

PENN TOWNSHIP  
FINANCE COMMITTEE  
OCTOBER 5, 2009

The Penn Township Finance Committee convened on Monday, October 5, 2009 at 8:04 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Prieber, Rewa, Goldsmith and Felix. 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 September 1, 2009 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2009 BUDGET: The Committee reviewed the 2009 budget revenue and expenses through September 2009. Revenue for the current year appears to be flat. Manager Garvick stated that the projected increase in revenue for 2010 is about 1.6% with the increase of proposed expenditures currently being 13%.

MASON DIXON CREDO: The Committee received a request dated September 10, 2009 from the Mason Dixon Credo for a waiver of the sign permit fees to advertise a weekend retreat at the Penn Grove Retreat Center. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated September 22, 2009 from the South Western Band Boosters for a waiver of the sign permit fees to advertise a chicken barbeque on October 17, 2009. The Committee recommended approving the request.

DISTRICT JUSTICE OFFICE LEASE AGREEMENT: Manager Garvick noted that he sent a letter to Robert Chuk with regards to the lease agreement for the District Justice Office. The Township has had a lease for twenty years with the district justice office and there has not been an increase of rent for the last ten years. Manager Garvick will let the Board know when he will be meeting with Mr. Chuk.

ENERGY REVIEW PROPOSAL: Manager Garvick reported that the Township has received a notice from Barton Associates that it will cost \$7,500 for an energy study of the Township municipal building. The committee recommended approving the study and placing the expenditure in the 2010 budget.

2010 BUDGET: The Committee reviewed the 2010 proposed municipal budget. There was some concern about the cost of the annual audit. There was some discussion about the major equipment in the administration budget and the capital outlay and major equipment in the building portion of the budget. Manager Garvick stated that budget provides for an upgraded access to the municipal side of the building on the front door and the side meeting room door, which is similar to the system the police department is proposing.

FUTURE MEETINGS: The Committee set firefighter interviews for December 14, 2009 at 6:30 PM. The Committee set a budget meeting for Wednesday, November 11, 2009 at 7:00 PM.

The meeting adjourned at 8:34 PM.

Respectfully submitted,

Jeffrey R. Garvick, Manager