

MINUTES
FINANCE COMMITTEE
JANUARY 4, 2022

The Penn Township Finance Committee convened on Tuesday, January 4, 2022, at 7:00 p.m. Present were Chairman Berlingo, Commissioners Brown, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Berlingo announced that there was an executive session held following the Public Works Committee meeting on Monday, January 3, 2022, to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the December 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 December 31, 2021. The year to date revenue, which includes the American Rescue Plan deposit, is at 120.13% of what is budgeted and expenses are at 80.14%.

OTHER MATTERS: There were none.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
FEBRUARY 1, 2022

The Penn Township Finance Committee convened on Tuesday, February 1, 2022, at 7:00 p.m. Present were Chairman Berlingo, Commissioners Brown, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Berlingo announced that there was an executive session held following the Penn Township Board of Commissioners' meeting, Monday, January 17, 2022, to discuss legal and personnel matters. She also announced that there will be an executive session held following the Health and Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the January 4, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through January 31, 2022. The year to date revenue, is at 4.61% of what is budgeted and expenses are at 5.24%.

SOUTH WESTERN MUSIC DEPARTMENT WAIVER REQUEST: The Committee received a request on January 12, 2022, from South Western High School Music Department requesting waivers to sign and permit fees for their Spring Market Place Community Yard Sale to be held Saturday, April 16, 2022. The Committee recommended approving the request.

OTHER MATTERS: Manager Rodgers presented a resolution to the Committee listing documents that need to be disposed. The Committee recommended approving the resolution.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MARCH 1, 2022

The Penn Township Finance Committee convened on Tuesday, March 1, 2022, at 7:00 p.m. Present were Chairman Berlingo, Commissioners Brown, and Elksnis. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. Commissioners Cromer and Heiland were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Berlingo announced that there was an executive session held following the Penn Township Board of Commissioners' meeting, Monday, February 21, 2022, to discuss legal and personnel matters.

APPROVAL OF THE MINUTES: The minutes of the February 1, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through February 28, 2022. The year to date revenue, is at 11.33% of what is budgeted and expenses are at 11.77%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a request on February 15, 2022, from Saint Joseph Parish requesting waivers to sign and permit fees for their Annual Yard Sale to be held Saturday, March 5, 2022. The Committee recommended approving the request.

OTHER MATTERS: Manager Rodgers reported that the first report for the American Rescue Plan Funds is due on April 30, 2022. She asked the Committee to consider the option of the final rule, the Township can report revenue loss and utilize the funds within the Township as needed, but this must be noted on the report in April, otherwise this option will no longer be valid. She does not need an answer until the April meeting.

Manager Rodgers asked direction from the Committee regarding the pension issue, if she should forward to the Township Solicitor or Solicitor Iannacone. Commissioner Brown stated that Solicitor Iannacone is more personnel oriented. The Committee agreed she should forward to Solicitor Iannacone.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
APRIL 5, 2022

The Penn Township Finance Committee convened on Tuesday, April 5, 2022, at 7:00 p.m. Present were Chairman Berlingo, 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 Berlingo announced that there was an executive session held following the Public Works Committee meeting, Monday, April 4, 2022, to discuss personnel matters.

Commissioner Heiland announced there will be an executive session held this evening following the Health and Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the March 1, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 AUDIT REPORT: Amanda D. Ruhlman, CPA, Audit Manager of SEK CPAs & Advisors was in attendance to provide a review of the 2021 audit. The conclusion was an unmodified audit opinion, which is the highest to be received. There were no significant changes in format or presentation of financial reports (DCED-CLGS-30). She reported there was a surplus in the General Fund, Special Revenue Fund, Capital Projects Fund, Enterprise Funds, and the Trust and Agency Fund. There were no deficits. There were two audit letters issued; Management Letter regarding graphical analysis, and Communications with those charged with governance. The Committee thanked Ms. Ruhlman for her review.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through March 31, 2022. The year to date revenue, is at 22.44% of what is budgeted and expenses are at 19.50%.

CONSIDER APPOINTING DEPUTY TAX COLLECTOR: Manager Rodgers reported that the Tax Collector has requested to have a Deputy Tax Collector appointed. Commissioner Heiland confirmed that this was done in the past. The Committee recommended the appointment.

AMERICAN RESCUE PLAN ACT FUNDS: Manager Rodgers reported that the American Rescue Plan Act report is due April 30, 2022. The Township has received half of the funds in June of 2021, and should receive the remaining half this year. She reported no funds have been spent to date, and recommends that the Committee choose the option for revenue replacement. This option is less restrictive of what the funds can be used for in the Township. The option must be chosen at this time, otherwise it will no longer be a valid option. The Committee recommended making this selection.

CONSIDER THE AV SYSTEM FOR THE COMMISSIONERS MEETING ROOM:

Manager Rodgers presented the Committee with five price quotes to update the AV System in the Board Meeting Room. The Committee agreed that Reynolds submitted the best quote. Manger Rodgers stated that even though they are not Co-Stars certified, they meet the financial threshold, and we have received a sufficient number of quotes.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Jack Corriere, 114 Oak Hill Drive, inquired if the American Rescue Funds are reflected in the audit report. Manager Rodgers stated that they are included in the General Fund. She added that the DCED-CLGS-30 report has been posted on the website for public review.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
MAY 3, 2022

The Penn Township Finance Committee convened on Tuesday, May 3, 2022, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, 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: Commissioner Brown announced there will be an executive session held this evening following the Health and Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the April 5, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through April 30, 2022. The year to date revenue, is at 34.66% of what is budgeted and expenses are at 25.33%. Manager Rodgers stated that the revenue is low, but will increase in May due to the payment of property taxes.

CONSIDER WAIVER REQUEST FROM THE HANOVER LIONS CLUB: The Committee received a request dated April 18, 2022 from the Hanover Lions Club for a waiver to permit fees for their annual Chicken Barbeque to be held on May 21, 2022. The Committee recommended approving the request.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corriere, 114 Oak Hill Drive, and Mr. William Bowman, 123 Oak Hill Drive, had questions regarding the 2021 audit report.

The meeting was adjourned at 7:14 p.m.
Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JUNE 7, 2022

The Penn Township Finance Committee convened on Tuesday, June 7, 2022, at 7:00 p.m. Present were Vice-Chairman Berlingo, Commissioners Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Mahone, and Township Secretary Sweeney. Chairman Allison was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced there was an executive session held Monday, June 6, 2022 following the Public Works Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the May 3, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through May 31, 2022. The year to date revenue, is at 68.74% of what is budgeted and expenses are at 30.59%. She stated that the revenue is up, but so are the expenses, the Township has been seeing many fuel surcharges.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:02 p.m.
Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
JULY 5, 2022

The Penn Township Finance Committee convened on Tuesday, July 5, 2022, following the Public Works Committee Meeting at 7:45 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clousher, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the June 7, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through June 30, 2022. The year to date revenue, is at 76.31% of what is budgeted and expenses are at 36.60%.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated June 8, 2022, 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, July 16, 2022. The Committee recommended approving the request.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jack Corriere, 114 Oak Hill Drive, had questions regarding the 2021 DCED Report. He also had questions regarding the American Rescue Funds, and Manager Rodgers stated that the goal is for the Committee to discuss the use of the funds at the August Finance Committee Meeting.

The meeting was adjourned at 7:52 p.m.
Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
AUGUST 1, 2022

The Penn Township Finance Committee convened on Monday, August 1, 2022, following the Public Works Committee Meeting at 7:44 p.m. Present were Chairman Allison, Commissioners Berlingo, Elksnis and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Brown was in attendance via cell-phone. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the July 5, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through July 31, 2022. The year to date revenue, is at 81.78% of what is budgeted and expenses are at 43.41%.

SAINT JOSEPH PARISH WAIVER REQUEST: The Committee received a request dated July 11, 2022, from Saint Joseph Parish, requesting waivers to all permit fees for their annual Yard Sale fundraiser to be held on Saturday, August 6, 2022. The Committee recommended approving the request.

CONSIDER SUGGESTIONS FOR THE SPENDING OF THE AMERICAN RESCUE FUNDS ACT: Commissioner Elksnis requested more time to look over proposals submitted by Commissioners Berlingo and Heiland. He suggested to postpone the discussion until the entire Committee is in attendance. Manager Rodgers requested the Committee to consider to use a small amount of the funds to replenish funds that have been used in 2022 for Public Safety personnel that have been absent due to COVID under Act 17. The Committee agreed to postpone any discussion until October.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Jeff Waltman, 329 Park Heights Blvd, had questions regarding the allocation of the American Rescue Funds.

The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Donna M. Sweeney, Township Secretary

MINUTES
FINANCE COMMITTEE
SEPTEMBER 6, 2022

The Penn Township Finance Committee convened on Tuesday, September 6, 2022, following the Public Works Committee Meeting at 7:46 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the August 1, 2022, Finance Committee Meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through August 31, 2022. The year to date revenue is at 86.07% of what is budgeted and expenses are at 48.42%.

2023 PENSION MMO'S: Manager Rodgers presented the minimum municipal obligations (MMO's) for the three pension plans. The 2023 MMO for the Police plan is \$306,433.73, the MMO for the Fire plan is \$211,783.39 and the MMO for the Non-Uniform plan is \$205,972.91. The Committee recommended adopting the three MMO's.

2023 BUDGET: Manager Rodgers reported she is working on the budget. She has not received the information for the health insurance increase as of yet. Commissioner Brown stated that Manager Rodgers does a good job at keeping the budget as slim as possible. He said that taxes have not been raised in over five years, and with the increasing cost of living and materials, this may have to be taken under consideration this year. Manger Rodgers asked the Committee what dates would suit to schedule the budget meetings. The Committee recommended scheduling the budget finance meetings on Wednesday, October 12th, and Monday, October 24th beginning at 5:30 p.m. The American Rescue Act Funds will be discussed on Wednesday, October 12th, prior to discussing the budget. Manager Rodgers will get the legal notice published for the meetings.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: There were several residents in attendance. Mr. Jack Corriere, 114 Oak Hill Road, had questions regarding the budget and the American Rescue Act Funds. Mrs. Judy Sieg, 853 Hershey Heights Road, had questions regarding the growth in the Township.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 4, 2022

The Penn Township Finance Committee convened on Tuesday, October 4, 2022, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. Commissioner Brown was absent with notice. The following items were discussed:

ANNOUNCEMENTS: There were none.

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

CITIZEN'S COMMENTS: There were none.

GUTHRIE MEMORIAL LIBRARY PRESENTATION: Ms. Shanna Hollich, Library Director, and Mr. Ryan Bankert, Adult Services Manager were in attendance. Ms. Hollich presented an overview of the programs offered, funding and expenses of the Guthrie Memorial Library.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through September 30, 2022. The year to date revenue is at 105.45% of what is budgeted and expenses are at 55.55%. The general fund includes \$875,459 in ARP funds.

SAINT JOSEPH PARISH WAIVER REQUESTS: The Committee received a request dated September 26, 2022, from Saint Joseph Parish requesting a waiver to permit fees for their Christmas Bazaar fundraiser to be held November 12, 2022. The Committee recommended approving the request.

2023 BUDGET: Manager Rodgers asked the Committee if they would like for her to review the areas of the budget not covered by the department heads. The Committee agreed to wait until the upcoming budget meetings that will be held on Wednesday, October 12, 2022, and Monday, October 24, 2022 beginning at 5:30pm. The funds received from the American Rescue Act will be discussed at the October 12th meeting.

OTHER MATTERS: Manager Rodgers reported she received a letter on October 3, 2022, from the Boy Scouts of America, New Birth of Freedom Council. They are requesting to utilize a pavilion at Young's Woods for a recruitment event to be held on October 15, 2022. They are planning to have a small campfire to make s'mores, set up tents and other activities. The Committee expressed concern that the event was already publicized. The Committee recommended approving the request while informing them that in the future the request needs to be approved prior to advertising, and they must have the fire in the designated area at the park.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:
Mr. William Bowman, 123 Oak Hill Drive, had questions regarding the Revenue and Expense Report.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 1, 2022

The Penn Township Finance Committee convened on Tuesday, November 1, 2022, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Brown, Elksnis and Heiland. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Allison announced there was an executive session held following the October 17, 2022, Board of Commissioners meeting to discuss personnel and legal issues. Commissioner Heiland announced that an executive session will be held this evening following the Health and Sanitation Committee Meeting.

APPROVAL OF THE MINUTES: The minutes of the October 4th, October 12th, and October 24th, 2022, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

SHENTEL COMMUNICATIONS PRESENTATION: Mr. Curt Kosko, presented an introduction of Shenandoah Cable Television (Shentel) and Glo Fiber with interest to serve the township with internet, video, and phone service. He reported the Virginia based company offers a 100% fiber network, with ultra-high speed symmetrical bandwidth. He stated benefits include a significant capital investment in the market, competitive rates, offering four levels of service with no contracts, business services and the company is a member of the Affordable Connectivity Program. He reported that the timeline would consist of sixty to ninety days of Municipal Engagement, Utility Engagement, and once a franchise agreement is awarded, construction would begin, lasting about twelve to eighteen months, prior to offering service to customers. The Committee thanked Mr. Kosko for the information.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through October 31, 2022. The year-to-date revenue is at 109.45% of what is budgeted, and expenses are at 65.49%. The general fund includes \$875,459 in ARP funds.

KNIGHTS OF COLUMBUS WAIVER REQUEST: The Committee received a request dated October 8, 2022, from The Knights of Columbus requesting a waiver to the sign permit fee to erect a banner on Baltimore Street. The Committee recommended approving the request.

RESOLUTION APPOINTING AUDITOR AND SETTING RATE OF COMPENSATION FOR 2022: Manager Rodgers presented a resolution appointing Smith Elliot Kearns & Company, LLC., as Township Auditor and setting the compensation for services rendered. She informed the Committee that this is the final year of the three-year

agreement and will need to go out for a request for proposal for next year. The Committee recommended adopting the resolution.

2023 BUDGET: Manager Rodgers presented a draft of the 2023 budget. She is continuing to work on the budget and is very close to having it balanced. Chairman Allison announced that there should be another Finance Budget meeting to discuss the budget and funds for the American Rescue Act. Manager Rodgers stated the first reading of the budget is scheduled for November 21, 2022. The Committee agreed to schedule the Finance Budget meeting on Monday, November 14, 2022, at 5:30 p.m. Manager Rodgers will have the meeting advertised.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:
Mr. Jack Corriere, 114 Oak Hill Drive had questions regarding the budget and the use of the American Rescue Act Funds. Manager Rodgers addressed his questions.

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
DECEMBER 6, 2022

The Penn Township Finance Committee convened on Tuesday, December 6, 2022, at 7:00 p.m. Present were Chairman Allison, Commissioners Berlingo, Elksnis and Heiland, Commissioner Brown was present via cellphone. Also present were Township Manager Rodgers, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Allison announced there was an executive session held following the December 5, 2022, Public Works Committee meeting to discuss personnel and legal issues. He also announced that an executive session will be held this evening following the Health and Sanitation Committee Meeting.

APPROVAL OF THE MINUTES: The minutes of the November 1st, and 14th, 2022, Finance Committee Meetings were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2022 REVENUE AND EXPENSE REPORT: Manager Rodgers presented the revenue and expense report through November 30, 2022. The year-to-date revenue is at 117.22% of what is budgeted, and expenses are at 71.14%. The general fund includes \$875,459 in ARP funds.

SOUTH WESTERN HIGH SCHOOL WAIVER REQUEST: The Committee received a request dated November 23, 2022, from Hanover Land Services, Inc., on behalf of South Western High School for a waiver to the Zoning Hearing Board application fee. The Committee was not in favor of granting the request.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2023: The Committee reviewed the resolutions for the fees and wages for next year. The Committee discussed that they are still waiting on comments from the solicitor regarding the fee resolution and requested Manager Rodgers to follow up. Manager Rodgers asked Commissioner Allison to review the current listing of plumbers in the municipality. The Committee recommended approving the resolutions.

CONSIDER ORDINANCES FOR 2023 BUDGET, MEETING TIME AND TAX RATE: Manager Rodgers presented the ordinances for the budget, meeting times and tax rate for next year. The Committee recommended starting at 6:00 p.m. for the months of January, July, August, and September when all four Committee meetings are held on the same evening. Chairman Allison announced that there will be no increase in the tax rate this year. The Committee recommended approving the ordinances and Manager Rodgers will prepare for advertisement.

OTHER MATTERS: Manager Rodgers informed the Committee that she has started moving funds from the Sewer Revenue Reserve Account to the Sewer Revenue Account in increments as needed.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

Mr. Bill Bowman, 123 Oak Hill Drive, questioned the committee on the status of Glo Fiber coming to the Township. Commissioner Heiland stated that there was a meeting earlier in the day to discuss the franchise agreement. Once the agreement is executed, some residents may see service in about two years. Mr. Bowman stated that he recently moved to Glo Fiber for his business and is very pleased with the service and would like to see competition being offered within the Township.

Mr. Jack Corriere, 114 Oak Hill Drive had questions regarding the budget and the use of the American Rescue Act Funds. Commissioner Heiland stated that the draft budget is available at the Municipal Building and available online, and ARP Funds are in the General Funds, and very clear records will be kept of any monies spent. Manager Rodgers reported the ARP funds are not expensed in the budget.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
FINANCE COMMITTEE
OCTOBER 12, 2022

The Penn Township Finance Committee convened on Wednesday, October 12, 2022 at 5:30 p.m. Present were Chairman Allison, Commissioners Brown, Heiland, Elksnis and Berlingo along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: The Committee met and discussed how to proceed with the \$1,745,417.48 the Township received from the American Rescue Plan Funds as a result of Covid 19. The Township received \$869,958.16 in 2021 and \$875,459.32 in 2022. The Township has completed it's first annual report and choose the replace revenue option since we are under the ten million dollar maximum allowed for this category. The Commissioners each prepared a list of potential projects that the funds could be used for. After some discussion, three items were picked for expenses in 2022. The Committee agreed to use \$34,391.85 for salaries spent on public safety for covid, the purchase of a paver and the purchase of an electronic sign to be located at the Public Works Facility or the Recycling Center. The Committee is considering doing some of the improvements in the 2018 recreation plan including the walking path which could be installed with Township forces and the new paver. It was also suggested we may want to seek a grant for this as well. The Committee will review the rest of the suggestions at the next Budget meeting.

2022 BUDGET REVIEW: The Committee began reviewing the 2023 budget. The Committee began by reviewing the revenue portion of the general fund budget. The manager will adjust the prior year local services tax slightly higher with current receipts. The street openings income will be adjusted slightly higher. Earnings from temporary deposits will be increased slightly with the increase in interest rates over the last several months. We budgeted \$750 which was inline for what we received over the last several years and we are up to \$21,747. The Committee agreed to reduce the amount of recyclable materials income since we have been notified that we will have to start paying to dispose of cardboard instead of getting income from it. The manager will increase the utility reimbursement since this includes fuel for the fire commission. The Committee next reviewed the expenses for the general fund budget. The expenses were reviewed under administration, auditing, tax collector, law, engineering and building. They reviewed the police and fire budgets. The Committee reviewed the zoning budget, the solid waste budget, the public works budget and the recreation budget. It was noted that the Highway Aid budget carryover is not going to be as high as in years past so some of the projected material money will need to come from the General Fund budget. This needs to be added back into the budget. The Public Works projects were budgeted for having them paved by an outside company so those

numbers can be reduced because of the purchase of the paver. The Highway Aid budget and the Sewer budgets were reviewed.

FEE RESOLUTION: Commissioner Allison asked the Committee to review the fee resolution before the next Finance Committee meeting as most of the fees have not been raised for five or more years. He asked them to consider reimplementing the plumbers license fee.

OTHER MATTERS: None.

The meeting was adjourned at 8:17 p.m.

Respectfully submitted,
Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 24, 2022

The Penn Township Finance Committee convened on Wednesday, October 24, 2022 at 5:30 p.m. Present were Chairman Allison, Commissioners Brown, Heiland, Elksnis and Berlingo along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison read the announcement of the executive session held following the Penn Township Board of Commissioners meeting on October 17, 2022. A brief executive session will be held following this meeting.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: Commissioner Allison began the meeting with each Commissioner discussing their plans for the covid funds. Commissioner Elksins started first and discussed the cost for the electric sign that was approved. There have been some changes since our last meeting, He also would like to see upgrades to the bathrooms at both the Community Park and Youngs Woods. He contacted the president of the Lions Club about what we plan to do. Commissioner Brown would like to see the walking trail at the Community Park completed. Commissioner Heiland would like to see the sidewalk installed at the Community Park along Tyler and Grandview Road. He would also like to see the trail installed at the Community Park. Commissioner Allison would like to use the funds to purchase a sewer truck, police cars, marketing the Township, updating the website, update amenities at the park and to purchase dialers for the pump stations. The Committee discussed several items. The sign will be revisited on the quotes. Also, Commissioner Heiland will conduct tours of the parks and make suggestions on purchasing new equipment before the end of the year. The other suggestions will be reviewed at a future meeting.

2022 BUDGET REVIEW: The Committee reviewed the budget. They removed the following items out of the police budget. The extra officer at \$62,000, taser qualification at \$3,900, the Hacc Police academy for \$5,800, the speed sign cell connection at \$3000, the watchgaurd redactive software/warranty for \$12,985, and the repairs to the detective vehicle. There was discussion about the radios and maybe paying for them from the Covid funds so that all of them could be purchased at one time. The Committee will continue to review the budget at the Finance Committee meetings.

FEE RESOLUTION: The Committee made a comprehensive review of the fee resolution which has not changed much in the last five years. The plumber's licenses were added back into the fee schedule. They proposed updating most of the fees and it will be adopted at the December meeting.

OTHER MATTERS: None.

The meeting was adjourned at 8:16 p.m.

Respectfully submitted,
Kristina J. Rodgers
Township Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 14, 2022

The Penn Township Finance Committee convened on Monday, November 14, 2022, at 5:30 p.m. Present were Chairman Allison, Commissioners Brown, Heiland, Elksnis and Berlingo along with Township Manager Rodgers. The following items were discussed:

ANNOUNCEMENTS: Commissioner Allison announced that an executive session would be held following the Finance Committee meeting.

CITIZEN'S COMMENTS: None.

COVID ARP FUNDS: The Committee discussed the American Rescue Funds. They agreed to spend funds in 2022 on a sign, for recreation equipment, for a new sewer television truck, and to replace employee wages for public safety employees. There was talk about the funds for 2023 and 2024. These included a walking trail for the Community Park, additional equipment for the other parks and dialers for the pump stations. There was some discussion about updating the bathrooms and pavilions at Youngs Woods.

2022 BUDGET REVIEW: The Committee reviewed the budget. The budget is balanced without a tax increase. The insurance numbers have been included. The Committee removed the street sweeper. Engineer Bortner will be contacted about the purchase and when we would get the sweeper if ordered. At this point, funds from the Capital Equipment Reserve will be used to purchase the sweeper. The other sweeper will be sold or traded in.

FEE RESOLUTION: The fee resolution was reviewed. The fire inspection fees will be updated once we receive them from the Fire Chief. The resolution will be adopted at the December Board of Commissioners meeting.

OTHER MATTERS: None.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Kristina J. Rodgers
Township Manager