

MINUTES
FINANCE COMMITTEE
JUNE 4, 2012

The Penn Township Finance Committee convened on Monday, June 4, 2012 at 7:21 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Klunk, and Felix. Commissioner Goldsmith was absent with notice. Also present were Manager Garvick, Deputy Police Chief Laughlin, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the May 7, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided an update of expenses and revenues through the end of May 2012. She noted the revenues and expenditures are slightly above 2011 levels.

RESOLUTION FOR DISPOSITION OF PUBLIC RECORDS: Manager Garvick reported that it was time for the biannual disposition of Township records. He has prepared a resolution with all the records we will be destroying. He reiterated that records disposition is completely in accord with the state's Records Retention and Disposition Act.

BUFFALO WILD WINGS: Manager Garvick reported that the Township has received the request for a transfer of a liquor license for Buffalo Wild Wings. The liquor license will be transferred from York City. A hearing needs to be scheduled and the Committee recommended having it on June 18, 2012.

MUNICIPAL AUDIT: Administrative Assistant Rodgers provided a memo addressing the concerns and recommendations from the annual audit report and how the administrative staff is addressing each. It was noted that we should continue to review the lock box option and consider alternating employees in the sewer office.

EAGLE SCOUT AWARD: Manager Garvick reported that Commissioner Felix received notification that Dale Wagner would be receiving the Eagle Scout Award on June 23, 2012. It was recommended that a Resolution of Achievement be adopted for Commissioner Felix to present at the ceremony.

PART TIME PROPERTY MAINTENANCE CODE OFFICER: Commissioner Felix stated that he is interested in hiring a part time property maintenance code officer due to pending retirements and increased non-compliance of the property maintenance code by residents. Funds for this position were allocated in 2012 budget. Manager Garvick

will prepare a wage scale for the part time position.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None

The meeting adjourned at 7:52 P.M.

Respectfully submitted,
Kristina J. Rodgers
Township Secretary