

MINUTES
FINANCE COMMITTEE
JANUARY 3, 2007

The Penn Township Finance Committee convened on Wednesday, January 3, 2007 at 7:08 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, Engineer Bortner, Highway Foreman Mahan and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

EMS TAX: Manager Garvick informed the committee that the state legislature would once again tackle Emergency Municipal Services Tax reform in 2007. Amendments were passed in late December 2006 but were vetoed by Gov. Rendell because of the negative impact on municipalities to implement the changes on such short notice. One of the amendments that will impact record keeping is the partial (monthly or weekly) withholding of tax in lieu of withholding the entire \$52 from one pay period.

CABLE FRANCHISING: The Manager informed the committee that there is still work being done on the cable franchising issue. The phone companies have not been successful yet in wresting franchise regulation away from local municipalities and having it assigned to the state. We expect more action in 2007. There was discussion about whether or not Penn should adopt some formal position such as a resolution. It was the consensus that we should simply continue to keep our legislators advised as to our position.

The meeting adjourned at 7:13 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
FEBRUARY 5, 2007

The Penn Township Finance Committee convened on Monday, February 5, 2007 at 7:18 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

EXCHANGE CLUB: The Committee received a request dated January 26, 2007 from the Exchange Club of Hanover for a waiver of the sign permit fees to advertise the Annual Builders Home and Garden Show. The Committee recommended approving the request.

CHAMBER OF COMMERCE: The Committee received a request dated January 3, 2007 from the Hanover Area Chamber of Commerce for a waiver of the sign permit fee to advertise the Annual Hanover Dutch Festival on July 28, 2007. The Committee recommended approving the request.

ALAN J. MILLER: The Committee received a request from Alan J. Miller for a waiver of the penalty and interest for his 2005 and 2006 EMS taxes that were not deducted by his employer. Mr. Miller paid the 2005, 2006 and 2007 taxes to the tax collector when he was made aware of the error. The Committee recommended waiving the penalties and interest.

FIREMEN'S PENSION CONTRIBUTION: At the year-end meeting, the Commissioners approved an increase to the Firemen's pension plan effective January 1, 2007 from 8% to 10%. An ordinance has been prepared to adopt a new plan document showing the increase. The Committee recommended adopting the ordinance.

HOMEWOOD REIMBURSEMENT COMPONENT: Manager Garvick presented a resolution for the reimbursement component for the Homewood interceptor that allows Homewood to assess future connections into their portion of the interceptor. They have provided the Township with the deed of dedication for the line and the ordinance will be adopted at the February Board of Commissioners meeting. The tapping fee for connections to the Homewood interceptor will be \$1830 per equivalent dwelling unit with \$512 representing the capacity part, \$518 representing the collection part and \$800 representing the Homewood reimbursement part.

UCC EDUCATION AND TRAINING FEE: Manager Garvick provided a resolution increasing the UCC education and training fee from \$2 to \$4 due to the State increasing the fee.

PENSION AUDIT: Manager Garvick noted that the Township three pension plans are in the process of being audited.

The meeting adjourned at 7:28 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MARCH 5, 2007

The Penn Township Finance Committee convened on Monday, March 5, 2007 at 7:13 PM 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.

CITIZEN'S COMMENTS: None.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated March 1, 2007 from the Penn Township Lions Club for a waiver of the sign permit fees to advertise their mulch sale and two chicken barbeques. The Committee recommended approving the requests.

SOUTH WESTERN DOLLARS FOR SCHOLARS: The Committee received a request dated February 28, 2007 from the South Western Dollars for Scholars for a waiver of the sign permit fee to advertise their Make A Difference Week on April 15, 2007 through April 21, 2007. The Committee recommended approving the request.

HANOVER AREA EARNED INCOME TAX BUREAU: Commissioner Heilman gave an overview of the Hanover Area Earned income tax meeting that was held last month. The Township's collection fee percentage will be raised slightly. He stated that both South Western School District and the Hanover Area School District would have on the May primary ballots a question about raising the earned income tax level if the property tax rate is decreased. The increase will be from one half percent to a one and half percent. This will affect also the distributions and cost for each participating entity. Another meeting of the HAEITB will have to be held in June if either school district enacts the increase in earned income for the purpose of recalculating collection costs. The Township received an overpayment of \$50,000 in 2006 that will need to be returned.

GRANTS: Manager Garvick reported that he has two grants for consideration. The first is \$8,000 for defibulators for the Township's ladder truck, engine, and offices. The second is for \$20,000 for the Hanover Area Family and Youth Alliance (Communities That Care). The grant will be administrated by the Hanover Hospital but has to be applied for by a municipality. The grant will be used for a part-time mobilizer and a youth survey.

The meeting adjourned at 7:24 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
APRIL 2, 2007

The Penn Township Finance Committee convened on Monday, April 2, 2007 at 7:25 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 and Fire Chief Cromer. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

BOY SCOUT TROUP 110: The Committee received a request dated March 13, 2007 from Boy Scout Troop 110 for a waiver of the sign permit fee to advertise a mulch sale at Grandview Plaza on April 28, 2007. The Committee recommended approving the request.

HANOVER MOOSE LODGE #227: The Committee received a request dated March 18, 2007 from the Hanover Lodge #227 for permission to conduct their first annual car show at 19 Barnhart Drive on July 22, 2007. They are requesting exoneration of the permit fees to conduct this event. The Committee expressed a concern about the lack of parking area on the property. The Committee, however, recommended approving the request.

HANOVER JAYCEES: The Committee received a request from the Hanover Area Jaycees regarding their fifth annual car show to be held at the South Hanover Shopping Center on June 9, 2007. They are requesting a waiver of the sign permit fees to advertise the event. The Committee recommended approving the request.

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
MAY 7, 2007

The Penn Township Finance Committee convened on Monday, May 7, 2007 at 7:22 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

HANOVER CYCLERS: The Committee received a request dated April 30, 2007 from the Hanover Cyclers for a waiver of the sign permit fee to place a canopy and banner in the grassy area by the entrance of the Rutter's Store on Baltimore Street. The event will be conducted from June 17, 2007 to June 23, 2007. The Committee recommended approving the request.

JEFFERSON FIRE COMPANY: The Committee received a request dated April 28, 2007 from the Jefferson Volunteer Fire Company for a waiver of the sign permit fee to install a sign at the corner of Route 216 and Grandview Road to advertise their carnival July 16 thru July 21, 2007. The Committee recommended approving this request.

HANOVER LIONS CLUB: The Committee received a request dated May 3, 2007 from the Hanover Lions Club for a waiver of the sign permit fees to advertise a chicken barbeque at the Friendship Fire Hall on May 19, 2007. The Committee recommended approving the request.

ACT 101 TAX REFERENDUM: Commissioner Klunk stated that on the May 15, 2007 primary ballot there will be a referendum question which asks if you are in favor of South Western School District proposing an additional 1% earned income tax while reducing the property tax. Commissioner Klunk stated that he is voting against it and thinks it will send a message to Harrisburg that serious tax reform has to be considered. Commissioner Klunk stated that if a taxpayer in Penn Township pays \$3,000 in property taxes, \$297 is going to the Township, \$582 is going to the County and \$2,121 is going to the School District. The Township tax rate of 1.99 mills has been maintained for several years and the rate was actually reduced from 2.0. When all three government entities increase the taxes it adds up for the taxpayer. Commissioner Heilman provided a contradictory opinion on Act 101. For those residents who are retired they will receive a reduction in their property tax and will not have to pay an increase in earned income since they have no earned income. A household earning less than \$47,000 will benefit from the restructuring but a household earning more than that amount will pay more in increased earned income tax than what they will save in property tax reduction.

RESOLUTION NO. 662: Manager Garvick provided a Committee a resolution for disposing of Township records to be adopted at the next Board of Commissioners meeting.

The meeting adjourned at 7:35 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JUNE 4, 2007

The Penn Township Finance Committee convened on Monday, June 4, 2007 at 7:43 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

STERLING FINANCIAL STATUS: Manager Garvick stated that Bank of Hanover is the Township's depository and representatives from the bank have visited us to discuss the financial problems with Sterling Financial. They informed us that the Township's funds are secure. The Township will be meeting with representatives from Bank of Hanover again tomorrow but we are told the bank is solid. The remaining affiliates of Sterling have merged into one unit. There are several scenarios that could result from this situation including the buyout of the bank by another investor. The Township is still getting the same rates on it's accounts and our funds are secure with the bank. Commissioner Heilman requested the bank provide the collateral that is pledged to the Township funds and what percentage of it is insured.

REAL ESTATE HOUSING NUMBERS: Commissioner Heilman provided the first quarter housing statistics for York County. He revealed that the South Western School District median sale price increased about 11.7% but the number of units sold in the district decreased by thirty-two.

The meeting adjourned at 7:50 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
JULY 2, 2007

The Penn Township Finance Committee convened on Monday, July 2, 2007 at 8:00 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

CITIZEN'S COMMENTS: None.

JULIE GEYER: The Committee received a request from Julie Geyer for a waiver of the yard sale permit fee that was held by your relay for life team. She provided a letter from the American Cancer Society showing that they received the funds. The Manager will send a personal donation to Ms. Geyer to cover the cost of the permit.

EMS AUDITS: Manager Garvick reported that the Township is preparing to conduct EMS audits on those businesses that are suspected of not complying with the Emergency Municipal Services Tax.

The meeting adjourned at 8:08 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
AUGUST 6, 2007

The Penn Township Finance Committee convened on Monday, August 6, 2007 at 7:18 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: Chairman Heilman announced that an executive session will be held following the Finance Committee meeting to discuss personnel issues.

CITIZEN'S COMMENTS: None.

F.O.E. AUXILIARY: The Committee received a request dated July 23, 2007 from the F.O.E. No. 1406 Auxiliary requesting a waiver of yard sale permit fees for the charity yard sales they held. The Committee recommended approving the request.

FIRE TRUCK FINANCING: The Board of Commissioners awarded the fire truck bid at the last regular meeting. Manager Garvick provided four options to finance the purchase of the truck. The options included paying up to a fifty percent down payment, making no down payment or leasing the fire truck. There was some discussion about the lease terms and conditions and other scenarios that may affect the lease agreement. The Committee was also concerned about the final buyout along with who would hold the title to the equipment. The Township has thirty days from the time the contract is executed to notify Sutphen about using the down payment options. Commissioner Klunk suggested that the Township borrow the funds from an account that is not currently being used and pay the funds back with interest. He suggested the Refuse/Recycling Account. There was some discussion about future contributions by the Commissioners to the Fire Reserve Fund. The Committee recommended deferring any action until next month.

FIRE COMPANY LOAN: Manager Garvick gave an update to the Committee about the request of the Penn Township Volunteer Fire Department requesting the Township to help them get a better rate. He talked with M&T and they will prepare something that will show the Township's responsibilities if they co-sign with the department.

BANK SERVICES: The Township has received some information from Fulton about services they can provide to the Township. Manager Garvick reported that we would get the same information from Commerce and M&T. There was some discussion on what the banks will be looking for when they quote services and costs.

CELL PHONES: Manager Garvick reported that the Township would be renewing its cellular phone contract with Verizon for another two years. New phones will be provided.

The meeting adjourned at 7:47 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
SEPTEMBER 4, 2007

The Penn Township Finance Committee convened on Tuesday, September 4, 2007 at 7:28 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, Administrative Assistant Rodgers, Township Engineer Bortner and Highway Foreman Mahan. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

SPCA STRAY ANIMAL & HOUSING AGREEMENT 2008: Manager Garvick reported that the Township has received the normal proposed agreement from the York County SPCA for 2008 requesting the Township utilize them for stray animals at a cost to the Township of \$2,360 per year. The Committee recommended tabling the request until they receive the proposal from the Animal Control and Rescue League, which the Township currently uses for its stray animals.

HANOVER AREA JAYCEES: The Committee received a request dated August 1, 2007 from the Hanover Area Jaycees requesting a waiver of the sign permit fee to advertise the Halloween parade for five signs within the Township. The Committee recommended approving this request.

FIRE COMPANY LOAN: Manager Garvick reported that the Volunteer Fire Company would be opening bids on September 10, 2007 for the new building. They are still working on the commitment letter with the bank and bond council for the loan. Chief Cromer expected that they would award the bid on September 25. There have been about seven requests for the bid specifications.

The meeting adjourned at 7:32 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
OCTOBER 1, 2007

The Penn Township Finance Committee convened on Monday, October 1, 2007 at 7:27 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

HANOVER LIONS CLUB: The Committee received a request dated September 5, 2007 from Hanover Lions Club for a waiver of the sign permit fees for their chicken barbeque. The Committee recommended approving the request.

PRELIMINARY BUDGET QUESTIONS: Manager Garvick stated that work has begun on the 2008 budget and copies of the proposed administration and police budget have been provided. The Committee recommended setting budget meetings following the next Board of Commissioners meeting for October and November.

CENSUS BUREAU: Manager Garvick stated that they have received correspondences from the United States Census Bureau about updating the local property addresses. Commissioner Klunk suggested that we comply with providing the information, which should take minimal time.

The meeting adjourned at 7:32 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
NOVEMBER 5, 2007

The Penn Township Finance Committee convened on Monday, November 5, 2007 at 7:37 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

GOD'S MEAL BARREL: The Committee reviewed a request dated October 10, 2007 from God's Meal Barrel requesting exoneration from the sign permit fee for a banner to advertise appreciation day at Buckley Chiropractic Center for God's Meal Barrel. The Committee recommended approving the request.

SOUTH WESTERN LACROSSE, INC.: The Committee reviewed a request from South Western Lacrosse, Inc. for a waiver of the sign permit fee to advertise their registration night at Emory H. Markle Intermediate School. The Committee recommended approving the request.

EXIT REALTY: The Committee reviewed a request from Exit Realty for a waiver of the sign permit fee to advertise a food drive for different charities in the Hanover Area. The Committee recommended approving the request.

P.T.V.E.S.: The Committee reviewed a request dated October 22, 2007 from the Penn Township Volunteer Emergency Services for a waiver of the sign permit fee for a temporary sign to advertise their Halloween party. The Committee recommended approving the request.

2008 LOCAL SERVICES TAX DISCUSSION: The Pennsylvania legislature has amended the procedures for collection of the Emergency Municipal Services Tax effective January 1, 2008. The name has been changed to the Local Service Tax. The law not only requires refunds to individuals who have paid the tax but have earned less than \$12,000, but also allows individuals to submit exemption certificates to exempt their employers from even withholding the tax because they may earn less than \$12,000 in 2008. Mr. Garvick provided figures for 2005, 2006, and 2007 for refunds and collections. The Committee recommended that the Township remain with the current collection process with the Tax Collector collecting the taxes and the Township staff reviewing refunds and exemption certificates and report next year on how the process went.

2008 BUDGET DISCUSSION: Commissioner Heilman stated that a finance meeting would be held on Wednesday, November 28, 2007 at 6:30 PM to further discuss the 2008 budget. Manager Garvick stated that we are not expecting as much grant money in 2008 as we received in 2007. There was some discussion on the delinquent real estate taxes versus current real estate taxes. The Realty Transfer tax is projected to remain about the same and Manager Garvick is expecting there to be some commercial development that increases the tax. Manager Garvick reported that revenue from the Township's Earned Income Tax has decreased from 2006. The Local Services Tax (emergency municipal services tax) will be reduced by about twenty-five percent because of the way the taxes will be collected from employee and remitted to the Township. The rent of the building has increased in 2007 because of the realtors association renting the community room about eight times a month but they have found a permanent location and will no longer be using the room. The grant that Chief Cromer applied for to help finance the new fire truck has been denied, even though the new engine has already been ordered. The fireman's relief grant has also been decreasing because of the decrease in the number of volunteers responding to fire calls versus the number of paid responders. The remainder of the budget was reviewed and the Committee will review the Public Works budget at the next finance meeting.

The meeting adjourned at 7:32 P.M

Respectfully submitted,

Jeffrey R. Garvick, Manager

MINUTES
FINANCE COMMITTEE
DECEMBER 3, 2007

The Penn Township Finance Committee convened on Monday, December 3, 2007 at 7:29 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 Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

CITIZEN'S COMMENTS: None.

HANOVER SOCCER CLUB: The Committee received a request dated November 18, 2007 from the Hanover Soccer Club requesting exoneration of the sign permit fee to advertise their registration night. There was concern that they follow the regulations for posting signs. The Committee recommended approving the request.

WEST MANHEIM LIONS CLUB: The Committee received a request dated November 7, 2007 from the West Manheim Lions Club requesting a waiver of the sign permit fee to advertise their annual Christmas tree sale at the Grandview Plaza Shopping Center. The Committee recommended approving the request.

MEM AUTOMOTIVE: The Committee received a request from MEM Automotive for a waiver of the sign permit fee to advertise their food collection for local charities. The Committee recommended approving the request for a temporary sign for the current event.

2008 BUDGET DISCUSSION: The Committee further discussed the proposed 2008 Budget. Commissioner Heilman stated that he discussed with Manager Garvick a tenth of a mill tax increase based upon where expenditures and revenues are projected to be. Commissioner Klunk stated that we have tight budget and he would not want to see contingency go any lower. A tenth of a mill tax increase will bring in about \$105,000 and he would suggest a .05 mill increase. Manager Garvick stated that no increased fireman's benefits and wages were included in the budget because we do not have a 2008 contract yet. Commissioner Klunk stated that cash on hand is close but an accurate figure could not be reached to the end of year. Commissioner Felix stated that he is concerned about the financing of the new fire truck, which could arrive in 2008 or 2009. Commissioner Johnson would like to trim some of the budget items listed in the budget including the donation to the Hanover Public Library along with some of the line items listed in the budget. The Committee recommended not approving a tax increase for the 2008 budget. The budget will go on display on Tuesday, December 4th.

The meeting adjourned at 7:53 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager