

MINUTES  
FINANCE COMMITTEE  
AUGUST 2, 2010

The Penn Township Finance Committee convened on Monday, August 2, 2010 at 7:09 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Felix, and Goldsmith. Also present were Manager Garvick, Police Chief Rhodes, Fire Chief Cromer, and Administrative Assistant Rodgers. The following matters were discussed:

ANNOUNCEMENTS: None

APPROVAL OF THE MINUTES: The minutes of the July 6, 2010 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HVAC SYSTEM ANALYSIS: Manager Garvick introduced Mike Rador from Barton Associates who gave a presentation about the energy study that was conducted on the municipal building. He reported that a detailed survey was performed along with interviews of the Manager and his Staff. From this information, a computer model was generated. The model was calibrated to meet the current situation of the building and as a result it provided information about the building's HVAC system and provided information for improving the energy consumption in the building.

The report provided three energy conservation measures and two HVAC alternatives involving ground and water source heat pump systems. Due to the large initial expense of these two alternatives the study recommends that they not be considered realistic. However, the three ECM's could be implemented systematically and would result in savings. ECM #1 recommends improving the automation system of delivering heat and cooling by way of building controllers to automate functions and control ventilation systems. ECM #2 recommends upgrading the interior lighting with higher efficiency fixtures. ECM #3 recommends more roof insulation and reducing the amount of outside air entering the building. This option could be implemented in conjunction with the roof replacement project that will be rebid in short order.

2010 BUDGET & OPERATING EXPENSE REPORT: Manager Garvick reviewed the 2010 budget and operating expense report through July 2010. The differential between current revenues and expenses is starting to narrow because the revenues have dropped off while expenses will continue to increase. An example would be the road improvement projects, which have not been started. Manager Garvick reported that the budget requests have been sent to the department heads and they have been asked to be very conservative on their requests for 2011. The department budgets are due by mid September for the preparation of the draft budget.

RFP'S FOR TOWNSHIP AUDITOR: Administrative Assistant Rodgers reported that RFP's were sent out for auditing services for years 2011, 2012, and 2013. We received seven responses to the request and electronic copies were provided to the committee along with a synopsis of the proposals. Administrative Assistant Rodgers reported that any of the three local auditors would be acceptable. She and Manager Garvick will continue to further review the proposals and make a recommendation at the next

Finance Committee meeting with the intent of appointing an auditor at the September Board of Commissioners meeting.

NON-SUFFICIENT FUND CHARGE: The Committee received a request dated August 2, 2010 from Steven Warner for a waiver of the bad check fee. Mr. Warner had written out a check for services performed by the SEO, Doug Stambaugh on June 16th for an on-lot sewer inspection. The Township did not receive the funds from the SEO until mid-July at which time they were promptly deposited into the Township account. The check was returned to the Township because Mr. Warner had closed his account on July 19, 2010 due to fraudulent online activity and was not aware the check had not cleared. He would like the bad check charged waived since it had been over a month since he had written the check until it was deposited. The Committee recommended approving the request if Mr. Warner could show that the account was closed due to fraudulent activity.

HANOVER EAGLES AUXILARY: The Committee received a request dated July 13, 2010 from the Hanover Eagles Auxiliary to waive the yard sale permit fees for a charitable yard sale. They provided proof that the proceeds from the sale were donated to charitable organizations. The Committee recommended approving the request.

PENN TOWNSHIP LIONS CLUB: The Committee received a request dated July 23, 2010 from the Penn Township Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on Saturday, September 18 at Youngs Woods. The Committee recommended approving the request.

HANOVER LIONS CLUB: The Committee received a request dated July 19, 2010 from the Hanover Lions Club for a waiver of the sign permit fee to advertise their chicken barbeque on August 28, 2010 at the old Pennville Fire Station. The Committee recommended approving the request.

YORK COUNTY TAX COLLECTION COMMITTEE: Administrative Assistant Rodgers reported that the York County Tax Collection Committee meet on July 26, 2010 and decided that the agency would begin collecting the taxes for all members on January 1, 2012. The agency will implement most provisions of Act 32 in 2011 including the distribution requirements but felt that they should not collect for all the members until 2012. There are some outstanding bills and the agency stated that the municipalities would pay those bills based upon their weighted voting percentages as determined by DCED. The Township will maintain participation in the Hanover Earned Income Tax Office until January 2012. This office will then be closed after all the work on the 2011 taxes has been completed.

ENERGY CONSULTANTS: Manager Garvick recommended that Benchmark Energy Solutions, Inc. be appointed the Township's energy consultant. This would allow the Township to receive a cheaper electric rate once the rate caps have been removed in our area. Manager Garvick reported that Benchmark currently has seventy municipalities they are working with and most have supplied a positive recommendation. The only negative came from Hanover Borough who stated that their bills were not being paid on time but this has not been a problem with the other municipalities using Benchmark. The Committee recommended appointing Benchmark at the next Board of Commissioners meeting.

FIREMEN FUNDRAISER: Commissioner Felix stated that he was approached by the firemen who conduct an annual fundraising drive for MS each year at Grandview Plaza. The firemen would like a sign permit fee waiver for the signs they use the day of the event. The Committee recommended that the fireman apply for the permit and a waiver of the fee so that they are compliant with all Township regulations.

PNC BANK: Administrative Assistant Rodgers reported that, due to some recent issues with PNC Bank, she would be talking to other banks in the area about their services.

DEP SETTLEMENT: Manager Garvick reported that DEP has offered to reduce the cost of the “settlement” for the problem that occurred on June 1<sup>st</sup> at the Mullertown Pump Station from \$5,139 to \$3,500. The Committee recommended approving the appropriate documentation at the next Board of Commissioners meeting.

The meeting adjourned at 7:52 P.M.

Respectfully submitted,

Jeffrey R. Garvick, Manager