

MINUTES
FINANCE COMMITTEE
December 2, 2025

The Penn Township Finance Committee convened on Tuesday, December 2, 2025, at 7:00pm. Present were Chairman Arnold, Commissioners Baile, Heiland, Fanelli, and Elksnis. Also present were WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Chairman Arnold announced there was an executive session held on Monday, December 1, 2025, following the Public Works Committee Meeting to discuss personnel matters. There will be an executive session this evening following the Health & Sanitation Committee Meeting to discuss personnel matters. The Finance Budget Committee meeting that was scheduled for Wednesday, December 3, 2025 has been canceled.

APPROVAL OF THE MINUTES: The minutes of the November 3, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through November 2025. The year-to-date revenue was 75.61% of what was budgeted, and expenses were at 69.13%.

CONSIDER FEE AND WAGE RESOLUTIONS FOR 2026: Manager Sweeney discussed the fee schedule formatting changes from the 2025 fee schedule. Items were added like an application fee for permits. An unpermitted work penalty fee was added for when residents do work on a property with no permit issued. A permit cancellation fee was added as well. Wage Resolution was reviewed by the Committee that included the 2026 wage increases.

CONSIDER ORDINANCES FOR 2026 BUDGET, MEETING TIME AND TAX RATE: The Committee reviewed the draft ordinances for the budget, meeting times and tax rate for the next year. The Committee recommended starting at 6:00pm for the months of August, September, and November when all four Committee meetings are held on the same evening. It was announced that there will be no increase in the tax rate for the 8th year in a row. The Committee recommended approving the ordinances and the Township Secretary will prepare for advertisement.

CONSIDER RESOLUTIONS TO REDUCE THE FIREMAN'S AND POLICE PENSION CONTRIBUTION FOR 2026: Manager Sweeney presented two resolutions reducing the Fireman's and Police Pensions contribution for the year 2026 to zero. The auditors will need a resolution each year when there is a change in the pension contribution. The Committee recommended adopting the resolutions.

DISCUSS REQUEST FOR PROPOSALS FOR THE TOWNSHIP'S LEGAL SERVICES: Manager Sweeney discussed the RFP that was put out for legal services. Three were received from Saxton and Stump, CGA Law, and Saltzmann & Hughes.

OTHER MATTERS: Commissioner Arnold stated that he appreciates the staff and commissioners for the work they do to keep the tax rate from increasing.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

The meeting was adjourned at 7:28pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary