

MINUTES
FINANCE COMMITTEE
JANUARY 3, 2005

The Penn Township Finance Committee convened on Monday, January 3, 2005 at 7:10 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Rishel, Johnson, and Felix. Also present were Manager Garvick, Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

ORDINANCE NO. 625: The Committee reviewed Ordinance No. 625, adopting the Emergency and Municipal Services Tax. This ordinance is the same as the Resolution adopted at the year-end meeting. All other taxes are adopted by Ordinance. In addition, it will repeal the rental unit reporting requirement.

ORDINANCE NO. 626: The Committee reviewed Ordinance No. 626, amending the Non-Uniformed Pension Plan to include the increases in the Township contributions for members as specified by the AFSCME contract and Resolution No. 600.

TREASURER COMPENSATION: Commissioner Klunk reviewed the current compensation of the Township tax collector/treasurer by the Township as well as by the other entities she serves. The Township increased the amount of salary to \$9,200 in January 2001. The Committee also reviewed the salaries of other tax collectors within the County. It was the consensus of the Committee that tax collector would have a comparable workload in the next term, minus the collection of the per capita and occupation taxes. After some discussion, the Committee recommended a salary increase to \$11,000 a year.

ELECTION DISTRICT REALIGNMENT: Commissioner Klunk stated he received several complaints about the size of election district four. He provided the committee with a list of the current enrollment for each district. District four was created larger with the intent that it would be split at some future date. Commissioner Klunk stated that Center Street should be corrected because it is divided between two districts. He provided a list of the streets that he felt should be moved from district four to district three. The Committee recommended having the Township Manager contact York County Election Board to realign the districts.

EMERGENCY SERVICES FORMS: Manager Garvick stated that the Township is working on preparing the new forms for the emergency services tax to reflect the increase from \$10 to \$52.

The meeting adjourned at 8:16 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 7, 2005

The Penn Township Finance Committee convened on Monday, February 7, 2005 at 7:11 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Rishel, Johnson, and Felix. Also present were Manager Garvick, Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

TIMOTHY & AMANDA WELLMAN: The Committee received a request dated January 10, 2005 from Patricia Sneeringer for exoneration of the per capita for Amanda and Timothy Wellman, who moved to Florida. The delinquent notice from the Tax Collector stated that action needed to be taken on the request prior to December 31, 2004. The request has already been turned over to the collector. The Committee recommended denying the request.

UNCOLLECTED TAXES: Commissioner Klunk provided an overview to the Committee about the unpaid per capita taxes that were turned over for 2004.

JEFFERSON VFC: The Committee received a request dated January 26, 2005 from Jefferson Volunteer Fire Company for a waiver of the sign permit fee to advertise their annual carnival held the week of July 18-23, 2005. The Committee recommended approving the request.

HANOVER EXCHANGE CLUB: The Committee received a request dated February 1, 2005 from the Exchange Club of Hanover for a waiver of the sign permit fee to advertise the Builders Home and Garden Show on March 9, 10, 11, 12, 2005. The Committee recommended approving this request.

BUILDERS ASSOCIATION OF ADAMS COUNTY: The Committee received a request dated February 6, 2005 from the Builders Association of Adams County for a wavier of the sign permit fee to advertise the Adams County Home Show. The Committee recommended approving the request.

HANOVER EARNED INCOME TAX: Commissioner Stauffer noted that the Local Wage Tax form is now a single part form and for those individuals without copiers or scanners or fax it is not always possible for them to keep a copy of the return. It was also noted that the new form does not fit in the envelope. Commissioner Klunk will bring this up at the next meeting of the Hanover Area Earned Income Tax Association.

The meeting adjourned at 7:17 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MARCH 7, 2005

The Penn Township Finance Committee convened on Monday, March 7, 2005 at 7:20 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, and Felix. Commissioner Rishel was absent with notice. Also present were Manager Garvick, Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: There will be an executive session following the Finance meeting this evening.

CITIZENS COMMENTS: None.

EMS TAX: Jeff Eyer, Hanover Borough resident, stated that the new EMS tax is unconstitutional and that it is taxation without representation and the Commissioners should repeal it and tax Penn Township residents for the services provided. Commissioner Klunk stated the Committee would review the request when they prepare the 2006 budget.

HANOVER CHAMBER OF COMMERCE: The Committee received a request dated February 17, 2005 from the Hanover Area Chamber of Commerce for a waiver of the sign permit fees to advertise the shuttle service being offered in conjunction with Dutch Days on July 30, 2005. The Committee recommended approving the request.

PARKVILLE FIRE COMPANY: The Committee received a request dated February 23, 2005 from the Parkville Fire Company for a waiver of the building permit fees to renovate their basement to provide a physical fitness room, a larger dayroom and a new office. The Committee recommended approving the request.

FREEDOM VALLEY HANOVER: The Committee received a request dated March 4, 2005 from Freedom Valley Hanover for a waiver of the sign permit fee to advertise the grand opening of their church on March 5 and March 6, 2005. They will be applying for a similar request in May or April and now that they know the procedure will make their waiver requests earlier. The Committee recommended approving the request.

ANIMAL CONTROL: Manager Garvick provided a copy of the newspaper article where the York County Commissioners cut the funding for the Animal Control and Rescue League but increased the funding for the SPCA. In addition Manager Garvick received a survey from the York County Animal Control Task Force. Manager Garvick stated he wanted to ask why the County Commissioners chose not to fund the Animal Control and Rescue League since it is the most used animal service in the County. The Committee concurred.

SPRING NEWSLETTER: Manager Garvick stated that he has additional space in the newsletter if anybody had anything they wanted to include. Chief Gilbert asked if he could include the open house. We will also include an article on smoke alarm testing and battery replacement provided by the fire department.

The meeting adjourned at 7:27 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
APRIL 4, 2005

The Penn Township Finance Committee convened on Monday, April 4, 2005 at 7:33 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: There will be an executive session following the Finance meeting this evening.

CITIZENS COMMENTS: Jeff Newman, 2250 Grandview Road, explained a situation that occurred at his property involving the Township's refuse hauler, Penn Waste. Mr. Newman reported that on Tuesday, March 8, 2005 Penn Waste picked up his son's walker as trash. Mr. Newman's son has cerebral palsy and he has a walker, which allows him to walk on his own with some assistance. Mr. Newman stated that the walker was about four feet from the curb on their sidewalk that runs perpendicular to Timber Lane not parallel to Timber Lane. The garbage was placed sixty feet from it. The trash hauler picked up the walker as trash. Mr. Newman explained that his son rides the rabbit transit bus to school and that he takes his walker and motorized chair to the bus stop with him along with the other items he needs for school. The pickup time is scheduled for 9:15, which means they can arrive between 9 and 9:30. The wife normally takes stuff out in trips and when she went out to meet the bus the walker was missing. She contacted the Township and was informed to contact Gene Hejmanowski. Mr. Newman also contacted the carrier and his wife talked to Gene. Mr. Newman stated that when Gene spoke to his wife he told her to get another walker and if the hauler did not replace it the Township would do something. Later in the day, Gene called the Newman's back and asked them to deal directly with Penn Waste and specifically Wayne Riley, the operations manager. According to Mr. Newman, Mr. Riley felt that Penn Waste had no responsibility for the incident. The following day they contacted Scott Wagner, owner of Penn Waste. They had first told them that somebody would be at their house to look at the situation but after a callback they were informed that there would be no visit from Penn Waste. On Thursday, Mr. Newman called the Township Manager and informed him about the situation. Manager Garvick stated that he would contact the Township's insurance carrier and see if such an incident is covered. Mr. Newman contacted his insurance coverage and they would cover everything over the five hundred deductible and the walker cost \$1060. Township policies do not cover incidents such as this so Manager Garvick suggested that Mr. Newman come to the meeting to discuss the situation with the Commissioners. He showed pictures recreating the situation that showed a chair where the walker was located and a recycling bin where the trash was located. In addition, when they spoke to Penn Waste they stated that normally if there is a question about a pickup the driver will call the hauler for direction on what to do with the object. No one called on the day in question. Also, the driver that picked up that day was a new driver. The regular driver stated that he has seen the walker placed sixty feet from their trash, he knows that it is not trash. According to Gene's Secretary, the driver claimed that the walker was sitting with the trash but on Wednesday, Mr. Wagner's Secretary said the driver

stated the walker was on the sidewalk but there was no other trash so he assumed it was there trash. Mr. Newman stated that he did put trash out on Monday night prior to the incident and the neighbor saw him put it out. He feels that the carrier has a responsibility for the incident and the Township should have taken the initiative because they have a contract with Penn Waste. After some discussion, the Committee suggested that Jeff contact the hauler (Scott Wagner) about the situation and informed him that the Mr. Newman is willing to submit it to his insurance carrier. Also, they would like Jeff to make sure that our residents are being treated respectfully. The pictures were returned because the driver admitted to picking up the walker and Mr. Newman might need them for his insurance company. Mr. Riley from Penn Waste stated that if the item is anywhere near the road they take it.

BSA TROOP 110: The Committee received a request dated March 14, 2005 from the Boy Scouts of America Troop 110, requesting a waiver of permit fees to place a sign at the Grandview Plaza on Saturday, April 30, 2005 advertising their mulch sale. The Committee recommended approving the request.

EMS DAY: The Committee received a request dated April 4, 2005 from the Penn Township Fire Department requesting a waiver of the fees for the pavilions and fields to hold an Emergency Services Day at the Community Park. The Committee recommended approving the request.

EMS TAX: The Committee received a letter from Tracy Orlando stating that as an independent contractor with Coldwell Banker she did not receive any income and will not be receiving a 1099 and does she have to pay the EMS tax. Administrative Rodgers reported that Manager Garvick sent a letter to the individual stating that since they did not earn any money they were not required to pay the tax. There was some concern about how the Township will know how businesses such as realtors are paying for their employees since the Township has not conducted an audit for several years. Administrative Assistant Rodgers stated that when businesses call with questions she tells them that when the Township audits your records.

HANOVER EARNED INCOME TAX BUREAU: Commissioner Klunk reported the Hanover Earned Income tax meeting was held last week. He reported that Michael Noel, who currently does the audit for the bureau would have to have a peer review next year to continue performing the audit. This would cost him about \$1500 in addition to his time. Mr. Noel could provide a review of the records. There was a letter supplied by Keith Nonemaker, the solicitor stating his opinion of the review. The group agreed to take it back to their respective boards for a decision. The next meeting will be in the fall to discuss the situation. The Committee will make a decision at a latter date on how to proceed.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Kristina Rodgers, Administrative Assistant

MINUTES
FINANCE COMMITTEE
MAY 2, 2005

The Penn Township Finance Committee convened on Monday, May 2, 2005 at 7:26 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, and Felix. Commissioner Rishel was absent with notice. Also present were Manager Garvick, Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

BUILDING PERMIT: The Committee received a request dated April 20, 2005 from Jeffrey L. Henry, Inc. requesting a refund of the building permit fee for a home that was started and then the proposed home buyer backed out of the project. The Committee recommended that the Manager use his discretion in dealing with the refund of the fee.

HANOVER EAGLES: The Committee received a request dated April 14, 2005 from the Hanover Aerie No. 1406 requesting a waiver of the building permit fee for the Eagles to install a 10' fence for a softball field. The Committee recommended approving the request.

BUCKLEY CHIROPRACTIC: The Committee received a request dated April 13, 2005 from the Easter Seals South Central Pennsylvania requesting a waiver of the sign permit fee to advertise a bake sale at Buckley Chiropractic. The Committee recommended approving the request.

YORK COUNTY BLOCK GRANT PROGRAM: Manager Garvick reported that the State administers the Community Block Grant Program from Federal funding, which is either distributed to the Counties or to individual municipalities. If the municipalities want to participate in the County program then the County applies for the funds for those they represent. The municipalities are allowed to apply on their own but that will decrease their chances of getting funds. This process occurs every three years and Manager Garvick recommends that the Township do nothing and let the County apply for the funds and then petition them if we wish to apply for a specific project. The Committee was concerned that the Township has not pursued this more aggressively and they will prepare a list of proposed projects.

ELECTION DISTRICTS: The Committee recommended holding off pursuing redistricting at this time but something will need to be done before the next presidential election.

EMS TAX: Administrative Assistant Rodgers reported that the first deadline for the EMS tax was on May 1, 2005 and there have been several checks returned because most employers deducted only \$10 (the amount of the previous tax) and then had employees quit before they were aware that \$52 was the correct amount to be withheld. Because the tax collector cannot take partial payments, Ms. Rodgers is informing them to submit those for whom they have deducted the entire \$52 for and request a waiver for those who were terminated prior to the collection of the new rate.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JUNE 6, 2005

The Penn Township Finance Committee convened on Monday, June 6, 2005 at 7:19 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Manager Garvick, Administrative Assistant Rodgers, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

HANOVER JAYCEES ANNUAL CAR SHOW: The Committee received a request dated June 2, 2005 from the Hanover Jaycees requesting a waiver of the sign permit fee to advertise the Jaycees Annual Car Show at the South Hanover Shopping Center on June 25, 2005. The Committee recommended approving this request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated May 16, 2005 from the Penn Township Lions Club requesting a waiver of the sign permit fees to advertise their chicken barbeque on June 11, 2005 and September 10, 2005 at Young's Woods. The Committee recommended approving the request.

YARD SALE PERMIT FEE: The Committee received a request dated May 13, 2005 from Julie Geyer requesting a waiver of the yard sale permit fee to hold a yard sale where all the profits will be given to the American Cancer Society Relay for Life. The Committee recommended approving the request as long as proof of payment of proceeds to the ACS is provided.

LOT #7 INDUSTRIAL PARK: Manager Garvick asked if the Committee would authorize the appraisal of Lot #7 in the Industrial Park that the Township purchased for construction of Industrial Drive. The road splits the lot in half, rendering it unusable for anyone but the adjoining properties. The Committee recommended having the Hawk Creek Laboratory side appraised while waiting to see if Keystone Machine is interested in the other side before having it appraised. Mr. LeCrone, Hawk Creek, has expressed interest in the property and will have his own appraisal conducted. Manager Garvick will contact the appraiser and find out how long the appraisals are good for.

ORDINANCE NO. 625 (EMS TAX): Manager Garvick stated that the Township's Tax Collector is not collecting any partial payments of the Emergency Municipal Services tax. This is resulting in revenue being lost since many employers have already cut checks for \$10 and will submit the remainder at a later date. All partial payments are now being returned to these employers since our ordinance specifically requires that there be payments of the "full amount". The Committee recommended that Manager Garvick review this matter with the Solicitor and others to see how we can collect partial payments.

TOWNSHIP EMPLOYEES: Manager Garvick reported that we are in the process of

posting all the employees pictures on the website.

JULY'S MEETING: The July meeting was scheduled for July 5, 2005 immediately following the Public Safety Committee meeting

The meeting adjourned at 7:29 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JULY 5, 2005

The Penn Township Finance Committee convened on Tuesday, July 5, 2005 at 7:11 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Manager Garvick, Administrative Assistant Rodgers, Lieutenant Rhodes, Fire Chief Cromer and Highway Foreman Mahan. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

ORDINANCE NO. 630: The Committee reviewed Ordinance No. 630, which will adopt a new firefighters pension plan that will change the Township's contribution from 6% to 8% of gross pay until the end of 2006. The Committee recommended adopting the Ordinance at the next Board of Commissioners meeting.

FREEDOM VALLEY HANOVER CHURCH: The Committee received a request dated June 23, 2005 from the Freedom Hanover Valley Church for a waiver of the sign permit fee for a banner at their church at 585 McAllister Street. The Committee recommended denying the request since the banner would not be displayed on just a temporary basis, but would instead be of a more permanent nature. The committee emphasized that the Church must comply with all the current sign regulations.

RESOLUTION NO. 611: The Committee reviewed Resolution No. 611 for the retention and disposition of Township records. Manager Garvick stated that he has followed the state requirements for the retention of records and will keep those things that he feels the Township might need in the future. Typically the Township keeps all disposable records for ten years. The Committee recommended adopting the Resolution at the next Board of Commissioners meeting.

SPCA AGREEMENT: The Committee received a proposed agreement for the year 2006 from the York County SPCA. Manager Garvick reported that about fifty percent of York County municipalities use the SPCA and the other half use the Animal Control and Rescue League. He further reported that we have had no problems with our current arrangement. The Committee recommended not pursuing the agreement with the SPCA and to continue utilizing the Animal Control and Rescue League for our animal services.

YORK COUNTY TAX COLLECTOR'S ASSOCIATION: The Committee received a request from the Tax Collector for an advertisement in the York County Tax Collector's Association convention book. The Committee recommended against expending funds for the request since they do not even advertise with their own organization, PSATC.

EMS TAX: Manger Garvick reported that he has not yet contacted the Solicitor about the problems with the EMS tax but hopes to get him within the next month.

YOUNGS WOODS DONATIONS: It was noted that the donations and reservations for Young's Woods have increased since the playground equipment was added. Revenue

is near \$1,000.

The meeting adjourned at 7:20 P.M.
Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
AUGUST 1, 2005

The Penn Township Finance Committee convened on Monday, August 1, 2005 at 7:17 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

YARD SALE PERMIT FEE: The Committee received a request dated July 20, 2005 from the Fraternal Order of Eagles Auxiliary for a waiver of the yard sale permit fee because the profits will be going to various charities. The Committee recommended approving the request.

EARNED INCOME TAX MEETING: Commissioner Klunk stated that the Hanover Area Earned Income Tax Bureau would be meeting at the end of the month to discuss the situation with the current auditor, Mike Noel. Mr. Noel is qualified to perform a review only and not an actual audit as required by PA statute. Manager Garvick stated that he received a letter from the Township Solicitor regarding the York Area Earned Income Tax Bureau but he is not aware of any of the participating organizations in the HAEITB pursuing a move to York. The HAEITB is currently in good financial condition. The Township is currently paying about 2.5% in collection costs. It was noted that two copies of the tax bill should be included in the mailing.

EMS TAX: Manager Garvick stated that he contacted the Township Solicitor about the legality of collection of partial payments. The Solicitor informed him that the Tax Collector is solely responsible for collection of the taxes. Manager Garvick stated that he is concerned about how the proposed amendments to the Act will be adopted and what effect it will have on the Township's ability to supply forms and instructions to the employers next year if the law changes. Refunds for redundant payments will be issued as soon as verification is received from the employee that the tax was submitted to the Township.

FUEL CATALYST: Commissioner Klunk stated that he can supply a new fuel catalyst to decrease the cost the Township's diesel and gasoline costs. He would like to see it added to all the Township vehicles. He stated that it is supposedly works better with diesel. Chief Gilbert stated that he is concerned because his cars may sit and idle for up to several hours during each shift. The cost of the product is \$1.10 an ounce for a sixteen-ounce bottle and a five-gallon unit costs \$39.95 plus \$5.88 in shipping and handling. The Committee discussed where best to utilize the product and they suggested trying it at first in the administration vehicles. Staff will monitor the fuel mileage in these vehicles for the next few months.

The meeting adjourned at 7:45 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
SEPTEMBER 6, 2005

The Penn Township Finance Committee convened on Tuesday, September 6, 2005 at 7:32 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, Administrative Assistant Rodgers, Engineer Bortner, and Highway Foreman Mahan. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

HANOVER JAYCEES: The Committee received a request dated September 6, 2005 from the Hanover Jaycees requesting a wavier of the sign permit fee to post six temporary signs advertising the Halloween Parade. The Committee recommended approving the request

COMMUNITIES THAT CARE: The Committee reviewed Resolution No. 616, which releases the Township as the lead agency for the Communities That Care Initiative. The Committee recommended approval.

COMMUNTIY BANK REC ACCOUNT: The Committee reviewed Resolution No. 617 to dissolve the Township's Recreation District #3 account with Community Bank. The Committee recommended approval.

TAX CERTIFICATION FEE: The Tax Collector recommended that the Tax Certification fee be raised from \$10 to \$20 for 2006. The Committee recommend including this in the 2006 fee resolution.

The meeting adjourned at 7:35 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 3, 2005

The Penn Township Finance Committee convened on Monday, October 3, 2005 at 7:49 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Johnson, Rishel and Felix. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

BUCKLEY CHIROPRACTIC: The Committee received a request dated September 20, 2005 from God's Meal Barrel for a waiver of the sign permit fee to advertise Appreciation Days at Buckley Chiropractic on November 3rd and 4th. The Committee recommended approval.

BOROUGH OF NEW OXFORD RECREATION: The Committee received a request from New Oxford Borough for a contribution to the their recreation program because four percent of their participants this year were from Penn Township. The Committee recommended that the Township withhold a contribution because we accommodate other children in our recreation programs than those residing just in the Township.

The meeting adjourned at 7:51 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 7, 2005

The Penn Township Finance Committee convened on Monday, November 7, 2005 at 7:45 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Rishel and Felix. Commissioner Johnson was absent with notice. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

2006 FEE RESOLUTION AMENDMENTS: The Committee reviewed the proposed changes to the fee resolution, which include a change in the sewage-dumping fee, the tapping fee, which was changed in June, and the tax certification fee. The Committee will make a recommendation at the next meeting.

2006 BUDGET DISCUSSION: The Committee reviewed the proposed 2006 General Fund budget. They began with the projected revenue. The property tax millage will be affected by York County's reassessment. The Township will have to take two actions at the year-end meeting to adopt the new rate. Manager Garvick will get the final figures from the county on November 15 and will then be able to project the 2006 real estate tax. He thinks it will be close to the current figure. There was some discussion on the EMS Tax and the amount of revenue that will be generated. Currently, the Township has received more EMS revenue than projected but there may be a good number of refunds requested at the beginning of next year due to the earned income level. Some of the employers in the Township have not submitted payments yet for they're first and second quarter deductions. There was some concern about what the lawmakers are intending to do to amend the tax and procedures. Manager Garvick reported that he projected high on the fines, forfeits, and costs. The Committee then reviewed the proposed expenditures in the administration, engineering, and zoning budgets along with the miscellaneous expenditures. The insurance figures will be added but there have been minimal increases across the board for 2006. Manager Garvick was asked if a new code vehicle was needed but he felt that they could make it at least one more year with the current vehicles. The oldest one is a 1996 blazer. The proposed engineering budget is similar to this year's. There was some discussion about replacing the rooftop heating units. The problem unit has been repaired and new wall-mount units have been installed in the Fire Chief and Tax Collector's offices. Manager Garvick stated that previous budgets included re-keying the municipal building but it has not been done for one reason or another. He stated he would like to add it to the 2006 budget but was not sure what type of system to use even though he would favor an old fashion key system. After some discussion, it was suggested that it be included in the budget and when it came time for the installation different options could be reviewed. There was discussion regarding transfers to the fire reserve account. It was suggested that \$50,000 be transferred. Fire Chief Cromer feels that a new piece of equipment may have to be purchased in the next three to four years. The cost will be about \$500,000 for the truck and the equipment, if not more. There was some discussion about leasing a new vehicle but the discussion favored purchasing any future vehicles

instead of leasing them. It was suggested that more than \$50,000 be transferred but the Committee will decide at its next meeting. The amended library contribution will be added to the budget. Commissioner Klunk felt that the amount of carryover might decrease before the final budget is adopted. The Committee will further review at its next meeting.

The meeting adjourned at 8: 10 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 5, 2005

The Penn Township Finance Committee convened on Monday, December 5, 2005 at 7:18 P.M. following the Public Safety Committee meeting. Present were Chairman Klunk and Commissioners Stauffer, Rishel, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

WEST MANHEIM LIONS CLUB: The Committee received a request dated November 23, 2005 from the West Manheim Township Lions Club for a waiver of the permit fee to advertise their Christmas Tree Sale being held at the Grandview Plaza from November 26 to December 17. The Committee recommended approving the request.

2006 BUDGET: The Committee reviewed the proposed 2006 budget. The Township will need to change the current 2005 millage rate because of the reassessment performed by York County. The current rate is 2.3 mills. They reviewed Resolution No. 621 that would revise the millage rate for 2005 to 1.8324 mills. The proposed 2006 budget is for 1.9925 mills, which is a little less than what is allowed because of the reassessment. The law allows a ten percent increase in the rate. The Committee rounded the millage rate for 2006 to 1.99 mills. The budget will go on display at 8:00 A.M. December 6, 2005.

VOTING DISTRICTS: Commissioner Klunk reported that he saw the new voting machines in York and talked to John Scott, Director of Elections, about the creation of a new voting district within Penn Township. There were problems during the 2004 presidential election at the polling place at Grace U.M. Church. The polling officials had split the books in half but might have been able to do more. The Township may want to consider additional machines at the church. The County would like to avoid the cost of creating a new district. The Committee suggested that a new district should be considered in 2007 and prior to the 2008 presidential election. There was some discussion about the proposed developments within the voting district and what impact they would have.

2006 REORGANIZATION MEETING: The Commissioners discussed the time of the reorganization meeting to be held, by state law, on January 3rd. It was decided to advertise the meeting for 6:30 PM.

The meeting adjourned at 7:29 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager