

MINUTES
FINANCE COMMITTEE
MAY 6, 2013

The Penn Township Finance Committee convened on Monday, May 6, 2013 at 7:08 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 April 1, 2013 finance committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ECONOMIC DEVELOPMENT PLAN FOR HANOVER/PENN: Katie Capels, representing the York County Economic Alliance (YCEA), reviewed the Economic Development Plan for the Hanover Borough and Penn Township that was prepared in December 2012. This was an updated plan to the one prepared in 2002. She reviewed the accomplishments of the 2002 plan and the goals of the 2012 plan. She stated that this will be used in the development of the joint comprehensive plan being prepared by Hanover Borough and Penn Township as well as the regional economic plan being developed by Hanover Borough, Penn Township, McSherrystown Borough and Conewago Township. She invited the Committee members to the International Expo being held at the York Fairgrounds on May 7, 2013.

2013 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the April revenue/expense report along with the differences in revenues and expenses from 2012. She noted that earned income and realty transfer are below last years revenues for the same time frame. The state auditors will be arriving in the next month to audit the three pension funds and the highway aid fund.

REVIEW OF 2012 AUDIT: Regarding the 2012 audit, the committee reviewed the deficiencies and weaknesses summary along with recommendations from the Township's auditor. It was recognized that the Township was not able to comply with all the recommendations, especially those requiring the use of additional personnel for segregation of certain duties. The committee directed staff to comply with the comments, wherever possible.

JEFFERSON CARNIVAL WAIVER REQUEST: The committee received a request dated March 20, 2013 from the Jefferson Carnival committee requesting a waiver of the sign permit fees to advertise the Jefferson Carnival from July 15 through July 20. The Committee recommended approving the request.

FIVE-YEAR CAPITAL PURCHASE PLAN: Next month, the review of the five-year

capital purchase plans will commence with the administration plan at finance committee followed by the police and fire department plans at public safety. The public works and sewer department plans will be reviewed the following evening at those committee meetings.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:26 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary