiser held June 11 and 12, 2021. The Committee expressed concern as to who originally paid for the permits. The committee requested Manager Rodgers to look into the matter.

GRACE CHURCH WAIVER REQUEST: The Committee received a request dated July 28, 2021, from Grace Church for a waiver of the sign permit fees for their Christmas Bazaar to be held on November 20, 2021. The Committee recommended approving the request.

FAIR SHARE CONTRIBUTION TO THE GUTHRIE MEMORIAL LIBRARY: After some discussion the Committee recommended contributing \$50,000.00. The Committee suggested that a representative from the Guthrie Memorial Library attend a meeting next year to provide a short presentation as to their services, and how the funds are utilized.

OTHER MATTERS: Commissioner Heiland stated that there was a yard sale advertised on the corner of Baltimore Street and Black Rock Road, and inquired if there was a permit issued. Zoning Officer Smith confirmed that there was. Commissioner Heiland added that it is to his understanding that this is similar in the nature of the intended business for the site.

Manager Rodgers reported that she received the agreement from the solicitor regarding the 457 Plan. The Police will be moving the plan and all the documents will be included with the Board Meeting.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 7, 2021

The Penn Township Finance Committee convened on Tuesday, September 7, 2021, at 8:40 p.m. following the Public Works Committee meeting. Present were Vice-Chairman Brown, Commissioners Black, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Mahone, and Township Secretary Sweeney. Commissioner Cromer and Zoning Officer Smith were absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the August 2, 2021, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: Rachel Evans, 1366 Whispering Springs Dr., York, PA, asked the committee if there has been any discussion regarding premium pay for essential food production workers from the ARPA. Vice-Chairman Brown stated no, there has not. Commissioner Heiland reported that the township has received half of the funds and once the Township is ready for discussion on the use of the funds, the topic will be on the agenda.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through August 31, 2021. The year to date revenue, which includes the American Rescue Plan deposit, is at 95.82% of what is budgeted and expenses are at 45.38%.

2022 PENSION MMO'S: Manager Rodgers presented the committee the minimum municipal obligations (MMO's) for the three pension plans. The 2022 MMO for the Police plan is \$284,883.95, the MMO for the Fire plan is \$202,566.49, and the MMO for the Non-Uniform plan is \$202,215.69. Manager Rodgers explained these have to be adopted by the end of September but can be revised and readopted no later than December 31, 2021. The Committee recommended approving the three MMO's.

OTHER MATTERS: There were none.

The meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 5, 2021

The Penn Township Finance Committee convened on Tuesday, October 5, 2021, at 7:00 p.m. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Elksnis requested an executive session following the meetings this evening.

APPROVAL OF THE MINUTES: The minutes of the September 7, 2021, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through September 30, 2021. The year to date revenue, which includes the American Rescue Plan deposit, is at 105.50% of what is budgeted and expenses are at 51.04%.

2022 BUDGET: Manager Rodgers began with the review of the 2022 revenue. Manager Rodgers began with the revenue for the general fund; she noted the projected budget shows no proposed tax increase, and does not reflect the American Rescue Funds. She received the latest assessment from York County on August 30th, and expects the number to increase slightly with the next assessment in November. The realty transfer tax has been kept the same, as there is no way to predict the housing market in the coming year. Earned income and local services tax has increased slightly. Earnings from temporary deposits have decreased greatly. The beverage license fees run July to July. Governor Wolf waived the liquor license fees for 2021. We did not receive February's revenue; however, the Township recently received the September revenue. The Pennsylvania State Association of Townships is trying to get the state to pay the monies owed to the municipalities because the state made a hundred percent more in alcohol revenue than they anticipated. State Police Reimbursement and the Fireman's Relief Grant have decreased slightly. Hopefully the Township will begin to see Fire Inspection fees, they did restart the inspections, but have now shut back down. The Township is starting to recoup some of the revenue from recyclables. The 904 Grant is high due to receiving 2020 grant funds, as well as a 902 grant that was received to reimburse the funds that were previously spent. Moving on to the Expenditures, under general government, the health insurance is showing a twenty percent increase, but it may be higher, we have yet to hear from our broker. No change in Financial Administration, Tax Collection and Legal. There is not much change in the Municipal Building, however there is \$60,000 in capital outlay for phone upgrades for the municipal building, police department, public works and the waste water treatment plant. The budget for Protective Inspection/Zoning has decreased slightly. Animal Control will be double in 2021, in the past; the fee was due in February, now they want the payment

prior to December 31st. Public Works recreation remains the same. Contributions remain the same as this year, and the borrowing for the Clover Lane Station is slightly higher. Under Contingency, Manager Rodgers reported that is used to help with payroll until the tax revenue begins to come in. Manager Rodgers stated that Engineer Bortner reviewed the Highway State Aid, but she reported that the state aid is slightly less from last year, but we did end up with slightly more revenue than planned.

PUC PUBLIC HEARING: Commissioner Heiland asked the Committee if Penn Township wanted to have a voice at the public meeting to be held in October regarding the proposed twenty-seven percent water increase by Hanover Borough for people outside of Hanover Borough. After discussion the conclusion was to encourage the citizens to attend.

CONSIDER A RESOLUTION AUTHORIZING A 457 PLAN FOR PUBLIC SAFETY EMPLOYEES: Manager Rodgers presented the Committee with a resolution for the adoption of a 457-pension plan for public safety employees with Englbert Financial Advisers. The committee recommending adopting the resolution.

OTHER MATTERS: Cindy Staley, 865 Hershey Heights Road, stated with the sale of the airport property off of Broadway, she hopes there is not a further increase in traffic on Broadway. Manager Rodgers reported to gain access to the roads, they will have to get a PennDot permit as they are both state roads.

Jack Corriere, 114 Oak Hill, had questions regarding the ARP funds and what have they been spent on, Commissioner Heiland reported that the township has received half the funds, and nothing has been spent as we are still receiving restrictive guidelines as to how it can be spent. Manager Rodgers reported that the recording process has already been moved out from this month to next year.

Bill Bowman, 123 Oak Hill, had questions regarding rumors of a traffic circle.

Lisa Runk, 211 High Street had questions regarding essential premium pay. Commissioner Cromer stated that no discussion has taken place. Manager Rodgers explained that there are too many people and how to regulate, track and prove who is entitled. The Board is going to look what will affect the most people, most likely infrastructure. The Board has a lot of discussions to be made, and to meet the criteria for the federal government.

Judy Sieg 853 Hershey Heights Road, inquired as to what is happening with the property that has sat vacant for two-three years where the pumping station is proposed to go. Commissioner Elksnis explained currently it is owned by an LLC that has gone bankrupt. The property has been condemned. Ms. Staley reported that there are contractors there that have laid mulch, power washed the home, and the driveway has been recently paved.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted, Donna M. Sweeney, Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 2, 2021

The Penn Township Finance Committee convened on Tuesday, November 2, 2021, at 7:00 p.m. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Cromer announced there was an executive session held November 1, 2021, following the Public Works Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the October 5, 2021, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through October 31, 2021. The year to date revenue, which includes the American Rescue Plan deposit, is at 109.97% of what is budgeted and expenses are at 65.17%.

ST. JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated October 11, 2021, from Saint Joseph Parish requesting a waiver to the permit fees for their Christmas Bazaar fundraiser. The Committee recommended approving the request.

KNIGHTS OF COLUMBUS WAIVER REQUEST: The Committee received a request dated October 19, 2021, from The Knights of Columbus, requesting a waiver to the sign permit fees to erect a banner on Baltimore Street. The Committee recommended approving the request.

RESOLUTION APPOINTING AUDITOR AND SETTING RATE OF COMPENSATION FOR 2021: Manager Rodgers submitted a resolution appointing Smith Elliot Kearns & Company, LLC., as Township Auditor and setting the compensation for services rendered. The Committee recommended approving the resolution.

CONSIDER PARTICIPATING IN THE LOW-INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM: Manager Rodgers reported she received information from the Commonwealth of Pennsylvania, grantee for the federally funded Low-Income Household Water Assistance Program. This is a new water assistance program to help low-income residential households with up to \$2,500, who have an arrearage with their community drinking water or wastewater services due to financial hardships caused by COVID 19. The Department of Human Services County Assistance Offices will review the applications submitted by the resident. The Committee recommended to participate in the program.

2022 BUDGET: Chairman Cromer reported there will be a Finance Committee meeting held on November 9, 2021, at 6:30 p.m., in the Community Room, and on November 23, 2021, at 6:30 p.m. to discuss the budget in detail. Manager Rodgers asked the Committee if the department heads are to attend, it was decided their attendance is not required.

OTHER MATTERS: Manager Rodgers reported the Wendy's on Baltimore Street declared bankruptcy last year. At that time there was approximately \$880.00 unpaid balance. We have been paid for the sewer service from the time of the end of the bankruptcy to current. Manager Rodgers asked the Committee for approval to write the balance covered under the bankruptcy off. The Committee recommended to write the balance off.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
DECEMBER 7, 2021

The Penn Township Finance Committee convened on Tuesday, December 7, 2021, at 7:00 p.m. Present were Chairman Cromer, Commissioners Black, Brown, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the November 2, 2021, Finance Committee Meeting, as well as the Budget meetings held on November 9, 2021, and November 23, 2021, were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through November 30, 2021. The year to date revenue, which includes the American Rescue Plan deposit, is at 113.99% of what is budgeted and expenses are at 73.43%.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2022: The Committee reviewed the resolutions for the fees and wages for next year. The Committee recommended approving the resolutions.

CONSIDER ORDINANCES FOR 2022 BUDGET, MEETING TIME AND TAX RATE: Manager Rodgers presented the ordinances for the budget, meeting times and tax rate for next year. The Committee agreed the current meeting schedule is suitable for next year. Chairman Cromer stated that the ordinance for the tax rate remains the same, with no tax increase for 2022. The Committee recommended adopting the ordinances.

OTHER MATTERS: There were none.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 9, 2021

The Penn Township Finance Committee convened on Tuesday, November 9, 2021 at 6:30 p.m. Present were Chairman Cromer, Commissioners Brown, Heiland, Elksnis and Black along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2021 BUDGET REVIEW: Commissioner Cromer began with the review of the 2022 revenue. Manager Rodgers noted that the final assessed value would be available once approved by the York County Commissioners. The projected revenue shows a slight increase over last year with no proposed tax increase. Revenues are slightly higher than what was budgeted in 2021. There was some concern about the reduction and cash carry over. Manager Rodgers explained that could increase before the end of the year based on revenues and expenses. She has it reduced some from the actual difference in anticipation of forecasts not being correct. There was some discussion about the Fire Inspections. Manager Rodgers explained that inspections were started but were stopped again when Covid started to become prevalent in late summer and early fall.

The Committee next reviewed the expenses. It was noted that there are no Management wage increases included in this budget. The health insurance increases have been assumed at twenty percent. We have not received them yet. The Committee recommended leaving in the phone system for all three buildings since the Municipal building is twenty years old and the one at the Public Works/WWTP is fifteen years old.

The Committee next reviewed the police department budget. The budget reflects two new patrol officers in the wages. Their benefits are not included. The Committee after much discussion reduced it to one new patrol officer. The Committee removed the intersection camera system for York and Center. In 2021 the intersection signal was taken out by a hit a run driver. The cost was about \$23,000 to replace. They reduced the range maintenance to \$1000. They removed the detective's vehicle from the budget.

The Committee then reviewed the Fire protection budget. The budget reflects the Township budget as well as the contribution to the Fire Commission. There was some concern on the amount that is budgeted for the Administrative Assistant's pension. The Manager will check with the Chief. The Commission contribution is listed under General Expense. The contribution for 2022 is \$750,388. There is some concern about how the funds will be handled when the Chief and the Administrative Assistant are moved to the Commission. When this happens, the Township will have double the current expense since the Township reimburses the Borough a year behind.

The Committee next reviewed the protective inspection and zoning budget. This budget shows a slight decrease over previous year.

The Committee next reviewed the Solid Waste budget. The Budget includes two part time people for the entire year. It also includes the bidding of one year of trash bags. There are currently about a year supply of trash bags on hand.

The Committee then reviewed the Public Works department budget. There was concern about the Engineering Service fees. The Manager will review with the Engineer.

The Committee reviewed the Storm Water budget. The budget reflects the engineer we are using for these services. The Committee reviewed the project list. We will review the Karen Lane project since the Manager was anticipating the final payment request.

The Committee reviewed the tools and machinery budget.

The Committee reviewed the reconstruction and overlay project. The Park Heights project is included for next year. The guide rail project has carryover included in it for 2022 for the projects we did not complete in 2021.

The Committee then reviewed the recreation budget. The replacement of the creative playground is not included in the budget. The Committee recommended moving forward with the award of the creative playground replacement.

The Committee reduced the Library contribution to \$50,000, which is the same number that was contributed in 2021.

The Committee next reviewed the Highway Aid budget. The budget is balance.

The Committee next reviewed the sewer budget. It was noted that sewer revenues have reached 4.9 million dollars and next year are anticipated to be at 5.2 million dollars. The budget is balanced with the Oak Hill Sewer project. The funds for that project will be taken from the reserve account.

The Committee also reviewed the fee resolution but made no changes.

OTHER MATTERS: None.

The meeting was adjourned at 8:26 p.m.

Respectfully submitted,
Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 23, 2021

The Penn Township Finance Committee convened on Tuesday, November 23, 2021 at 6:30 p.m. Present were Chairman Cromer, Commissioners Brown, Heiland, Elksnis and Black along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

2021 BUDGET REVIEW: The Finance Committee reviewed the changes that were made at the last budget meeting. A twenty five percent increase in health insurance has been included. The Committee discussed the number of hours the part time custodian is working in the police department. The Committee would like the person that is cleaning the police cruisers to work a maximum of eighteen hours a week. The Committee reviewed the other items that were removed from the budget including the reduction in Engineering Services under Public Works. The Committee briefly reviewed the fee resolution and increased the Commercial Fire Inspections by fifty percent. The Committee discussed the upgrade in the phone system. They also discussed making modern upgrades to the Commissioners room. They would like new tables and chairs along with a new coat of paint, upgraded flooring and improvements to the fabric walls. The Committee incorporated management wage increases in the budget.

OTHER MATTERS: None.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Kristina J. Rodgers
Township Manager