

MINUTES
FINANCE COMMITTEE
FEBRUARY 4, 2014

The Penn Township Finance Committee convened on Tuesday, February 4, 2014, at 8:00 PM following the Public Safety Committee meeting. The meeting was originally scheduled for February 3, 2014 but was postponed due to a snowstorm. Present were Chairman Heilman and Commissioners Klunk, Prieber, Goldsmith and Felix. Also present were Manager Garvick, Police Chief Laughlin, Administrative Assistant Rodgers, WWTP Superintendent Mahone, and Engineer Bortner. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF MINUTES: The minutes of the January 6, 2014 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2014 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reported on the 2014 budget and operating expenses through the end of January. She noted that we have not received any current year real estate tax revenue and the bills are to go out by February 15th. Due to the Presidents Day holiday we don't anticipate receiving any current year tax revenue until at least February 18th, and maybe not until February 20th due to the tax collector's business hours. The prior year real estate tax is high due to those paying at year end. This revenue was not received from the tax collector until the start of 2014. The Township's revenue for January is just under five percent and expenses are under six percent.

ST. JOSEPH'S PARISH: The committee received two requests dated January 14, 2014 from St. Joseph's Parish for waivers of the fees associated with their yard sale to be held on March 8, 2014. The funds will be used for a scholarship fund. The committee recommended approving the request.

YOUTH AID PANEL: Manager Garvick reported that the York County Youth Aid panel has requested to utilize the community room again this year for about twelve meetings. They are requesting that the room rental fees be again waived. Manager Garvick stated that the program has been run for about ten years with all fees being waived. During 2013 the panel received six referrals from the police department for Penn Township youth. There are Township residents that serve on the panel. The committee recommended waiving the fee for 2014.

HANOVER EXCHANGE CLUB: The committee received a request dated January 31, 2014 from the Hanover Exchange Club requesting a waiver of the sign permit fees to advertise the Builders Home and Garden Show being held on March 6 through March 8 and their Comedy and Magic Show to be held April 4, 2014. The committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The committee received a request on January 15, 2014 from the South Western Band Boosters for a waiver of the permit fees to hold

their annual spring market place on April 19, 2014. The committee recommended approving the request.

HANOVER REGIONAL ECONOMIC PLAN: Manager Garvick reported that a Resolution has been prepared to adopt the Hanover Regional Economic Plan. This plan was a cooperative venture with Hanover Borough, McSherrystown Borough, Conewago Township and Penn Township. The committee finds the resolution acceptable and recommends adoption once we hear from the other municipalities. Commissioner Klunk noted that there would be additional meetings held to address issues in the plan so that action is taken on the recommendations.

JOINT MATERIALS BID: Manager Garvick noted that the joint materials bids would be opened on February 5, 2014 at 5:00 PM at Hanover Borough. On February 26, 2014 a meeting will be held at 6:00 PM to award the bids, which will require a quorum of commissioners. The meeting will also be held at Hanover Borough.

COMPUTER SYSTEM UPDATE: Manager Garvick reported that Doug Greenholt, IT Director at SWSD, visited the office to view the various computer and server systems. Doug is contemplating becoming the Township's consultant regarding the replacement of our computer systems.

PUBLIC QUESTIONS FOR THE COMMITTEE: None.

The meeting adjourned at 8:17 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary