

MINUTES
FINANCE COMMITTEE
JANUARY 7, 2025

The Penn Township Finance Committee convened on Tuesday, January 7, 2025, at 7:00pm. Present were Vice-Chair Heiland, Commissioners Baile, 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: Commissioner Heiland announced there was an executive session held on Monday, January 6, 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.

APPROVAL OF THE MINUTES: The minutes of the December 3, 2024, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2024 REVENUE AND EXPENSE REPORT: Commissioner Heiland presented the revenue and expense report through December 31, 2024. The year-to-date revenue was 78.31% of what was budgeted, and expenses were at 73.07%. Township Manager Sweeney will be looking into the GF Balance to confirm the percentages.

DISCUSS REDUCING THE CONTRIBUTION TO THE POLICE PENSION PLAN: Township Manager Sweeney reviewed the Resolution will reduce the police contribution to 2.5% for 2025.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:04pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
February 4, 2025

The Penn Township Finance Committee convened on Tuesday, February 4, 2025, at 7:00pm. 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: Commissioner Arnold announced there was an executive session held on Monday, February 3, 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.

APPROVAL OF THE MINUTES: The minutes of the January 7, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

EXCHANGE CLUB OF HANOVER WAIVER: The Committee received a request on January 20, 2025, from the Exchange Club of Hanover for a waiver of permit fees for their Evening of Comedy and Magic to be held on May 16, 2025. Commissioner Arnold said this will be added to the Board of Commissioners meeting Monday, February 17, 2025.

EXCHANGE CLUB OF HANOVER WAIVER: The Committee received a request on January 20, 2025, from the Exchange Club of Hanover for a waiver of permit fees for the Builders Home and Garden Show to be held on March 7-9, 2025. Commissioner Arnold said this will be added to the Board of Commissioners meeting Monday, February 17, 2025.

CONSIDER A RESOLUTION TO APPOINT TOWNSHIP TREASURER, SECRETARY, ASSISTANT SECRETARY: Commissioner Arnold presented a resolution appointing a Township Treasurer, Secretary, and Assistant Secretary to sign checks. The Committee recommended adopting the resolution.

CONSIDER A RESOLUTION TO APPOINT VOTING DELEGATES: Commissioner Arnold presented a resolution appointing the voting delegates for the York County Tax Collection Committee. The Committee recommended adopting the resolution.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through January 31, 2025. The year-to-date revenue was 2.58% of what was budgeted, and expenses were at 8.34%.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:06pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
March 4, 2025

The Penn Township Finance Committee convened on Tuesday, March 4 2025, at 7:00pm. Chairman Arnold, Commissioners Baile, Heiland, Fanelli, and Elksnis. Also present were WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, and Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Arnold announced there was an executive session held on Monday, March 3, 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.

APPROVAL OF THE MINUTES: The minutes of the February 4, 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 February 28, 2025. The year-to-date revenue was 7.12% of what was budgeted, and expenses were at 13.36%.

HANOVER LIONS CLUB WAIVER REQUEST: The Committee received a request dated February 26, 2025, from the Hanover Lions Club requesting a waiver of fees for their annual chicken barbeque to be held on Saturday, May 10, 2025. Commissioner Arnold said this will be added to the Board of Commissioners meeting Monday, March 17, 2025.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:03pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
April 1, 2025

The Penn Township Finance Committee convened on Tuesday, April 1 2025, at 7:00pm. 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: Commissioner Arnold announced there was an executive session held on Monday, March 17, 2025, following the Board of Commissioners meeting to discuss personnel matters. There will be an executive session this evening following the Health & Sanitation Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the March 4, 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 March 31, 2025. The year-to-date revenue was 12.26% of what was budgeted, and expenses were at 18.86%.

HANOVER AREA JAYCEES WAIVER REQUEST: The Committee received a request from the Hanover Lions Club requesting a waiver of fees for their annual Rock on the Hill to be held on June 7, 2025.

CONSIDER SOLITICOR SERVICES: Manager Sweeney reviewed the agreement received from Saxton and Stump that will potentially be signed to approve the new soliciting company that purchased Stock and Leader to continue to be the Township Solicitor, and they will honor our current rates for the year. Commissioner Elksnis recommended signing the agreement.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:03pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
May 6, 2025

The Penn Township Finance Committee convened on Tuesday, May 6, 2025, at 7:00pm. 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: Commissioner Arnold announced there was an executive session held on Monday, May 5, 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.

APPROVAL OF THE MINUTES: The minutes of the April 1, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

REVIEW OF THE ANNUAL AUDIT AND FINANCIAL REPORT PROVIDED BY SMITH, ELLIOT, KEARNS & COMPANY, LLC.: Amanda Ruhlman reviewed the 2024 financial report from the audit with the commissioners. The Township received an unmodified opinion, which is the best audit opinion you can receive. The taxes make up 43% of the Township revenue. There was no material weakness in the management letter. Most of the funds were in a surplus position.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through April 30, 2025. The year-to-date revenue was 27.41% of what was budgeted, and expenses were at 20.44%.

FRIENDS OF CODORUS STATE PARK WAIVER: The committee received a request dated April 9, 2025, from the Friends of Codorus State Park requesting a waiver of fees for their Experience Codorus Outdoors event to be held June 7&8, 2025. This was recommended to be put on the Board of Commissioners' agenda.

SOUTH WESTERN HIGH SCHOOL WAIVER REQUEST: The committee received a request dated April 15, 2025, from South Western High School requesting a waiver of fees for the Yard Sale event on Saturday, May 10, 2025. This was recommended to be put on the Board of Commissioners' agenda.

ST. JOSEPH CATHOLIC CHURCH WAIVER REQUEST: The committee received a request dated April 28, 2025, from St. Joseph Catholic Church requesting a waiver of fees for their annual yard sale to be held on June 21, 2025. This was recommended to be put on the Board of Commissioners' agenda.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:15pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
June 3, 2025

The Penn Township Finance Committee convened on Tuesday, June 3, 2025, at 7:00pm. Present were Chairman Arnold, Commissioners Baile, Fanelli, and Elksnis. Commissioner Heiland attended via phone. Also present were WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Commissioner Arnold announced there was an executive session held on Monday, June 2, 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.

APPROVAL OF THE MINUTES: The minutes of the May 6, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold stated the revenue and expense report will be forthcoming.

2025 Budget Memo: Commissioner Arnold asked if all the Commissioners reviewed the 2025 Budget memo and asked if there was anything to add. Nothing was added.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:02pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
July 1, 2025

The Penn Township Finance Committee convened on Tuesday, July 1, 2025, at 7:00pm. Present were Chairman Arnold, Commissioners Baile, Fanelli, Heiland, 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: Commissioner Arnold announced there was an executive session held on Monday, June 16, 2025, following the Board of Commissioners meeting to discuss personnel matters. There will be an executive session this evening following the Health & Sanitation Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the June 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 May 28, 2025. The year-to-date revenue was 52.11% of what was budgeted, and expenses were at 34.18%.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:02pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
August 4, 2025

The Penn Township Finance Committee convened on Monday, August 4, 2025, at 6:22pm. Present were Chairman Arnold, Commissioners Baile, Fanelli, Heiland, and Elksnis. Also present were Township Engineer Bortner, WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none

APPROVAL OF THE MINUTES: The minutes of the July 1, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

GUTHRIE MEMORIAL LIBRARY: Matt Purkins, Library Services Director for the Guthrie Memorial Library discussed the Fairshare contribution for Penn Township. This is based on cardholders from the Township. There are 4,951 Penn Township residents that are current cardholders and that is 24.21% of the total card holders. The library is requesting a Fairshare contribution of \$23,280.56.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through July, 2025. The year-to-date revenue was 56.95% of what was budgeted, and expenses were at 41.46%.

THE EXCHANGE CLUB OF HANOVER WAIVER REQUEST: The Committee received a request dated July 15, 2025, from The Exchange Club of Hanover for a waiver of permit fees for their Annual Chili Cook Off to be held on Sunday, August 31, 2025. This was recommended to be put on the Board of Commissioners' agenda.

HANOVER LOGISTICS WAIVER REQUEST: The Committee received a request dated July 18, 2025, from the Hanover Logistics requesting a waiver of sewer permit fees for 201 Center St. The owners of the property requesting a waiver based on right of way and easement allowances they previously worked with the Township on.

LOCAL SHARE ACCOUNT GRANT: Assistant Township Manager Klinefelter discussed the LSA grants (statewide and category 4). The Township is looking to apply for the grants to purchase a Vac Truck for the sewer department that is approximately \$557,000.00.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS: Sharon Narushoff, 11 Willow Ct: Ms. Narushoff asked if citizens could fund a decibel machine would the Township use it. Commissioner Heiland said it is difficult to catch vehicles due to needing to be at the spot when the sound is being made, and the machine must be maintained. She said something needs to happen because of the noise.

The meeting was adjourned at 6:32pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
September 2, 2025

The Penn Township Finance Committee convened on Tuesday, September 2, 2025, at 6:18pm. Present were Chairman Arnold, Commissioners Baile, Fanelli, Heiland, and Elksnis. Also present were Township Engineer Bortner, WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none

APPROVAL OF THE MINUTES: The minutes of the August 4, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

EXPLORE YORK PRESENTATION: No show

GUTHERIE LIBRARY/HANOVER BOROUGH FAIRSHARE: Margie Lewis and Jim Shelton, Hanover Borough: The Borough representatives discussed the incorrect Fairshare allocation that was originally shared with the Board at a prior meeting. Jim explained how the amount is calculated and said the corrected amount is \$66,849.54. This fairshare allocation does not go towards building costs and maintenance.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through August 2025. The year-to-date revenue was 60.51% of what was budgeted, and expenses were at 46.96%.

CONSIDER 2026 PENSION MINIMUM MUNICIPAL OBLIGATIONS: The committee reviewed the MMO for non-uniformed, police, and fire. These were recommended to be on the Board of Commissioners agenda.

REQUEST FOR PROPOSAL FOR LEGAL SERVICES: Township Manager Sweeney said that the Township would like to put out an RFP for legal services. The firm that the Township had, Stock and Leader, was purchased in 2025 by Saxton and Stump. This was recommended to be put on the Board of Commissioners' agenda.

2026 BUDGET: Township Manager Sweeney said that the budget meetings need to be scheduled. The Committee discussed and decided on October 21, November 19, and December 3, 2025, at 6:00pm. These dates will need to be advertised.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

The meeting was adjourned at 6:46pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
October 7, 2025

The Penn Township Finance Committee convened on Tuesday, October 7, 2025, at 6:18pm. Present were Chairman Arnold, Commissioners Baile, Fanelli, Heiland, and Elksnis via phone. Also present were Township Engineer Bortner, WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Police Chief Merwede, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There was an executive session held on Monday, October 6, 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. On Tuesday, October 21st, there is a Finance Committee Budget Meeting, beginning at 6:00pm.

APPROVAL OF THE MINUTES: The minutes of the September 2, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ENTERPRISE FLEET MANAGEMENT- DALTON HAYMAKER EFM: Dalton Haymaker and Alex Wertz gave a presentation on the Enterprise Fleet Management Program. This is a program that the Township can "lease" vehicles and rotate them out at a shorter period to build equity into the vehicles and potentially save money on the next vehicle. The vehicles can also have a maintenance package that includes oil changes and brakes/tires. Alex would be the account manager and will guide the Township with the purchases. The Township can adjust when they put a vehicle into the fleet and when they sell it. Enterprise can also install aftermarket accessories as needed for the vehicles. If there was an accident it will still go through the Townships insurance like it does currently. There was a conversation regarding the breakdown of the monthly payment per vehicle and what creates that monthly amount and the total overall cost of the vehicles. Enterprise uses the straight-line depreciation method which helps build equity into the vehicle faster. Enterprise has to hold the titles for at least 12 months for vehicles. The Township can still use most vehicle repair shops that are currently being used through the Enterprise program. The program has a portal/app that will keep track of all maintenance and miles for each vehicle.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold presented the revenue and expense report through September 2025. The year-to-date revenue was 68.73% of what was budgeted, and expenses were at 52.27%.

2026 BUDGET: Manager Sweeney reviewed the admin side of the budget. IT services will be increased. The bond for the tax collector has also increased. Manager Sweeney is working on itemizing the budget to show the Commissioners all the leases/contracts in more detail.

2026 AMENDED POLICE AND FIRE MINIMUM MUNICIPAL OBLIGATIONS: Manager Sweeney said the amortization amounts were missed on the MMOs that were adopted last month.

WAIVER REQUEST: The committee considered a request dated September 17, 2025, from St. Joseph Catholic Church for a waiver of permit fees for their annual Holiday Bazaar to be held on Saturday, November 8, 2025.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

The meeting was adjourned at 8:24pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE BUDGET MEETING
OCTOBER 21, 2025

The Penn Township Finance Committee convened on Tuesday, October 21, 2025, at 6 p.m. Present were Chairman Arnold, Commissioners Baile, Elksnis, Fanelli and Heiland along with Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Arnold announced an executive session held Monday, October 20, 2025, following the Board of Commissioners meeting to consult with counsel regarding legal and personnel matters.

CITIZEN'S COMMENTS: None.

2026 BUDGET REVIEW: The Committee reviewed the 2026 proposed revenue and expense budgets, beginning with the General Fund Administrative accounts.

GENERAL FUND REVENUE: Real estate tax revenue is budgeted at the current 4.4 mills. The Committee reviewed how one (1) mill or 0.1 mill would translate into additional revenue if ever needed. Earned income tax and other major revenues have not been changed. Comcast cable franchise fees are being reduced, with no change in interest earnings. Rent of buildings accounts were separated (municipal building vs. fire station) under the new software, and staff will re-check estimates. State pension aid and various grants are budgeted at 2025 levels, noting that these are money in/money out items in many cases.

ADMINISTRATION EXPENSE: Wages were discussed, with Commissioner salaries remaining unchanged, while other wages are yet to be finalized. The Township is awaiting additional healthcare information, which will be updated once received. IT/networking costs were reviewed in detail and will increase the budgeted amount to \$25,000. Audit services will remain at the current contract level. Health insurance costs are preliminarily assumed at a 25% increase for budgeting purposes until firm rates are received. The Tax Collector's bond renewal line is increased to \$1,000 based on prior history after election. The building insurance and public utilities are increased to reflect rising costs. Animal control services and SPCA contract lines were reviewed. A presentation from SPCA will be requested for next year. Hanover Library's fair share will tentatively remain at a \$50,000 contribution.

PUBLIC SAFETY EXPENSE: The Committee reviewed the proposed Police Department budget. Management salaries are yet to be finalized. Union salary lines reflect collective bargaining increases and current staffing. The Chief's request for five (5) additional patrol officers was discussed at length. The Committee directed that the budget be revised to reflect funding for one (1) additional patrol officer and one (1) detective. Related benefits, overtime, training, uniform, and equipment lines will be adjusted accordingly. Custodial staffing (two part-time custodians at the Police Station) was clarified as separate from the administrative building custodian. Several operating lines, clothing/uniforms, ammunition, cellphone/wireless, computer maintenance, digital services, and various Motorola camera/radio contracts were reviewed. Capital outlay for the Police Department is slightly reduced from 2025, due to completion of certain projects. Two police vehicles (SUV) and related upfitting remain in the

2026 capital request; the Committee noted that any transition to Enterprise fleet leasing is not yet reflected in this version and will be discussed further once pricing and budget impacts are clearer.

The Committee reviewed the proposed Fire Department budget. Fire captains and firefighter salaries are increased per the current CBA, including projected overtime. Health insurance and general insurance lines are projected at 25% and will be adjusted once the true costs are received. Hanover Area Fire & Rescue contribution will be revised after the Fire Commission finalizes its budget. Hydrant rental and hydrant repair costs remain unchanged. Several grant-related “money in/money out” lines (Fireman’s Relief, State Fire Commissioner grants) remain unchanged.

ZONING EXPENSE: The Committee reviewed the Zoning Expenses, wages and insurances will increase and have yet to be finalized. The Zoning/Property Maintenance salary and clerk lines include contractual increases; related Social Security and benefits were adjusted. Third-party building code inspections were split out from general expense to clearly track costs; based on 2024, costs are significantly higher than previously budgeted. Staff will review permitting fees and the fee schedule to ensure permit revenue more closely offsets these inspection expenses.

SOLID WASTE EXPENSE: Wages and Insurance will increase. With the phase-out of the pay-as-you-throw trash bag system, refuse and recycling revenues are significantly reduced; related bag purchase and tipping fee expenses are removed. The Committee acknowledged that a portion of recycling costs will now need to be supported by other funds and that this will be revisited as the new toter system and contract fully roll out.

PUBLIC WORKS EXPENSE: Public Works union wages include contract increases; benefits will be adjusted once costs are received. Engineering services include \$20,000 for signal timing studies on Baltimore Street signals. Capital requests include HVAC replacement for the public works building rooftop units, 50% share of a wheel loader, a Ford F-550 dump truck, and an Ingersoll Rand roller. The Committee requested that staff prioritize which units are most critical if reductions become necessary. Numerous road and culvert projects were reviewed. MS4 costs, HLS contract and landfill fees for street sweeping are increased modestly based on updated rates. Recreation improvements have been reduced as the parks improvement efforts nears completion.

HIGHWAY AID: Highway Aid revenues and expenses will continue to be budgeted to balance, with paving projects only undertaken when funding is available.

SEWER FUND: Sewer fund management wages have yet to be finalized, contracted employee wages reflect increases in the CBA, insurances will be adjusted once actual costs are received. Sewer collection expenses reflect slight increases for chemicals, bacteria, and engineering services, along with a restructuring of vehicle expenses to track costs by unit. Pump station electric and utility charges were updated based on actual usage. Capital outlay includes a standby generator for the Northview pump station, replacement of the 2007 Case 721E (shared with Public Works), and replacement of a 2004 tandem dump truck. The ongoing sewer lining and manhole coating program continues to be successful and is recommended to move forward. At the WWTP, costs for chemicals, PFAS-related lab analysis, and electric and gas

utilities have increased, and staff continues efforts to reduce the flow to the Borough. Several WWTP capital items were requested, grinders, valves, tank concrete repairs, HVAC replacement, valve operator, etc.

FEE RESOLUTION: The Committee briefly reviewed the current Township Fee Schedule and discussed items to be updated including aligning building permit fees with actual third-party inspection costs. Adding a fee structure for fire inspections related to the new mobile food truck ordinance. Reviewing possible cost recovery for SPCA/animal control services.

OTHER MATTERS: None

CITIZEN'S COMMENTS: Mr. Robert Holt, stated that the Pennsylvania Department of Agriculture already regulates food truck health and operations. The Committee and staff explained that the Township's new ordinance and inspection requirement are focused on fire and life safety under the adopted 2018 Fire Code (e.g., propane tanks, fuel systems), which is separate from state health inspections.

The meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Donna M. Sweeney
Township Manager

MINUTES
FINANCE COMMITTEE
October 7, 2025

The Penn Township Finance Committee convened on Monday, November 3, 2025, at 6:24pm. Present were Chairman Arnold, Commissioners Baile, Heiland, and Elksnis. Also present were Township Engineer Bortner, WWTP Superintendent Lank, WWTP Assistant Superintendent Kline, Police Chief Merwede, Deputy Fire Chief Wysocki, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: There were none

APPROVAL OF THE MINUTES: The minutes of the October 7, 2025, Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2025 REVENUE AND EXPENSE REPORT: Commissioner Arnold stated that the revenue and expense report was not available at this time.

2026 BUDGET: Budget was sent and reviewed by the committee

WAIVER REQUEST: The Committee considered a request dated October 17, 2025, from the Knights of Columbus requesting a waiver of permit fees for their Christmas Banner.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO THE COMMITTEE REGARDING DISCUSSION ITEMS:

The meeting was adjourned at 6:26pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
FINANCE COMMITTEE
Budget Meeting
November 19, 2025

The Penn Township Finance Committee convened on Wednesday, November 19, 2025, at 6 p.m. Present were Chairman Arnold, Commissioners Baile, Elksnis, Fanelli and Heiland, along with Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Arnold announced an executive session was held following the November 17, 2025, Board of Commissioners Meeting.

CITIZEN'S COMMENTS: None.

2026 BUDGET REVIEW: The Committee reviewed the budget and noted that it is balanced without a tax increase. The Committee discussed an increase in technology expenses and an increase in the administrative fund. A Zoning vehicle and two Police Interceptors will be leased through Enterprise Fleet Management Services, resulting in lower vehicle costs for those funds. Additional funds were added for auditing due to the implementation of new financial software if needed. One microphone for the security glass was added to the administrative capital outlay. One additional patrolman was approved for the Police Department. The Fire Department Budget includes the \$1,064,991 contribution to Hanover Area Fire and Rescue, and the addition of funds for the Fire Academy for the sixteenth firefighter once hired. The Committee reviewed Public Works, ultimately recommending the replacement of a 2007 Case 721E which is a fifty percent shared cost with the Sewer Department, and the replacement of a 2013 Ford F550 Dump Truck. The Tri-axle Dump truck from 2025's budget may have to be moved to 2026 due to delay in delivery. The replacement of the 1996 Ingersoll Rand DD24 Roller was removed for 2026. The Sewer Department budget was reviewed. The Committee recommended the purchase of a standby generator for the Northview Pump Station, new trench box, and the Sewer Lining, Manhole coating, Investigation and Removal work. The Committee removed the replacement of the 2004 Mack Granite Tandem Dump Truck for 2026 budget.

The budget is complete except for management raises which will be discussed during the executive session after this meeting is adjourned.

The budget will be posted at 20 Wayne Avenue on Monday, December 1st, as well as on the Townships website.

FEE RESOLUTION: Is in the process of being redesigned for easier use. The resolution will be reviewed and the Finance Committee meeting on December 2nd and adopted at the December Board of Commissioners meeting.

OTHER MATTERS: None

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Donna M. Sweeney, Township Manager

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