

MINUTES
FINANCE COMMITTEE
JANUARY 3, 2006

The Penn Township Finance Committee convened on Tuesday, January 3, 2006 at 7:21 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. 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.

DISCUSSION ITEMS: None

The meeting adjourned at 7:23 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 6, 2006

The Penn Township Finance Committee convened on Monday, February 6, 2006 at 7:33 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, 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.

CABLE FRACHISE TRANSFER: Manager Garvick reported that he received information from Comcast Corporation, who is purchasing Susquehanna Communications, regarding the sale of the cable system. Comcast is requesting the Township to adopt FCC Form 394, which is a requirement of the sale. The agreement simply states that Comcast will perform all the duties and responsibilities that were heretofore required by SusCom. When Comcast purchases Susquehanna they would also provide the same services that are currently being provided. The Township cannot use this as an opportunity to negotiate for new services until the current franchise agreement expires. Comcast is also requesting the Township to adopt a Consent Resolution because the transfer of ownership statute requires the agreement of municipalities comprising 90% of the total service area. The Township has 120 days from December 7, 2005 to act on the Resolution. The Township Staff and Solicitor have reviewed the documents and see no problem. The Committee recommended placing the resolution on the BOC agenda.

REFUSE BAG BIDS: The refuse bag bid was opened January 27, 2006 with the lowest bidder being Central Poly Corporation with a bid price of \$238.60/1000 bags. All American Poly, our current vendor, was the second lowest bidder. Staff recommends that all 300,000 bags be purchased at one time. The Township is making provisions to store the bags at two or more locations since the order is at least two full tractor-trailers. Manager Garvick recommended making the award to Central Poly at the next Board of Commissioners meeting but sending an order now to ensure that the Township does not run out of bags. The Committee recommended approving the bids at the next meeting and placing the order as soon as possible.

JEFFERSON VOLUNTEER FIRE COMPANY: The Committee received a request dated January 5, 2006 from the Jefferson Volunteer Fire Company for a waiver of the sign permit fees to advertise their annual carnival held July 17-22, 2006. The Committee recommended approving the request. There was a concern about where the sign would be placed since the usual location is now the temporary field office of Kinsley Construction for the Grandview Road improvements.

EXCHANGE CLUB OF HANOVER: The Committee received a request dated February 6, 2006 from the Exchange Club of Hanover requesting a waiver of the sign permit fee to advertise the Home Builders Show being held March 8, 9, 10, and 11. The committee recommended approval.

FUEL ADDITIVE PROJECT: Commissioner Klunk stated that he has the results of the fuel catalyst project that the Township has been testing in four vehicles over the last six months. Three of the vehicles showed an increase of a little less than a mile per gallon but the fourth vehicle showed a decrease in mileage. Commissioner Klunk reported that the Township would only break even using this product. The vehicles used have more in town miles with many starts and stops, which is indicative of most all the vehicles in the fleet. The Township will discontinue use of the product.

HANOVER AREA EARNED INCOME TAX: Commissioner Heilman reported on the Hanover Area Earned Income Tax meeting that was held on January 23, 2006. The Township will have to reimburse \$15,840 in overpayments back to the group. Mr. Heilman stated that he suggested that the collection fee be lowered to 2.65% from 2.75%. The Bureau currently has a cash balance of \$67,746 for refunds and payment of bills. He is concerned that this is too large for a cash account. He stated that if they follow the recommendation it would leave a cash balance of over \$50,000. He is going to make the proposal if it does not appear on the agenda. M & T Bank continues to charge the very low rent of \$629 a month. Smith Elliot & Kerns will be the new auditors. Mr. Heilman stated that Eileen Becker will be retiring soon and has been an earned income tax clerk a long time and that if anybody knows her they should congratulate her on a job well done.

DIGITAL MAILING SYSTEM: The Township is leasing a new postage meter from Pitney Bowes that will eliminate the proof of service cards that are used for registered and certified letters. The new system has electronic confirmation that the letter was sent and received. This will be a savings of \$1.82 per letter plus the labor involved in preparing the cards. The Township will save about \$5 a month even though the new lease fee will be \$118 more per month.

ORDINANCE NO. 640: An Ordinance has been prepared that will allow new police officers to be admitted into the Police Pension plan on their first full day of continuous employment. This is to comply with ACT 600 and prevent future findings on our audits by the State. The Committee recommended adopting the ordinance at the next Board of Commissioners meeting.

The meeting adjourned at 7:58 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MARCH 6, 2006

The Penn Township Finance Committee convened on Monday, March 6, 2006 at 7:17 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: A brief personnel session will be held following the meeting.

CITIZENS COMMENTS: None.

POTTER'S HOUSE: The Committee received a request dated February 28, 2006 from the Potter's House for a waiver of the sign permit fees to advertise a community fellowship function at their church. The sign will be placed at the intersection of Carlisle Street and Wetzel Drive on the Super 8 Motel property. It was noted that the sign should not be in the clear sight triangle. The Committee recommended approving the request.

HANOVER AREA CHAMBER OF COMMERCE: The Committee received a request dated February 13, 2006 from the Hanover Area Chamber of Commerce for a waiver of the sign permit fee to advertise shuttle service at the Value City Parking Lot and the Penn Plaza Shopping Center on July 29, 2006. This service is being held in conjunction with the Annual Hanover Dutch Festival. The Committee recommended approving the request.

PA ENVIRONMENTAL COUNCIL: The Committee received a request dated March 6, 2006 from the PA Environmental Council for a waiver of the zoning ordinance fee. The Committee stated that the ordinance is available online and that they should be sent a letter stating that the Township would provide them with a hard copy but at the usual fee for the ordinance.

WAGE TAX MEETING: Commissioner Heilman stated that he and Manager Garvick attended the wage tax meeting. During the meeting Steve Edwards was elected President, the collection fee was reduced to 2.65%, and Smith Elliot and Kerns were appointed as the auditors. The fee for the new auditors will be about twenty percent higher than the previous auditor.

INSURANCE RATES: Commissioner Stauffer thanked the staff for their diligence in negotiating life insurance and disability rate decreases for the next two years.

The meeting adjourned at 7:26 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
APRIL 3, 2006

The Penn Township Finance Committee convened on Monday, April 3, 2006 at 7:20 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

BOY SCOUT TROOP 110: The Committee received a request dated March 14, 2006 from Boy Scout Troop 110 for a waiver of the sign permit fee to advertise their mulch sale at the Grandview Plaza on Saturday, April 22, 2006. The Committee recommended approving the request.

LIQUOR LICENSE TRANSFER: A public hearing has been set for the April 17, 2006 Board of Commissioners meeting for the transfer of a restaurant liquor license from the Carlisle Street Tavern in the Borough of Hanover to El Rodeo Restaurant in Penn Township.

YMCA AD: The Committee received a request from YMCA Gymnastics to place an ad in their program. The Committee recommended not placing an ad.

The meeting adjourned at 7:27 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MAY 1, 2006

The Penn Township Finance Committee convened on Monday, May 1, 2006 at 7:40 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

HANOVER CYCLERS: The Committee receive a request dated April 6, 2006 from the Hanover Cyclers requesting a waiver of the sign permit fee to place a canopy and banner in the grassy area by the entrance of Rutter's Store along Grandview Road for the purpose of supporting the Race Across America bicyclists 24/7 from June 18-23, 2006. The Committee recommended approving the request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated April 13, 2006 from the Penn Township Lions Club requesting exoneration of sign permit fees to advertise a mulch sale and two chicken barbeques. The dates of the mulch sale are May 29 and 30 and June 6 and 7, 2006. The dates for the chicken barbeques are June 10 and September 23, 2006. The Committee recommended approving the requests.

SOUTH WESTERN DOLLARS FOR SCHOLARS: The Committee received a request dated April 21, 2006 from the South Western Dollars for Scholars requesting permission to place a banner on a truck advertising the Make A Difference Week during the last week in April. They are also requesting a waiver of the sign permit fee for this activity. The Committee recommended approving this request.

HANOVER LION'S CLUB: The Committee received a request dated April 26, 2006 from the Hanover Lions Club requesting exoneration from the sign permit fee to advertise their chicken barbeque on May 13, 2006 at the Friendship Fire Hall. The Committee recommended approving this request.

HANOVER AREA JAYCEES: The Committee received a request dated April 17, 2006 from the Hanover Area Jaycees requesting a waiver of the sign permit fee to advertise their 4th annual car show at the South Hanover Shopping Center on June 17, 2006. The Committee recommended approving the request.

BUCKLEY CHIROPRACTIC: The Committee received a request dated May 1, 2006 from Buckley Chiropractic for a waiver of the sign permit fee to advertise a benefit bake sale being held the week of May 8 – 12, 2006 at 539 Baltimore Street. The Committee recommended approving the request.

PAVILION RENTAL FEE: The Committee received a request dated May 1, 2006 from Debra Evans for a refund of the pavilion rental fee for the Community Park because the baseball fields were not available. The Committee recommended that if the pavilion is rented to someone else on that date she had requested then they will return her

reservation fee but the form states that the fee is nonrefundable. There was some discussion about the procedure for reserving the fields on weekends next year.

PUBLIC WORKS FACILITY: Manager Garvick stated that he met with the Bank of Hanover today to discuss options for financing a portion of the public works facility along with the Center Street improvements. He requested BOH to provide rates on a loan \$2.2 million and one for \$2.7 million along with differing borrowing schedules. Manager Garvick stated that he would be contacting other financial institutions as well. The Township does have 1.5 million dollars available for the public works facility that was borrowed previously. The first payment would be due sometime this year. The repayment schedule for the Ridge/Wilson Avenue project has about two years left.

The meeting adjourned at 7:54 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JUNE 5, 2006

The Penn Township Finance Committee convened on Monday, June 5, 2006 at 7:22 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Sergeant Laughlin, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

COMCAST OF SOUTHEAST OF PA: Manager Garvick stated that the transfer of Suscom to Comcast was completed on May 1. He provided a list of the new rates, which increased 3% over the Comcast rates. There is some concern that email addresses will need to be changed in the near future.

YMCA GYMNASTICS CHAMPIONSHIP: The Committee received a request dated May 18, 2006 from the YMCA for a waiver of the sign permit fees to place about 25 12"x18" directional signs throughout the Township for the gymnastics meet being held. The Committee recommended approving the request. Manager Garvick will send a letter explaining that the signs need to be removed immediately following the event. Chief Cromer stated that the YMCA does not want to pay for the use of the Township's ambulance for the event. The YMCA will have paramedics on the scene from the hospital. Chief Cromer stated that there could be a delay getting an ambulance on the scene if one has not been dedicated to the event. The YMCA is providing its own fire police for the event and it was noted that they would have to be certified. Sergeant Laughlin stated that he would be speaking with the representative of the event in the next several days. It was suggested that the school district be made aware of the situation. There was concern expressed because of the amount of traffic that will be created. Commissioner Heilman stated that the last time that the event was held, there were problems at the school.

ORDINANCE NO. 641: - Manager Garvick presented Ordinance No. 641 that would repeal the amusement device tax. The law allows the Township to tax jukeboxes and pin ball machines but the new types of amusement machines are not covered by state law. The Committee discussed the merits of the tax and some would like copies of the previous opinion from the Solicitor but the ordinance will be placed on the agenda for June's meeting.

LIQUOR TRANSFER: Manager Garvick reported that the liquor license transfer request has been submitted to the Pennsylvania liquor control board from Carlisle Street Tavern to El Rodeo.

WATER RATIONING: Manager Garvick provided Ordinance No. 644 that includes the water rationing provision that was included in the Borough's plan following the drought of 2002. The Township informed the Borough that we would include it the next time changes were made to our ordinance.

PRINCIPLE FINANCIAL GROUP: There was some discussion about the outstanding issue of the guaranteed payments by Principle Financial Group to the retirees. There was a pension board meeting held last month that provided information about the police plan. Commissioner Klunk was concerned about the seven percent of funds that are still being held in Principle Stock. These funds were the result of the demutualization of the company in 2001. There is concern that this is lot to have in one fund and the details of liquidating that stock should be pursued. It was suggested that the original value and amount of stock be provided.

The meeting adjourned at 7:57 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JULY 3, 2006

The Penn Township Finance Committee convened on Monday, July 3, 2006 at 7:11 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Lieutenant Rhodes, Fire Chief Cromer, Township Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

EMS TAX REFUND REPORT: Manager Garvick reported that 452 individuals were reimbursed \$24,671 for the 2005 Emergency Municipal Services Tax. This was about five percent of what was collected and half of what was budgeted for refunds. A total of \$497,578.97 was collected in 2005. Thru May of 2006 we have collected \$432,063.40. Commissioner Klunk noted that legislation amending the tax has been approved in both houses but the bill is in Committee because there were two different versions passed. Some of the changes include individuals not having the tax taken off until they make \$12,000 and people signing waivers that they will not make \$12,000. It is also proposed that the tax could be deducted weekly in the amount of \$1.

SPCA: Manager Garvick reported that he has received the proposed 2007 agreement from the York County SPCA, which will cost \$2,270. The Township currently has an agreement for \$800 with the Animal Control and Rescue League. The Township has not had any problems with ACRL nor with Terry Hemler, the animal control officer. The Committee would like to continue with ACRL but will further review when they receive the 2007 agreement from ACRL.

RECREATION FEE AND RESERVATION UPDATE: Manager Garvick reported that there has been an increase in the reservations at Youngs Woods since the installation of the playground equipment. Through June 30, 2006 the Township has collected \$1,150 for reservations at Youngs Woods. In 2005 we collected a total of \$1,675. The Township to date has collected \$3,435 for reservation fees for pavilions and fields at the Community Park.

POLICE PENSION FUND ASSET ALLOCATION: Manager Garvick provided the Committee with Principal's proposed reallocation of the police pension fund assets. The Committee did not have any problems with the proposed allocation but if there was any change it could be to reduce the bond and mortgage to thirty-five percent instead of to twenty-eight percent. This asset allocation will neither affect nor influence the proposed meeting with Principal on other matters involving the police plan. It was noted that the Committee would be more comfortable with investment advisors that are not Principal but outside investment advisors such as Fidelity and Wellington.

TOWNSHIP SOFTWARE: Manager Garvick reported that the Township's current software vendor, CompuData, has now lost the two service technicians who were familiar with our last few remaining programs. We were previously notified that

Computata would not be supporting our bookkeeping software any longer. These two individuals who supported our programs previously are now working independently from their homes and have agreed to support us and will bill us on a case-by-case basis. Manager Garvick has received a proposal from another supplier, KVS Information Systems, Inc., which is within the amount budgeted for 2006. It was noted that a reference list be provided for municipalities within Pennsylvania. They are currently servicing Hanover Borough's computer systems.

PREVAILING WAGE GUIDELINES: We have not heard anything new regarding to the repealed prevailing wage guidelines.

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
AUGUST 7, 2006

The Penn Township Finance Committee convened on Monday, August 7, 2006 at 7:43 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

HANOVER EAGLES AUXILIARY: The Township received a request dated July 13, 2006 from the Hanover Eagles Auxiliary requesting a waiver of the yard sale permit fee because their profits are going to a nonprofit association. The Committee recommended approving the request.

TAX OFFICE: Manager Garvick received a request from the tax collector for a new air conditioner for the tax office. Manager Garvick stated that the unit was used when the Township purchased it nearly ten years. The Committee suggested that it be included in next year's budget.

GROWING GREENER APPLICATIONS: York County mailed out applications for the growing greener grants. The information is for review about what is available for the Township to apply for. The Township has in the past used grants that were available for recycling.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
SEPTEMBER 5, 2006

The Penn Township Finance Committee convened on Tuesday, September 5, 2006 at 7:08 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer, Administrative Assistant Kristina 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 August 8, 2006 from the Hanover Jaycees requesting a waiver of the sign permit fee for five temporary signs advertising the Hanover Halloween Parade. The Committee recommended approving the request.

2007 BUDGET: Manager Garvick stated that budget process has begun and we have received responses from some of the professional service providers that the Township deals with. We will be passing them along as we receive them.

The meeting adjourned at 7:12 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 2, 2006

The Penn Township Finance Committee convened on Monday, October 2, 2006 at 7:40 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

MT. OLIVET: The Committee received a request from Mt. Olivet cemetery for a waiver of the building permit fee to pave their driveway onto Beck Mill Road. The Committee made no recommendation on the request, but did ask for more information as to what work was completed or planned.

DISABILITY COVERAGE: Manager Garvick stated that staff has been reviewing the costs of self-funding the disability insurance for the Township. For 2006 the Township employees have received more benefits than what was paid in premiums. In previous years, however, there was more paid in premiums than what was received in payments by the employees on disability leave. There would be an additional cost to self-insure because we would need the services of a third party administrator. Commissioner Heilman stated that Manager Garvick should look into reinsuring disability for a certain amount for employee on a per claim basis.

2007 BUDGET: Manager Garvick provided a copy of the proposed 2007 budget for the administration department. The committee was also provided the proposed 2007 police and fire department budgets as submitted by the department heads. Manager Garvick will soon be sending out his yearly memo to schedule the budget meetings. He will also have the first draft of the complete budget available in a week or two.

REFUSE COLLECTION BID: Manager Garvick stated that refuse collection bids were open this morning and we had two bidders with York Waste apparently being the lowest bidder.

The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 6, 2006

The Penn Township Finance Committee convened on Monday, November 6, 2006 at 8:02 P.M. following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZENS COMMENTS: None.

SOUTH WESTERN LACROSS: The Committee reviewed a request received October 23, 2006 from the South Western Lacrosse team for a waiver of the sign permit fee to advertise their registration night. The Committee recommended approving the request.

2007 BUDGET: Manager Garvick stated that the admin budget is reduced slightly because the Township will have most of it's new computer software paid for prior to the start of the year. There is a person included in the budget that would be shared between the zoning department and the engineering department for the review of plans and to provide continuity in zoning permit reviews. The Township will be able to sell the Spring Garden Street facility in 2007. There was some discussion about covering the existing debt service with the current loan. Commissioner Heilman suggested that everyone think about the requests in the budget and the need that we have for them. He suggested that Committee consider another meeting prior to the December Committee meeting to review the budget.

The meeting adjourned at 8:23 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 4, 2006

The Penn Township Finance Committee convened on Monday, December 4, 2006 at 7:26 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Stauffer, Klunk, Felix and Johnson. Also present were Manager Garvick, Police Chief Gilbert, Fire Chief Cromer and Administrative Assistant Kristina Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

WEST MANHEIM LIONS CLUB: The Committee received a request from the West Manheim Lions Club for a waiver of the sign permit fee to advertise their Christmas tree sale at Grandview Plaza. The Committee recommended approving the request.

SOUTH HANOVER LITTLE LEAGUE: The Committee received a request dated October 18, 2006 from the South Hanover Little League for a waiver of permit fees and land development requirements for a new storage building at Eagles Park. The Committee recommended approving the request.

2007 BUDGET: Manager Garvick provided the Committee with a budget that shows a \$15,000 surplus for next year without providing raises for the management staff. The budget will go on display Tuesday, December 05, 2006. There was a concern about including the sale of the Spring Garden Street property, which was appraised at \$225,000. The revenue does include an increase in the cost of refuse bags. An additional firefighter was kept in next year's budget.

The meeting adjourned at 7:40 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager