

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