

MINUTES
FINANCE COMMITTEE
NOVEMBER 5, 2012

The Penn Township Finance Committee convened on Monday, November 5, 2012 at 7:10 PM following the Public Safety Committee meeting. Present were Chairman Heilman and Commissioners Klunk, Goldsmith, Prieber and Felix. 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 October 1, 2012 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2012 BUDGET AND OPERATING EXPENSE REPORT: Administrative Assistant Rodgers reviewed the 2012 Revenue and Expense report through November 1, 2012. The revenue is at 92% of expected income. It was noted that Realty Transfer is at 100% of the budgeted amount but we are hopeful that this percentage can be exceeded. The Local Services Tax revenue should meet the budgeted amount but the earned income is still below last year's figure and may not meet the budgeted amount. The expenses are at 69% of budgeted.

HANOVER EXCHANGE CLUB: The Committee received a request dated October 23, 2012 for a waiver of the permit fees to advertise a performance at the Eichelberger Performing Arts Center on November 17, 2012. The Committee recommended approving the request.

SOUTH WESTERN BAND BOOSTERS: The Committee received a request dated October 24, 2012 from the South Western Band Boosters for a waiver of permit fees to conduct and advertise a Holiday Market Place Community Craft Show on December 15, 2012 at the Emory H. Markle Intermediate School. The Committee recommended approving the request.

RESOLUTION NO. 797: The Committee reviewed resolution No. 797 authorizing the disposition of police records per the Historical and Museum Commission Act. The Committee recommended adopting the Resolution.

TOWNSHIP INSURANCE PROPOSALS: The Committee reviewed insurance proposals for Township insurances for property, boiler, auto, umbrella, workmen's compensation etc. from four different companies. Chief Cromer noted that the new Cancer Presumption Act only covers paid firefighters and not volunteers. Administrative Assistant Rodgers reported that one company refused to quote the workmen's compensation coverage because of the amount of firefighter payroll. The Township's

current insurer came back with a slight increase. The committee recommended staying with the current carrier for all insurances. Administrative Assistant Rodgers reported that the health insurance increase for 2013 will be 9%. We are going to ask for proposals from other carriers.

BUDGET MEETING: The committee set a budget discussion meeting for Monday, November 26, 2012 at 6:30 PM.

PART-TIME CODE OFFICER: Manager Garvick reported that he has interviewed several candidates for the position of part-time code enforcement officer and will be making a decision shortly.

PUBLIC QUESTIONS FOR THE COMMITTEE: None

The meeting adjourned at 7:28 PM.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary

MINUTES
FINANCE COMMITTEE
NOVEMBER 26, 2012

The Penn Township Finance Committee met on Monday, November 26, 2012 at 6:30 PM. Present were Chairman Heilman and Commissioners Klunk, Felix and Prieber. Commissioner Goldsmith was not in attendance. Also present were Manager Garvick and Administrative Assistant Rodgers. The committee convened for the purpose of discussing, reviewing and finalizing the Township budget for 2013.

Commissioner Heilman indicated that the Sewer and Highway Aid budgets were balanced so there was no discussion required. The committee then reviewed the anticipated General Fund revenues for 2013. Realty Transfer income for 2013 was increased by \$20,000. It was noted that the actual State Police Fines income has decreased by \$2,000 from what was budgeted in 2012. Manager Garvick believes the reduced disbursements from the state will be the new norm.

The committee then reviewed the anticipated expenses for 2013. They made a few cuts, including reallocating a portion of the administrative assistant's salary to the sewer fund; reducing the engineering expenses in the engineering budget; reducing the gasoline expense in the police budget; and reducing personnel in the police department due to attrition. They did increase the partnership agreement payment to the York County Economic Alliance by \$4,000. Salaries for management have not been determined but an across-the-board increase of 4% was included in the draft budget for discussion purposes. After some discussion about the amount of cash carryover, the committee recommended adding a \$500,000 tax anticipation note in the 2013 budget, which would only be secured if there is a shortfall on the cash carryover.

Manager Garvick noted that the Township was again denied a grant from the Department of Conservation and Natural Resources for the restroom/community room facility at the Penn Township Community Park.

Following a brief discussion on the revenue shortfall of approximately \$124,000 the Committee discussed revenue enhancements for 2013. There was some discussion about increasing taxes from .1 mills to .2 mills. The Committee unanimously agreed to increase taxes by .15 mills, which would make the new rate 3.50 mills for 2013.

The budget will be on public display beginning on December 5, 2012 with the anticipated adoption date of December 17, 2012.

The meeting adjourned at 7:55 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary