

MINUTES
FINANCE COMMITTEE
DECEMBER 5, 2011

The Penn Township Finance Committee convened on Monday, December 5, 2011 at 7:00 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, Administrative Assistant Rodgers and Commissioner-Elect Klunk. The following matters were discussed:

ANNOUNCEMENTS: Commissioner Heilman

APPROVAL OF THE MINUTES: The minutes of the November 7, 2011 Finance Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

2011 BUDGET & OPERATING EXPENSE REPORT: Administrative Assistant Rodgers provided the 2011 budget and operating expense report through December 1. She noted that she included figures through that date because this included the largest payroll of the year, which includes longevity and holiday pays. The Township is right in line with expected revenues and expenses.

2012 FEE RESOLUTION: Manager Garvick provided a proposed 2012 Schedule of Fees resolution that included increases in existing fees and additional fees for fire inspections for both residential and commercial. The Committee adjusted some of the proposed fees and the resolution will be adopted at the next Board of Commissioners meeting with an effective date of January 1, 2012.

2012 BUDGET DISCUSSION: The Committee reviewed the proposed 2012 budget, which is showing a deficit of over \$200,000. Commissioner Heilman acknowledged that AFSCME, the firefighters, and the management have agreed to a pay freeze for 2012. The police have agreed in principal to a pay freeze but they are still negotiating their contract so it has not been officially agreed to. Commissioner Heilman provided several options to balance the 2012 budget including a tax increase, leaving the budget as it is proposed knowing that the Township is exploring options to decrease costs for next year, and increasing the tax anticipation note. The Committee recommended making the budget work as proposed with the understanding that if revenues do not meet projections and expenses increase the Township will need to pursue other cost reducing measures in 2012. The budget will be on public display beginning December 6, 2011.

BID LIMITATIONS: Manager Garvick reported that bid limitation requirements have increased. The advertised bid requirement has increased to \$18,500 up from \$10,000. The telephone quote requirement increased to between \$10,000 and \$18,500 up from between \$4,000 and \$10,000. Any purchase less than \$10,000 is now exempt from any

bidding or advertising requirement. The previous bidding and advertising requirements had been in place for twenty-one years.

CODIFICATION OF TOWNSHIP ORDINANCES: Manager Garvick reported that it has been several years since the Township has codified the Township's ordinances. He has a quote that was not included in the 2012 budget but which will need to be done soon. The Committee recommended having the codes codified electronically the next time they are updated.

The meeting adjourned at 7:33 P.M.

Respectfully submitted,

Kristina J. Rodgers
Township Secretary