

MINUTES  
FINANCE COMMITTEE  
FEBRUARY 4, 2013

The Penn Township Finance Committee convened on Monday, February 4, 2013 at 7:15 PM following the public safety committee meeting. Present were Chairman Heilman and Commissioners Klunk, Prieber, Felix and Goldsmith. Also present were Manager Garvick, Police Chief Laughlin, Fire Chief Cromer and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the January 7, 2013 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2013 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the first revenue/expense report for 2013. It shows revenues low for realty transfer and earned income with general fund revenues in January 2013 being lower than those in January 2012. The general fund expenses are higher in January 2013 than those in January 2012. The sewer fund expense is high due to the bond payment being due on February 1, 2013.

ST. JOSEPH'S PARISH WAIVER REQUEST: The committee received a request dated January 11, 2013 from St. Joseph's for a waiver of the permit fees associated with their annual yard sale being held on March 9, 2013. The proceeds benefit a scholarship fund. The committee recommended approving the request.

HANOVER AREA LITTLE LEAGUE: The committee received a request from the Hanover Area Little League for a donation to their program. The South Hanover Little League, the West Manheim Recreation Association and Mustang Softball recently joined together to form the Hanover Area Little League. After some discussion, the committee recommended not providing the league with a donation but will continue to donate to the Hanover Borough baseball program. The committee suggested a review of the Township's policies on rentals, donations and waivers for recreation leagues and teams.

HANOVER EXCHANGE CLUB: The committee received a request dated January 22, 2013 from the Hanover Exchange Club for a waiver of the permit fees associated with the advertising of the Home Builders Show and Comedy and Magic Show. The committee recommended approving the request.

JOINT BID MEETING: Administrative Assistant Rodgers reported that the joint materials bid award meeting will be held in the Hanover Borough council chambers on March 27, 2013 at 6:00 p.m. A quorum of commissioners is needed in order to award

bids.

MUNICIPAL BID: Manager Garvick reported that the township has been using Municibid to auction off surplus equipment. The last two vehicles the Township sold brought in more at the auction than if we would have traded the vehicles. The Township currently has four surplus vehicles on the auction site.

CAPITAL IMPROVEMENT PLANS: Commissioner Heilman suggested that each department head prepare a five year capital improvement plan for their department so that it can be reviewed by the committee and decisions regarding major purchases can be structured over several years instead of being proposed yearly during the budget process.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:40 PM.

Respectfully submitted,

Kristina J. Rodgers  
Township Secretary