

**MINUTES
FINANCE COMMITTEE
APRIL 7, 2026**

The Penn Township Finance Committee convened on Tuesday, April 7, 2026, at 7:00 pm. Present were Chairman Heiland, Commissioners Baile, Arnold, Elksnis, and Rice. Also present were Township Manager Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Heiland announced that an executive session was held on Monday, April 6, 2026, following the Public Works Committee meeting to discuss personnel matters. There will also be an executive session this evening following the Health and Sanitation Committee meeting to discuss personnel matters.

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

CITIZEN'S COMMENTS: There were none.

CONSIDER A REQUEST FROM THE HANOVER LIONS CLUB: The Committee considered a request received dated March 10, 2026, from the Hanover Lions Club for a waiver of permit fees for their Chicken Barbeque to be held on May 9, 2026. This is a standard annual request that the Township receives regularly and has granted in previous years with no issues. The Committee agreed to place this item on the Board of Commissioners agenda for approval.

2026 HARC GRANT UPDATE: Township Manager Sweeney reported that Assistant Township Manager Klinefelter has completed much of the work for the Historical and Archival Records Care (HARC) grant, for which the Township received \$5,000. The grant will be used to professionally scan and digitize important ordinances and older Township documents. A budget amendment will be needed to add line items for both the \$5,000 grant receipt and a corresponding expenditure line item for tracking purposes. This item will be placed on the Board of Commissioners agenda.

2026 REVENUE AND EXPENSE REPORT: The Committee reviewed the 2026 revenue and expense report. The goal at this point in the year is to be at approximately 25% of the planned budget. Overall, the Township is doing well on both sides. Revenue is slightly low, primarily due to real estate tax revenue, which only began to be received at the end of April and is expected to increase significantly in the coming months. Expenses are also under the target amount, which is a positive sign.

CONSIDER THE WRITE-OFF OF AN UNCOLLECTIBLE BALANCE: The Committee considered the write-off of a sewer utility account balance in the amount of \$1,652.60 due to a Chapter 7 bankruptcy discharge. It was noted that there is little recourse available in such circumstances. The Committee agreed to place this item on the Board of Commissioners agenda for formal approval.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:06 pm.

Respectfully submitted,

Laura Klinefelter
Township Secretary